

# WORKSHOP SERIES

## INTERESTED IN FEDERAL EMPLOYMENT?

**THURSDAY, SEPTEMBER 22, 2016**  
**103 Bank of America Career Services Building**



### **PARTNERSHIP FOR PUBLIC SERVICE**

EFFECTIVE GOVERNMENT FOR THE AMERICAN PEOPLE

#### **Federal Government Hiring**

**1:00 – 2:30 p.m.**

Not sure if the federal government is for you? This session will discuss the benefits and opportunities of federal employment as well as provide some insights into such aspects like what the General Schedule (GS) is and how to navigate the security clearance process. This session will provide information on the state of the federal workforce and hiring trends, and you will also hear about differing programs to consider in your job search.

#### **How to Create a Master Federal Resumé**

**2:45 – 3:45 p.m.**

While you may find yourself summarizing your work history into a one-page document for a typical job application, your federal resumé should be more detailed and run two-to-five pages in length for an entry-level job. How do you know about all of the nuances to consider while crafting your federal resumé? This session will walk you through the various components as well as tips and tricks to help you succeed in landing your dream internship or job.

#### **How to Navigate USAJOBS**

**4:00 – 5:30 p.m.**

Creating a stellar resumé is only half the battle when it comes to applying for a federal job, and understanding USAJOBS, the federal government's primary portal for posting open jobs as well as accepting applications, is a critical step in finding that dream opportunity. This session will teach you how to utilize the website, review and understand job postings, and navigate the federal application process.

#### **ABOUT THE SPEAKER**

*Emily McConnell, a member of the Partnership for Public Service's Education and Outreach Team, is a Penn State Liberal Arts alumna who earned degrees in Economics and International Politics. She gained internship experience with USAID and New Leaf Initiative, before joining the Partnership for Public Service, where she has served in various positions including Development Fellow, Program Associate, and Associate Manager, before taking on her current role as a Program Manager. In her role, she develops custom engagements and offerings to help federal agencies recruit and hire the talent needed to fulfill their missions, with a focus on internships and entry-level talent.*



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