



Home

Making the Move

Working Here

Benefits and Other Programs

Search...



## Making the Job Application Process Work for You!

This presentation will provide you with **key points** that will help you prepare for the federal application process.

# VACANCY ANNOUNCEMENT

Pay close attention to the following sections:

- ▶ Who May Apply
  - ▶ Specialized Experience/Selective Factor
  - ▶ Vacancy Questions
  - ▶ Required Documents
- Note that each vacancy announcement is tailored different and requires different qualifications. **DO NOT USE** the same information you've used to apply for other jobs.



# Who May Apply

**Job Title:** Assistant Director of Criminal Intelligence and Counterterrorism

**Agency:** TIGTA

**Sub Agency:** TIGTA

**Job Announcement Number:** 11-TIGTA-097

**SALARY RANGE:**

\$105,211.00 - \$136,771.00 / Per Year

**OPEN PERIOD:**

Friday, May 20, 2011 to Friday, June 3, 2011

**SERIES & GRADE:**

GS - 1801 - 14

**POSITION INFORMATION:**

This position is on a full-time work schedule. This is a permanent appointment.

**PROMOTION POTENTIAL:**

14

**DUTY LOCATIONS:**

1 vacancy(ies) - Washington, DC

**WHO MAY BE CONSIDERED:**

U.S. citizens who meet any of the categories shown under the heading "**Who May Apply**" at the end of the Job Summary section below.

## JOB SUMMARY:

The Assistant Director of Criminal Intelligence and Counterterrorism is responsible for the management, oversight and supervision of a wide variety of extremely difficult and complex technical research assignments involving the collection, analysis, and dissemination of criminal intelligence information related to the protection of Federal tax administration. This position is located within the Office of Investigations (OI), Electronic Crimes and Intelligence Division (ECID), Criminal Intelligence/Counterterrorism Group (CICT) in Washington, DC.

The U.S. Department of the Treasury has a distinguished history dating back to the founding of our nation. As the steward of U.S. economic and financial systems, Treasury is a major and influential leader in today's global economy. We have over 100,000 employees across the country and around the world. ***Come Join the Department of the Treasury and Invest in Tomorrow.***

TIGTA's mission is to provide audit and investigative services that promote economy, efficiency, and integrity in the administration of Federal tax laws. We detect and deter waste, fraud and abuse in IRS programs and operations and protect IRS against external attempts to corrupt or threaten its employees. We provide independent oversight to the Treasury Department on matters involving IRS activities, the IRS Oversight Board, & the IRS Office of Chief Counsel.

## Key Information:

- We offer opportunities for flexible work schedules.
- Click "**Print Preview**" to review the entire announcement before applying.

## Who May Apply

1. Current Federal employees on career or career-conditional (permanent) appointments in the competitive service, or former Federal employees with reinstatement eligibility; or
2. CTAP/ICTAP eligibles; or
3. Individuals eligible under special hiring authorities (e.g., individuals with disabilities or covered by an interchange agreement); or
4. Individuals who are eligible for appointment under the Veterans Employment Opportunities Act.

# Specialized Experience / Selective Factor

This is a definition that the manager has determined as the **minimum bar** for being qualified for this position. The first part of the specialized experience is usually a statement which says you must have at least 1 year of experience equivalent to the next lower grade level in the federal government. The definition of the experience equivalent to the next lower grade level is spelled out next:



# Specialized Experience / Selective Factor cont'd

This is a definition that the manager has determined as the **minimum bar** for being qualified for this position.

## Qualifications and Evaluations

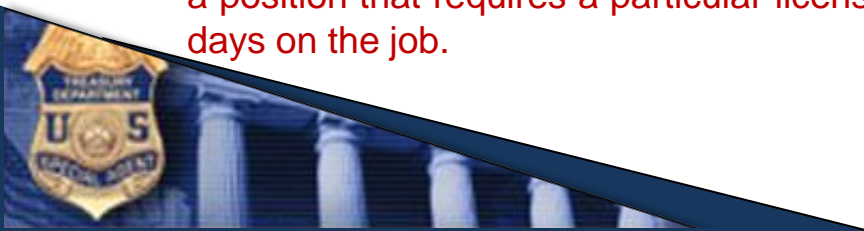
### QUALIFICATIONS REQUIRED:

In order for your application to be considered, you must meet the following requirements by the closing date of this announcement:

- You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-13 grade level in the Federal service. Specialized experience includes:
  - working on complex criminal and administrative investigations;
  - leading a team of investigators;
  - overseeing a project or task involving undercover or surveillance; **and**
  - performing complex technical research assignments involving the collection, analysis and dissemination of criminal intelligence information.

The experience may have been gained in either the public or private sector. One year of experience refers to full-time work; part-time work is considered on a prorated basis.

- In this case - You must have at least one year of experience performing ALL of these duties. Notice the definition includes the word “AND”, therefore., if you don't have experience clearly demonstrated in your application package, you will not be found “minimally qualified” and will not go on the certificate to the selecting official. Please keep in mind – the one year of experience that you claim, **MUST** be supported by your resume.
- If this announcement had contained a Selective Factor, it would also have been listed here. A Selective Factor is something you must possess when coming into the position, that you could not reasonably attain within 90 days on the job. For instance - you may see a selective factor for a position that requires a particular license or credential that cannot be obtained within the first 90 days on the job.



# Specialized Experience Exercise

1. Make a list of the jobs you have held (include volunteer experience).
2. Briefly list the main duties.
3. Think about a typical day in each of the jobs and list the types of things you did, how often, and how much independence you had in doing them.
4. Finally, look at the Specialized Experience and compare it to the lists you have made. It may jog your memory and help you better explain your experience related to the defined Specialized Experience.





# Time-in-Grade (TIG)

For Merit Promotion announcements, you must have at **least 52 weeks** of experience in the next lower grade level, in order to be eligible for the position. *NOTE: This TIG may have been achieved in any position you have held in the federal government. It does not have to be in the position you are in currently.* Here's an example from the qualifications section in the announcement:

In addition to the above requirements, you must meet the following, if applicable:

- You must have been at the GS-13 level for 52 weeks (time-in-grade requirement).



# Vacancy Question Preview

It is **STRONGLY** recommended that you review the questions before you actually answer them. This will allow you to think about positions you have held and experience which may give your application an edge over others. **TAKE THE TIME, BE PREPARED.**

We recommend that you preview the online questions for this announcement before you start the application process. To preview questions please [click here](#).

## Required Documents

Be sure to read this section of the announcement. It will tell you what information **MUST** be submitted with your application in order to be considered “eligible” for the position.

### REQUIRED DOCUMENTS:

Please note that if you do not provide all required information, as specified in this announcement, you may not be considered for this position.

#### **CURRENT AND FORMER FEDERAL EMPLOYEES -- Documentation Relating to Your Federal Employment**

-You must submit an SF-50, Notification of Personnel Action, which shows your current (or most recent) grade and competitive service status. (The "position occupied" block on the SF-50 should show a "1" and your "tenure" block should show a "1" or "2".) If you are currently on a Veterans Recruitment Appointment (VRA), you must submit an SF-50 showing that.

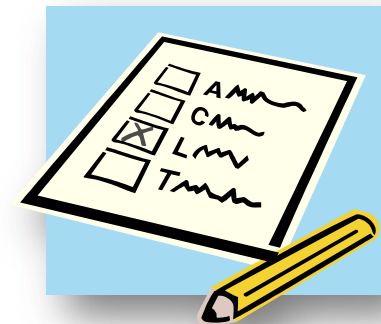
-SF-50 is not required for current TIGTA employees.





# RESUME

- ▶ Ensure that you read job announcement **carefully** and provide requested information.
- ▶ Resume must be targeted and completely **tailored to the position**.
- ▶ Federal resume may be several pages in length as opposed to the private sector employer.
- ▶ Check the job posting/announcement to see which format and method of delivery is required.
- ▶ **PROOFREAD!**



# Pay Attention to Keywords

- ▶ You could be the most qualified person for the position, but you could be lost in a sea of applicants without the **right keywords**.
- ▶ The best way to determine important keywords is to review several job announcements and their questions for your ideal position. The idea is to find skills, experience, education and other credentials important in your field. You will probably find keywords frequently mentioned by different agencies. Focus on the "**requirements**," "**skills**" or "**qualifications**" sections of job ads, and look for "buzzwords" and desirable credentials for your ideal job.



# Sample Action Words

Analytical	Communication	Creative	Leadership / Management	Training	Technical
Analyzed	Advertised	Adapted	Appointed	Adapted	Adapted
Clarified	Clarified	Composed	Approved	Aided	Applied
Collected	Collaborated	Condensed	Assigned	Answered	Assembled
Compared	Communicated	Created	Authorized	Arranged	Built
Conducted	Consulted	Customized	Coordinated	Assessed	Calculated
Detected	Convinced	Designed	Delegated	Assisted	Computed
Diagnosed	Corresponded	Developed	Developed	Coached	Conserved
Evaluated	Edited	Directed	Enforced	Contributed	Constructed
Examined	Explained	Displayed	Enhanced	Cooperated	Converted
Experimented	Expressed	Entertained	Established	Counseled	Determined
Explored	Incorporated	Established	Executed	Demonstrated	Developed
Extracted	Interacted	Fashioned	Hired	Diagnosed	Engineered
Gathered	Interviewed	Formulated	Incorporated	Encouraged	Fabricated
Inspected	Listened	Illustrated	Increased	Ensured	Installed
Interviewed	Mediated	Initiated	Inspected	Expedited	Maintained
Invented	Negotiated	Instituted	Instituted	Facilitated	Operated
Investigated	Persuaded	Integrated	Merged	Familiarized	Overhauled
Located	Publicized	Introduced	Motivated	Furthered	Printed
Organized	Reconciled	Invented	Organized	Guided	Programmed
Researched	Recruited	Modified	Overhauled	Insured	Rectified
Reviewed	Reinforced	Originated	Planned	Intervened	Regulated
Solved	Resolved	Performed	Prioritized	Motivated	Remodeled
Surveyed	Solicited	Photographed	Reorganized	Prevented	Repaired
Systematized	Specified	Planned	Restored	Resolved	Replaced
Tested	Suggested	Revitalized	Secured	Simplified	Restored
	Translated	Shaped	Strengthened	Volunteered	

# Be Concise

Don't confuse telling your story with creating your autobiography. Recruiters are inundated with applications and are faced with weeding out the good from the bad. Therefore, your application needs to pass the skim test.

- ▶ Can a hiring manager see my main credentials within **10 to 15 seconds**?
- ▶ Does **critical information** jump off the page?
- ▶ Do I **effectively sell myself** on the top quarter of the first page?
- ▶ A resume **shouldn't contain every detail**. If your college days are far behind you, does it really matter that you worked at a fast food restaurant?



# Use Measurable Results

Quantify your accomplishments:

- ▶ Closed **four** investigations in a **six-week** period under a deadline...

Quantify monetary impacts:

- ▶ Identified monetary savings of **\$ 25,000**...

Quantify time (“Time is Money”):

- ▶ Organized **quarterly** stakeholder meetings...



# Use Impact Statements

*i.e.*

- ▶ Designed, maintained, and implemented an automated filing system for the division which resulted in a more efficient and user-friendly system.
- ▶ Supervised a joint task force involving high technical programs and advanced technology that was awarded the best among all federal agencies for efficiency and effectiveness.
- ▶ Persuaded executive staff to purchase new investigative equipment by demonstrating long term savings, and superiority of available equipment.





# GOOD VS. GREAT:

## **Good** information to include in resume:

My communication skills are excellent. I am often asked to help out in this regard and have been commended for my work. I have typed business letters, office memos, and several quarterly reports.



# GOOD VS. GREAT:



## Great information to include in Resume

In the past **10 months**, I have taken over a number of writing assignments previously held by my supervisor. These include:

- Drafting **monthly** reports on leasing activities of our office. These are routinely approved by my supervisor without change and are circulated to **10** field offices and regional directors.
- I have assumed the **responsibility** of reporter for the **quarterly** meeting of the bureau's research directors. Reports of these meetings are **reviewed** by the Director's Office prior to distribution to all participants.
- In **January 1996**, I completed the course, "Writing Analytical Reports," offered through the National Independent Study Center. This was a **six-month** course involving **24 hours** of training and covering such areas as: **planning** an analytical report, **collecting** and **analyzing** data, **identifying** possible solutions to problems addressed in the report, and **organizing**, writing and editing the report.



# Additional Resume Tips

- ▶ Spell out acronyms
- ▶ Write short and clear
- ▶ Do not be redundant
- ▶ Note that your skills are transferable
- ▶ Use active verbs vs. passive verbs
  - Example of passive voice: **Accounts were reconciled daily.**
  - Example of active voice: **“I” reconciled accounts daily.**



# THE INTERVIEW

You completed the application process and finally received the news you've been selected for an interview. **Now what?**



# Interview Preparation

- ▶ **Review the announcement** – understand the skills and duties desired
- ▶ Be prepared to deliver your resume in 90 seconds or less ( “Tell me about yourself” is commonly asked in interviews)
- ▶ Review your examples to address desired competencies
- ▶ **Research the Agency** – know the agency mission, research agency website, recent publicity, and challenges facing organization
- ▶ **Prepare** – practice answering questions, also have set questions for interviewers
- ▶ Be confident and show interest in the organization
- ▶ Anticipate and practice tough interview questions
- ▶ Know your background
- ▶ Know why you want the job
- ▶ **Dress for success**



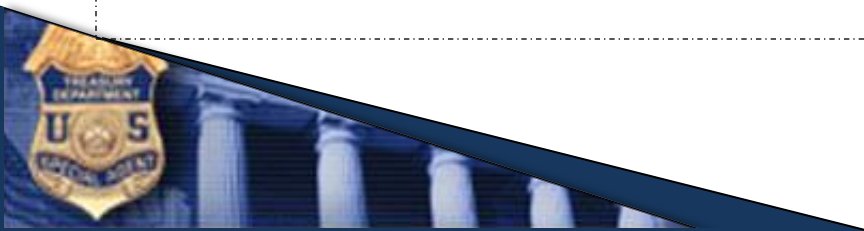
# Interviewing

## Do's

- Be on time
- Be calmed and relaxed
- Remember that first impressions count
- Be aware of body language & eye contact
- Communicate clearly
- Be honest and truthful
- Ask for clarification if necessary
- Make eye contact

## Don'ts

- Do not be negative
- Do not brag
- Do not chew gum
- Do not answer a questions with another question
- Do not change the subject when responding to a question
- Do not criticize your former employer





# Resources

**USAJOBS**

[www.usajobs.com](http://www.usajobs.com)

**United States Office of Personnel  
Management**

[www.opm.gov](http://www.opm.gov)

