

Environmental Justice Webinar Series for Tribes and
Indigenous Peoples


**Searching and Effectively Applying for
Federal Jobs & a Tribal Member's
Experience**

October 25, 2022

* Please note that this webinar will be recorded and posted.



Panelists

- JoAnn Brant, Office of Human Resources, Diversity and Inclusion Program Manager, Diversity, Outreach & Employee Services Division, U.S. EPA
 - Elaine Robles, Office of Human Resources, Diversity, Outreach & Employee Services Division, U.S. EPA
 - Tia Allen, Washington Operations Office, Tribal Air Team, U.S. EPA Region 10 (Recent Pathways Graduate)
 - Danny Gogal and Ericka Farrell, Office of Environmental Justice and External Civil Rights, U.S. EPA (Facilitators)
- 



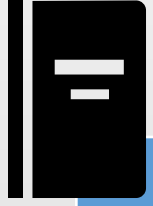
PATHWAYS PROGRAM

Presented by

**JoAnn Brant
Office of Human Resources, U.S. EPA**

PATHWAYS PROGRAM

- **Offers clear paths to Federal Internships for students from High School through post-graduate school.**
- **Clear path to Federal Careers for Recent Graduates**
- **Provides meaningful training and career development opportunities for individuals at the beginning of their Federal service.**



STUDENT INTERNSHIPS

- Available to current Students
- May be converted to a permanent position



RECENT COLLEGE GRADUATES

- Open to graduates who have graduated within the previous 2 years
- Development & Mentorship
- Permanent appointment



PRESIDENTIAL MANAGEMENT FELLOWS

- Open to individuals who have completed a qualifying advanced degree within the past 2 years
- Leadership Development

INTERNSHIP PROGRAM

Eligibility:

- **Students enrolled or accepted for enrollment at least half-time.**
- **Accredited educational institution pursuing any of the following:**
 - ❖ **High School/GED**
 - ❖ **Vocational/Technical/Certificate**
 - ❖ **Undergraduate**
 - ❖ **Graduate**
 - ❖ **Professional**



INTERNSHIP PROGRAM

- **Administered at the individual agency level**
- **Appointments may be made to any position for which the individual is qualified.**
 - ❖ A temporary appointment NTE one year
 - ❖ An appointment for an initial period expected to last > one year.

PATHWAYS - INTERNSHIP PROGRAM

	TEMPORARY APPOINTMENT NTE	APPOINTMENTS > ONE YEAR
APPOINTMENT OVERVIEW	To complete temporary projects, perform labor intensive tasks not requiring subject matter expertise, or to fill traditional summer jobs	Should have duties related to their academic/career goals. Hiring program/office must assign meaningful and developmental assignments
EDUCATION REQUIREMENT	May be made to any position for which the individual is qualified.	If considered for positions with a positive education requirement, they should be enrolled in a degree program directly related to the position's duties
WORK HOURS	As appropriate	Must complete 640 hours of work to be eligible for conversion to competitive service, or meet one or more exceptions granted
PROMOTION	May be promoted in accordance with 'Intern Promotion Guidance'	May be promoted in accordance with 'Intern Promotion Guidance'
CONVERSION	Rare but possible. Provided all academic and Pathways program requirements have been met. Vacancy announcement used to fill Intern position stated possibility of conversion. If not, must compete.	May be converted to a term or permanent position in competitive service if they successfully complete Program/academic requirements for any competitive service position qualified for and favorable recommended by supervisor. Not mandatory or guaranteed
	Interns may not be converted to the Recent Graduates Program. There are no provisions or authorities that allow for conversion. Must apply and compete for positions in the Recent Graduates Program	

RECENT GRADUATES PROGRAM

- **For individuals who recently graduated from qualifying education institutions.**
 - ❖ Undergraduate to professional
- **Excellent 1-year development program**
 - ❖ Agencies can identify 1-year program for specific occupations



PATHWAYS – RECENT COLLEGE GRADUATE PROGRAM

ELIGIBILITY	<p>Must have completed all course requirements for a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution within the previous two years.</p> <p>Exception: Eligibility for a veteran cannot exceed six years from date which veteran completed their degree.</p>
APPOINTMENTS	<p>Placed in a 1-year entry-level development program. Employment under program may not exceed 1 year + any agency-approved extension up to an additional 120 days.</p> <p>Following must take place once appointed:</p> <ul style="list-style-type: none">• Within 45 days – Placement on Individual Development Plan (IDP)• Within 90 days – Mentor must be assigned• Minimum of 40 hours of formal/interactive training aligned with IDP
RESPONSIBILITIES	<p>Should be consistent with qualifications, education background, career interests, purpose of the Recent Graduates Program, and Agency needs.</p> <p>Performance management system applies.</p>
CONVERSION	<p>May be converted to competitive service provided requirements are met:</p> <ul style="list-style-type: none">• Must be U.S. citizen• Completed 1 year of continuous service and requirements successfully• Fully Successful PARS rating• Must meet OPM qualifications for the position being converted

PRESIDENTIAL MANAGEMENT FELLOW

- **Federal Government's leadership development program for advanced degree candidates**
- **Created nearly four decades ago**
- **Revamped to develop the best cadre of Federal leaders**



PRESIDENTIAL MANAGEMENT FELLOW

- **For individuals who**
 - ❖ Recently graduated from qualifying education institutions; or
 - ❖ Individuals who expect to complete requirements by August 31 of the following year
- **Advanced degrees only**
- **Two-year leadership development program**



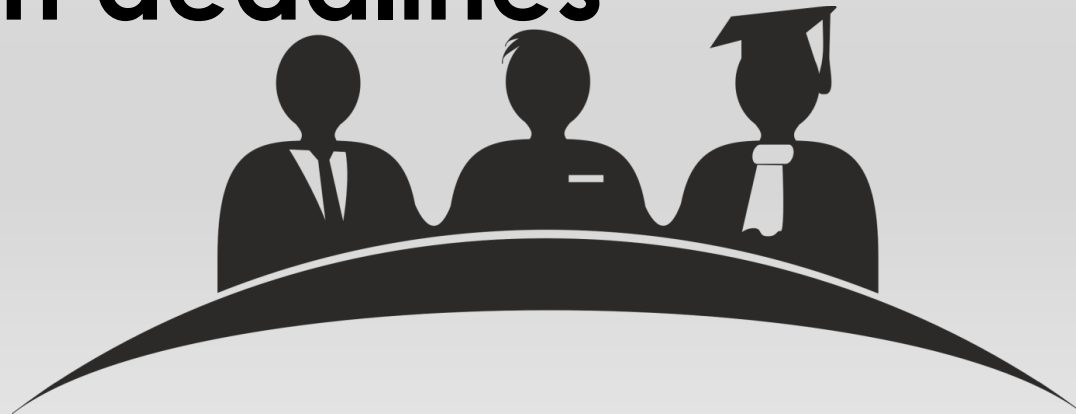
PRESIDENTIAL MANAGEMENT FELLOW

- **Individuals selected as finalists have the opportunity to obtain a 2-year appointment as a PMF Fellow:**
 - ❖ Get senior-level mentorship, development and at least 80 hours or interactive training per year
 - ❖ Fellows may be non-competitively converted to a permanent or term (1-4 years) position after successful completion of all program requirements.



HOW TO APPLY - PMF

- Opportunity announced annually through USAJOBS
- Applicants submit a single application during the yearly cycle
- See www.pmf.gov for more information and application deadlines





PATHWAYS TO A FEDERAL CAREER: RESUME WRITING INTERVIEWING

Elaine Robles, Human Capital Analyst, U.S. EPA

EXPLORE HIRING PATHS

- Learn about various paths to Federal employment and eligibility requirements



REQUIRED DOCUMENTS

VETERAN	<ul style="list-style-type: none">• DD-214• SF-15• VA Letter*	<p>Issued upon separation from active service. Contains dates of military service and separation</p> <p>Used by Agencies/OPM to adjudicate claims of veterans preference</p> <p>Must include: Dates of Service / Discharge status/ Disability rating</p>
PEACE CORPS AMERICORPS (VISTA)	<ul style="list-style-type: none">• Proof of NCE status	<p>Certification of Volunteer Service letter. Provides information on length/type of service</p>
FEDERAL EMPLOYEE	<ul style="list-style-type: none">• SF-50• Transcripts	<p>Notice of Personnel Action – Proof of Fed status</p> <p>Proof of meeting absolute education requirement</p>
STUDENTS/RECENT GRADUATES	<ul style="list-style-type: none">• Transcripts	<p>Provides proof of enrollment/completion, as well as whether you meet absolute education requirement</p>
SCH A APPLICANTS	<ul style="list-style-type: none">• Letter	<p>From licensed medical professional that proves Sch A</p>
INDIAN PREFERENCE	<ul style="list-style-type: none">• BIA 4432	<p>Preference in filling vacancies with HIS and BIA</p>

SALARY AND PAY RANGE

EDUCATION LEVEL

GENERAL PAY SCALE

BACHELORS DEGREE

GS-05 TO GS-07

MASTERS DEGREE

GS-09

ABSOLUTE EDUCATION REQUIREMENT
(If required) + SPECIALIZED
EXPERIENCE

GS-12/13+

NOTE: PAY LEVEL MAY BE DIFFERENT WITH SPECIALIZED EXPERIENCE OR HIGHER LEVEL DEGREE

DOING YOUR HOMEWORK

- **Research gives you clues on Agency:**

- ❖ **Vision**

- ❖ **Mission**

- ❖ **New projects**

- ❖ **Goals**

- ❖ **Values**

- ❖ **Culture**

- **Helps to customize your:**

- ❖ **Resume**

- ❖ **Credentials**

- ❖ **Career goals**

- ❖ **Language**

RESUME WRITING TIPS

- **Federal Resumes are usually longer than average.**
 - ❖ Remember: The quality of the information is more important than the quantity
- **Includes more detail than standard resumes.**
- **Includes all required information.**

EXAMPLE RESUME

- Font – 10–12pt.
- Don't modify border
- Do not include SSN
- No need to include personal information.
 - Height/weight
 - Marital status



BOB HANKINS
43 Linda Lane
Stafford, VA 22405

(123) 342-4329 / (234) 432-5479
DSN: 439-8645
brahan@aol.com

U.S. Citizen: Yes
Veteran's Preference: 5 points; U.S. Navy (E-6); Military Service: 09/1979 to 09/2000
Clearance: **ACTIVE (SCI Eligible) Top Secret Clearance effective 31 May 2000**
Single Scope Background Investigation (SSBI)

PROFESSIONAL EXPERIENCE

Leading Petty Officer 08/1995 to Present
Personnel Support Detachment 47 hours per Week
Dahlgren, VA 17499
Supervisor: PSC(SW/AW) Don Kolin; (234) 432-4371
Yes, you may contact supervisor.

ADMINISTRATIVE SUPPORT SERVICES MANAGER. Supervise an 11 member civilian/military staff providing customer support services to over 35,000 personnel.

SYSTEM PAY/PERSONNEL RELEASE AUTHORITY ADMINISTRATOR for The Navy Standard Integrated Personnel System (NSIPS) Navy's single, field-entry, electronic pay and personnel system and data repository for all Active and Reserve Personnel and Defense MilPay Office (DMO) Corporate system. Process, track, and maintain daily/monthly reports required to monitor and update assigned military personnel accounts, manage the operation of daily office functions, ensuring the accuracy and timeliness input and release of over 3000 pay and personnel related transactions.

SITE SECURITY MANAGER for Defense Enrollment Eligibility Reporting System (DEERS) and Real-time Automated Personnel Identification System (RAPIDS). Update, verify, and validate eligibility within the operating systems ensuring only authorized personnel receive eligible entitlements. Process Teslin and Common Access Card (CAC) to authorized DOD GOVT, Contractor, Active Duty, Retired, and dependant personnel.

EDUCATIONAL SERVICE OFFICER. Ensured proper handling and destruction of classified Navy Advancement Examinations, compiled data, prepared candidate worksheets and administered the Navy Wide E4, E5, E6, and E7 Advancement Exam Cycles with zero discrepancies.

TRANSFER SUPERVISOR. Transition service members under orders from current duty station to new duty station. Provide briefings on screening, entitlements, and secure travel arrangements/passport processing.

COMMAND CAREER COUNSELOR, MENTOR, EVALUATOR. Evaluate performance, provide recommendations, and implement procedures to enhance mission readiness and increase individual performance within the workplace. Mentor and empower junior personnel with the knowledge and understanding of the many Navy career progression programs available. Provide Military/Job specific training to personnel ensuring all policies and guidelines are understood and followed.

ACCOMPLISHMENTS

- + Trusted with a Senior position by Officer in Charge during a 18 month gap of senior leadership.
- + Singlehandedly directed the planning, relocation, training and implementation of migrating civilian/military common access card (CAC) machines and services, establishing new procedures and policies resulting in the turnover of responsibility from the U.S. Navy to SERCO contracted personnel.
- + Received a grade of Excellent during the detachments Field Examination Group (FEG) audit.

RESUME FORMAT

- **Chronological** - Lists work experience according to date, with current job appearing first
 - ❖ Career is progressive
 - ❖ Plan to continue in the same line of work
- **Functional** - Organized by skills you have used on the job to sell your abilities
 - ❖ Contemplating a new career
 - ❖ Do not have a lengthy work history
 - ❖ Held a number of different positions
- **Combination** - Both describe work experience and highlight your skills
 - ❖ Usually provides most comprehensive overview

NOTE: Functional resumes are not always compatible with federal application process as there are issues meeting the specialized experience requirements. Important to include how long someone has done the work.

CHRONOLOGICAL FORMAT

JENNIFER MCDANIELS

100 Broadway Lane, New Cityland, CA 91010

Ph: (555) 987-1234

example-email@example.com

SUMMARY:

Licensed and registered Civil Engineer specializing in environmentally friendly engineering practices and designs. Consistently completing projects on time and under budget while maintaining strict quality standards. Dedicated to designing cost-effective infrastructure projects that minimize the overall impact on the environment while meeting project goals.

SKILLS:

- Solid experience with materials management
- Adept at erosion and sediment control
- Ability to utilize complex design software
- Proficient in project management concepts
- Critical thinker and complex problem solver
- Strong communications abilities

EXPERIENCE:

Civil Engineer

Oct 2012 -Present

Smith Land Management

CA

- Made adjustments to design specifications as necessary.
- Designed piping for sedimentation control systems.
- Planned and executed technical design functions.
- Prepared presentations for engineering projects.
- Wrote daily reports tracking project progress.
- Implemented quality assurance measures.

Civil Engineer

Aug 2011 -Oct 2012

Riverside Engineering

CA

- Tested soil to determine the proper strength of concrete and asphalt.
- Assisted with the design of substantial civil engineering projects.
- Trained engineering staff and provided regular feedback.
- Designed public and private transportation systems.
- Responded to client concerns.

Civil Engineer

May 2010 -Aug 2011

- Collaborated with clients and contractors.
- Computed grade and load requirements.

CA

Job Title/Position listed chronologically. Duties listed below each entry.



FUNCTIONAL FORMAT

TANIA BLACK

Office Support | Customer Service Specialist

(000) 123-4567 | tblack@123email.co | [linkedin.com/in/tblack](https://www.linkedin.com/in/tblack) | Santa Clara, CA

SUMMARY

Energetic and engaging administrative specialist with experience in reception, customer service, meeting coordination, scheduling, and file management. Eager to blend exceptional organizational skills with diverse marketing, retail, and outreach experience in an office support role.

AREAS OF EXPERTISE

Reception & Customer Service

- Greeted and interacted with an average of 100 customers a day
- Responded to client questions efficiently and proactively resolved concerns, leading to a net promoter score of 52
- Answered up to 50 incoming calls a day and directed callers to the appropriate departments
- Managed the public email account and handled over 75 new messages daily
- Cultivated relationships with donors and potential supporters via phone and community events

Scheduling & Meeting Coordination

- Created complex weekly schedules for a team of 10
- Coordinated weekly team meetings, reserved meeting locations, and ordered refreshments
- Prepared PowerPoint slides and presentations for team meetings and fundraising events
- Assisted in planning quarterly fundraising events for up to 300 attendees
- Interfaced with vendors, booked venues, and arranged catering and entertainment

Administrative Support

- Organized and maintained 500+ donor files and assisted in the transition to a paperless filing system
- Monitored employee records, including promotions, discipline, and PTO
- Drafted content and announcements for a biweekly newsletter
- Supported social media presence and posted news and event details across the organization's handles

WORK EXPERIENCE

Outreach Volunteer | Community Education Fund | Mountain View, CA | 2016 – Present

Shift Supervisor | Cuppa Joe | Palo Alto, CA | 2013 – 2016

Marketing Intern | Banana Tree Designs | San Mateo, CA | Summer 2012

EDUCATION

Associate of Arts in Business Administration | College of San Mateo | June 2012

AWARDS & RECOGNITION

Fundraiser of the Year Award | Community Education Fund | 2017

TECHNICAL SKILLS

Microsoft Office Suite (Mac/PC), Salesforce, Instagram, Facebook, Twitter

Focus is on Skillset and listing examples of experience underneath. No Job titles.



COMBINATION FORMAT

John Branson

Graphic Designer & Growth Hacker

Dynamic and innovative professional with 4+ years of invaluable hands-on experience in handling several simultaneous creative design projects, concept creation, graphic design, and growth hacking techniques. Excel in resolving design challenges with innovative solutions and process improvements to increase efficiency and ensure customer satisfaction.

✉ john@novoresume.com

☎ +1 730 512 5123

📍 Texas, United States

🌐 john-branson.com

🌐 linkedin.com/in/john-branson

🐦 @johnbranson

PROFESSIONAL SKILLS

Graphic Design:

- Used WordPress theme to design website, know basic HTML/CSS.
- Designed infographic using Canva which gained over 500+ tweets / retweets.

SEO, Content Writing, Growth Hacking:

- Started personal blog for reviewing electronics and latest tech gadgets. Grew email list from 0 to 500+. Ranked in top 5 Google searches for "best dash cameras for Uber", and "best front and rear dash cams".
- Gained over 1,500+ visits from Quora from answering questions daily.
- Reached out to fellow bloggers in the field and got 30+ backlinks to my blog for answering frequently asked questions.

Analytics:

- Used Ahrefs to perform site audit, and fix underperforming blog posts by doing a better keyword search.
- Familiar with the basics of Google Analytics and Google Search Console.

WORK EXPERIENCE

Graphic Designer & Growth Hacker Downtown Designs

08/2017 – Present

Achievements

- Optimized old check-out page, based on core UX principles, which increased customer purchases by 20%.
- On average, prototyped up to 20+ different product features per year.
- Leverage rebranding expertise in enhancing client's corporate image to ensure profitability and business growth.
- Developed creative advertising content for various media, including catalogs, menus, business cards, flyers, posters, t-shirts, and product packaging while ensuring maximum brand awareness of the target audience/market.
- Leveraged rebranding expertise in enhancing client's corporate image to ensure profitability and business growth.

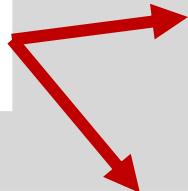
PERSONAL PROJECTS

Content Producer (2017 – Present)

Personal YouTube Channel

- Developed concept and overall content of my personal YouTube channel.
- Created and edited videos with appropriate background music to capture the attention of target audience.
- Edited videos for proper timings of audio and texts while choosing a creative video thumbnail for uploading.

Includes a combination of position titles and Skill



REQUIRED INFORMATION

- **Information on the vacancy**

- ❖ Announcement number/position

- **Your personal information**

- ❖ Address
- ❖ Phone Number
- ❖ Email

- **Work Experience – Quantified**

- ❖ When – Where – How Long?
- ❖ Must include dates and hours worked

- **Education**

- **Other qualifications**

- ❖ Veterans Preference, Peace Corps, Sch. A

ORGANIZING YOUR RESUME

- **Reverse chronological order**
 - ❖ Start with most recent experience and work back
- **Provide greater detail for experience relevant to the job you are applying**
- **Use either bullet or paragraph format to describe experience**



TAKING PERSONAL INVENTORY

- **Professional Work Experience**

- ❖ List all position titles/organizations
- ❖ List all accomplishments under each
- ❖ List duties/accomplishments that highlight your performance metrics to show impact.

- **Non-Professional Experience**

- ❖ Skills you have learned that apply to your objective
- ❖ Volunteer experience is valuable experience



QUESTIONS TO ASK YOURSELF

- **What are your responsibilities?**
- **How many employees did you train?**
- **Can you quantify your experience?**
- **What personal skills have you accomplished?**
- **What did you initiate and/or implement?**
- **What leadership skills have you developed?**
- **Awards? Writing skills? Public Speaking?**



EDUCATION, TRAINING, LANGUAGE SKILLS

- **List degrees, schools, dates of attendance, expected graduation date**
- **Awards, scholarships, fellowships/internships**
- **Applicable Training courses**
- **Technology skills**
- **Language proficiency (Other than English)**
- **Emphasize skill proficiency**



PROFESSIONAL ASSOCIATIONS

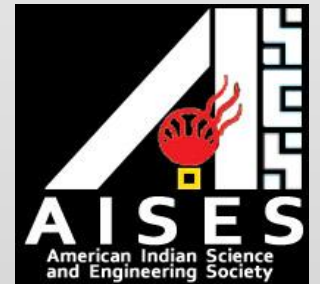
- Professional Association memberships
- All activities, organizations and participation
- Attendance at professional conferences



*Advancing Hispanics/Chicanos
& Native Americans in Science*



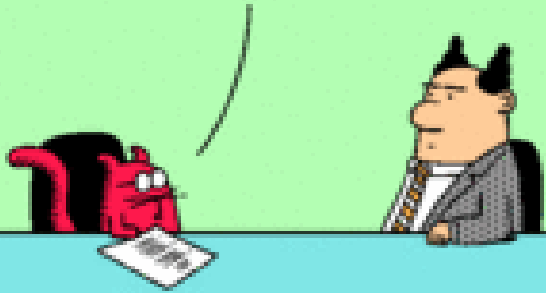
*Society of American Indian
Government Employees*



PUBLICATIONS & PRESENTATIONS

- **Names and titles of books/articles written**
- **Experience writing articles for associations or newsletters**
- **Courses taught**
- **Presentations at conferences, training seminars**
- **Keep a master file**

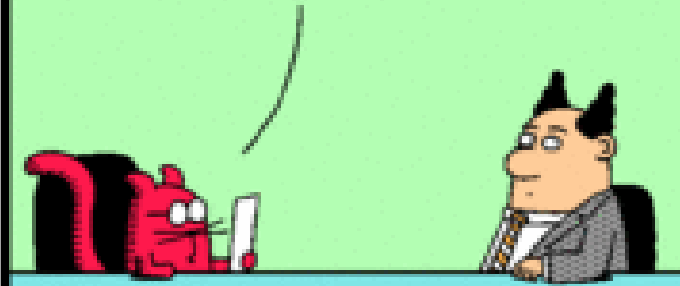
I DID A BACK-
GROUND CHECK AND
DISCOVERED THAT
YOU EMBELLISHED
YOUR RÉSUMÉ.



FOR EXAMPLE,
THERE'S NO COLLEGE
NAMED "THE EINSTEIN
ONE."



AND I'M REASON-
ABLY CERTAIN THAT
"SMARTOLOGY" ISN'T
A REAL MAJOR.



www.dilbert.com scottadams@aol.com

7-7-04 ©2006 Scott Adams, Inc./Dist. by UFS, Inc.

GOTTA HURRY.
ONE...TWO...
THREE...



S. Adams E-mail: SCOTTADAMS@AOL.COM

I HAVE TWELVE
SECONDS TO GET
TO THE SHARED
LASER PRINTER.



1/17/96 © 1996 United Feature Syndicate, Inc. (NYC)

GUESS WHO
SAVED THE
APOLLO 13
SPACE
MISSION.

DID YOU KNOW
THAT WALLY
INVENTED
THE CURSOR?



KNOWLEDGE, SKILLS & ABILITIES

- **Review vacancy for key words**
- **Link to your job objective**
- **Start thinking like an employer**
- **Identify desirable skills**
 - ❖ As they apply to the position
 - ❖ Critical job elements – essential skills
- **What skills are needed for the position?**
- **Focus on the mission of the agency and translate your experiences**



QUICK TIPS

- **Don't use 'first person' statements**
- **Okay to use incomplete sentences**
 - ❖ Wrote training manual; administered budget
- **Use action verbs!**
 - ❖ Achieved, increased, organized, streamlined
- **Avoid 'copy/pasting' exact wording found in the announcement**
 - ❖ However, if a term is used multiple times – include.
- **Plain Language – minimum use of acronyms**
- **Quantify, Quantify, Quantify**

QUICK TIPS CONTINUED

- **Include recent and relevant positions. Leave out:**
 - ❖ Irrelevant
 - ❖ Repetitive
- **Small gaps in employment ok**
 - ❖ Leave out any temp/irrelevant, short-term employment
- **Show the context of your accomplishment**
- **Major career changes must show relevance**

RESUME REVIEW

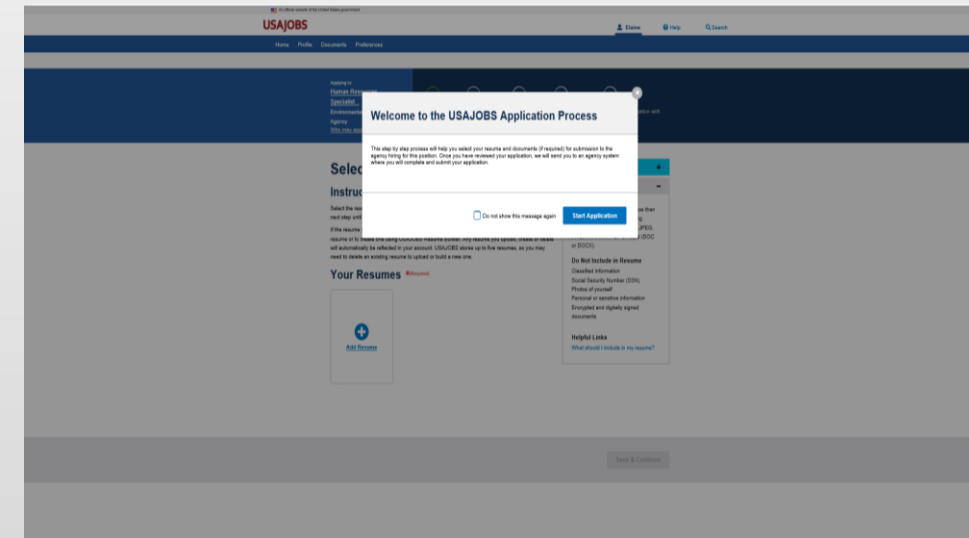


- **One page or two?**
 - ❖ One-two pages for Private Sector
 - ❖ Two-Five pages for Federal Government
- **Don't shrink font size**
- **Use good quality paper**
- **Proof read for spelling/grammatical errors**
- **Have someone else take a look**


SUBMITTING RESUME ON USAJOBS

- **To apply you must usually submit:**


- ❖ Resume
- ❖ Ensure your resume is made searchable so recruiters can reach out to you
- ❖ Online Questionnaire
- ❖ Supporting Documentation
 - ✓ Transcripts or college course listing
 - Positions requiring an absolute education.
 - ✓ SF-50 Copy – Determines MPP eligibility/Federal Status.



Add New Resume



[Build Resume](#)



[Upload Resume](#)


Select Resume

Instructions

Select the resume that you want to submit as part of your application. You cannot progress to the next step until you select a resume. You can only submit one resume.

If the resume you want to submit is not displayed, select "Add Resume" to either upload a new resume or to create one using USAJOBS Resume Builder. Any resume you upload, create or delete will automatically be reflected in your account. USAJOBS stores up to five resumes, so you may need to delete an existing resume to upload or build a new one.

Your Resumes *(Required)



[Add Resume](#)

Required Documents +

Acceptable Formats -

Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX).

Do Not Include in Resume

- Classified information
- Social Security Number (SSN)
- Photos of yourself
- Personal or sensitive information
- Encrypted and digitally signed documents

Helpful Links

[What should I include in my resume?](#)

Save & Continue

Resume Builder

Work Experience

All fields are required unless otherwise noted

Employer Name Formal Job Title

Employer Address 1 Start Date Start Year

Employer Address 2 (optional) End Date End Year

Country Salary (optional) Currency Salary Rate

Postal Code Average Hours per week

City/Town May we contact your supervisor?
 Yes No Contact me first

State/Territory/Province Is this a Federal Civilian position?
 Yes No

Duties, Accomplishments, and Related Skills
(5000 characters remaining)

Problems with formatting when pasting from Microsoft Word?

Resume Builder

Resume Name *Required*

Human Resources Specialist

Edit

Job Related Training

Add Job Related Training

Language Skills

Add Language

Organizations/Affiliations

Add Affiliation

Professional Publications

Add Publication

Additional Information

Add Information

Previous

Finish

Applying to:
Human Resources Specialist...
Environmental Agency
Who may apply

Select Instructions

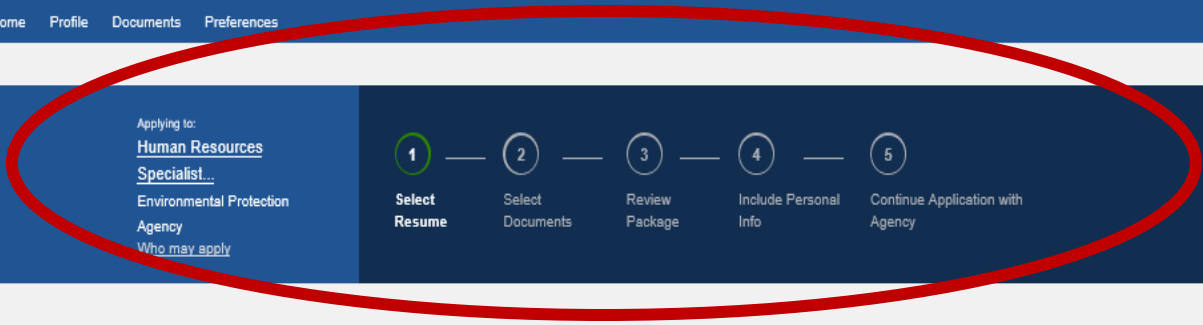
Select the resume next step until...
If the resume resume or to c...
will automatic need to delete

Your Resume

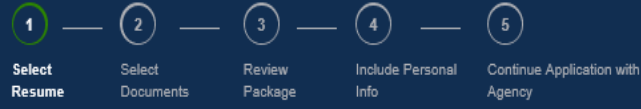
Add Resume

What should I include in my resume?

Save & Continue



Applying to:
[Human Resources Specialist...](#)
Environmental Protection Agency
[Who may apply](#)




Select Resume

Instructions

Select the resume that you want to submit as part of your application. You cannot progress to the next step until you select a resume. You can only submit one resume.

If the resume you want to submit is not displayed, select "Add Resume" to either upload a new resume or to create one using USAJOBS Resume Builder. Any resume you upload, create or delete will automatically be reflected in your account. USAJOBS stores up to five resumes, so you may need to delete an existing resume to upload or build a new one.

Your Resumes *(Required)

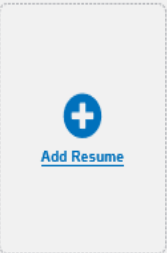


Human Res...cialist

Built 6/20/2018

[View](#) | [Edit](#) |

[Delete](#)



[Add Resume](#)

Required Documents

Acceptable Formats

Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX).

Do Not Include in Resume

- Classified information
- Social Security Number (SSN)
- Photos of yourself
- Personal or sensitive information
- Encrypted and digitally signed documents

Helpful Links

[What should I include in my resume?](#)



APPLICATION AND ON-BOARDING PROCESSES

Tia Allen

WHAT LEAD ME TO EPA

- Worked for Quinault Indian Nation's Air Quality Program.
- Position funded by CAA 105.
- Worked with EPA Project Officers, participated in Tribal Air calls.



APPLYING ON USAJOBS.GOV

- Created profile with my information.
- Searched for jobs near my home (2 hours from Seattle office).
- Spent time reading the job description, how it aligned with current work.
- Needed to update resume prior to uploading.

The Pathways Program – Recent Graduates Program

- Mentorship throughout the program.
- Individual Development Plan to create and track Recent Graduates' career planning, professional development, and training activities.
- At least 40 hours of formal, interactive training each year of the program.
- Positions offer opportunity for career advancement.

ONBOARDING

- First 3-4 week, lots of training.
- Meeting with mentors from Team Project Officers.
- Introductions with team, and tribes.
- Lots of connections made.



EPA IS FAMILY FRIENDLY

- Started when the agency was utilizing telework.
- Would I be able to make the 2-hour drive to the office, options?
- Remote work!

Questions and Answers Period

Evaluation: <https://forms.gle/APZWrXSqNqzZ4oHY6>



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