

**Now is the Time!
Federal Hiring Event for
People with Disabilities**



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Now is the Time

- Benefits of working in Federal service
 - Federal hiring event for persons with disabilities
 - Tips for preparing a quality application package
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Now is the Time

"Across this country, millions of people with disabilities are working or want to work, and they should have access to the support and services they need to succeed. That's why I've asked the responsible agencies to develop new plans and policies to help increase employment across America for people with disabilities."

- President Barack Obama



Why Work for Federal Service?

A Federal career can provide:

- Any individual the opportunity to excel;
 - Challenges of a demanding job; and
 - Advancement potential or individual growth.
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Benefits of Federal Service

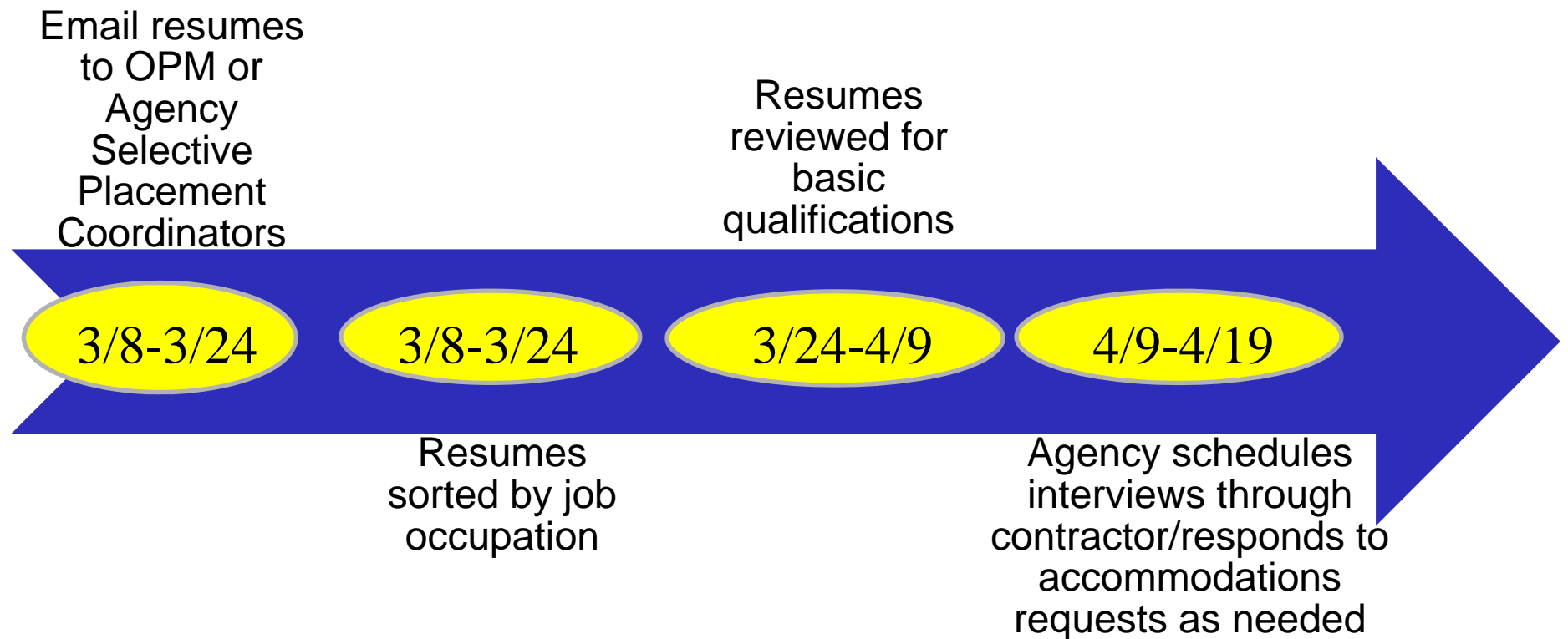
- Health and life insurance
 - Telework/leave policy
 - Family friendly flexibilities
 - Competitive pay and incentives
 - (e.g. student loan repayment)
 - Retirement plans
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Hiring Event: April 26, 2010

- We are dedicated to **hiring** qualified individuals with disabilities into the Federal Government
 - This is not a resume database
 - Interviews will be held on April 26th by invitation only
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Timeline of Application Process





Federal-wide Hiring Event

Monday, April 26, 2010
Washington, DC



Timeline for Hiring Event

- March 6: Announcements posted to: <http://www.usajobs.gov/hiringevents.asp>
 - March 8 – 24: Resumes submitted to OPM via email: Hiringevent@opm.gov
 - April 9: Invitations for interviews will begin
 - April 26: Interviews in D.C. with tentative job offers
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Three Steps to a Quality Application

1. Obtain certification
 - Disabled Veterans
 - Persons with Disabilities
 2. Identify occupations and grades for which you can work
 3. Create a chronological resume
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Step 1: Obtain Certification

1. 30% or More Disabled Veterans

- Agencies may appoint (hire) any veteran with a 30% or more service-connected disability to be non-competitively appointed to a time-limited appointment.
- You are eligible if you:
 - retired from active military service with a service-connected disability rating of 30% or more; **OR**
 - you have a rating by the Department of Veterans Affairs or branch of the Armed Forces showing a compensable service-connected disability of 30% or more.

Feds Hire Vets:

<http://www.fedshirevets.gov/job/shav/index.aspx#30>



Step 1: Obtain Certification

2. Schedule A for Persons with Disabilities

- Agencies may appoint (hire) individuals with severe physical, psychological, or intellectual disabilities, outside of the competitive hiring process.
 - Revised regulation published in Federal Register on July 26, 2006
- Disabled veterans may also be hired under the Schedule A hiring authority

OPM's Sample Certification Letter :

<http://www.usajobs.gov/individualswithdisabilities.asp>



Schedule A Hiring Authority

How does it work?

1. The “Schedule A employee” is hired under a two year appointment.
 - Upon the completion of two years of demonstrating satisfactory performance, the agency may convert the individual to a permanent appointment in the competitive service.
 2. A current employee who is Schedule A eligible may use this hiring authority again for laterals and promotions while in the excepted service.
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Obtaining a Schedule A Certification

Who can provide it?

1. A licensed medical professional (e.g., a physician or other medical professional certified by a State, the District of Columbia, or a U.S. territory to practice medicine)
 2. A licensed vocational rehabilitation specialist (i.e., State or private)
 3. Any Federal agency, State agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits (SSA, State Motor Vehicle Administration)
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Schedule Certification: Two Options

1. Complete Letter

- Establishes proof of disability and
- Certification of job readiness; or

2. Partial Letter

- Establishes proof of disability
 - Examples include SSDI check, MVA identification, etc.
- Job readiness certification can be met by individual agency criteria and/or proved through a temporary hire.

Must be on letterhead and include the printed name/title.



FAQ

If I use Schedule A more than once, do I have to fulfill a new two year probation each time it's used?

Answer: Yes, the law requires it



Preparing a Resume for the Event

1. Identify job occupations
 2. Identify appropriate grade level
 3. Formatting suggestions for resumes
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Step 1: Identify Job Occupation(s)

What are job occupations?

- Job occupations/series are used to classify work positions to ensure similar treatment for positions within a class in personnel and pay administration
 - For a complete list with descriptions, visit:
 - <http://www.opm.gov/fedclass/html/gsseries.asp>
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Exploring Your Federal Career Opportunities

- **Career Interest Guide.** Find jobs that are best suited for you based on your interests.
- **Job Interest Matching.** Investigate jobs that include tasks you like to do. When you indicate the kinds of tasks you prefer, they will be matched to jobs available in the government. This list contains some of the most common occupations in the Federal government but not all Federal jobs are represented.
- **Specific Job Exploration.** As an experienced job seeker, you may already have a particular Federal Job in mind. Find descriptions and minimum qualifications necessary for that job.
- **Match Federal Jobs to Private Sector Jobs.** Find private sector jobs that are similar to the Federal job you are currently performing or are interested in performing.

Visit USAJobs:
<http://www.usajobs.gov/careers/index.asp?ic=1>



Understanding General Schedule Pay

Link to 2010 Pay Tables:

<http://www.opm.gov/oca/10tables/html/gs.asp>

- GS-02/04/05 = High School Diploma
 - GS-05/07 = Undergraduate Degree
 - GS-09 = Graduate Degree
 - GS-11/12/13 = Mid Career
 - GS-14/15 = Managerial
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Resume Tips

1. The resume is reviewed to determine if the applicant meets the basic qualifications and it establishes your pay level when a job offer is extended
 2. Objective
 - List the job occupation(s) for which you are applying
 - Don't write a general statement
 - Research this on the job occupation list:
 - <http://www.opm.gov/fedclass/html/gssseries.asp>
 - Skills Summary (Your 30 second commercial)
 - Write a blurb that relates your experience to the specific jobs for which you're applying
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Resume Tips

4. Employment History
 5. Security Clearance Information
 - List this information -even if it's expired
 6. Don't include a Social Security Number on this Resume
 - Protect it as you would a bank account number
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Tips to Improve Success

1. Learn about the agency where you are applying
 - Refer to this information in your application and interview
 2. Check grammar and spelling
 3. Applications should include:
 - A resume
 - A current, signed, Schedule A letter on business letterhead
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Information & Resources

- Federal Hiring Event
 - <http://www.usajobs.gov/DisabilityHiringEvent.asp>
 - OPM Information for Individuals with Disabilities
 - <http://www.usajobs.gov/individualswithdisabilities.asp>
 - Vocational Rehabilitation Offices:
 - <http://www.jan.wvu.edu/cgi-win/TypeQuery.exe?902>
 - *VR Points of contact can insert their contact information here.*
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Resources

- **USAJobs.gov**
 - Information Center: <http://www.usajobs.gov/ei/index.asp#icc>
 - Individuals with disabilities:
<http://www.usajobs.gov/individualswithdisabilities.asp>
 - **Job Accommodation Network: www.jan.wvu.edu**
 - <http://www.jan.wvu.edu/Job/index.htm>
 - **EARN/ODEP**
 - <http://www.dol.gov/odep/pubs/publicat.htm#jobseeking>
 - Schedule A Brochure for Applicants:
http://www.dol.gov/odep/pubs/scheduleA/abc_Job_Applicants_ODEP_508%20compliant.pdf
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