SEEKING EMPLOYMENT

Are there any restrictions on a Federal employee conducting a job search?

■ No. An employee is free to look for a job at anytime with anyone.

Are there any restrictions on employees during a job search?

■ Yes. Once a Federal employee starts to look for non-Federal employment, the employee must stop working on anything that will affect a prospective employer, meaning anyone who the employee contacted about a job or anyone who contacted the employee.

When does this disqualification requirement begin?

■ Disqualification must begin as soon as:
□ the employee contacts the prospective employer about a possible job, such as by sending a résumé;
□ the prospective employer contacts the employee about a possible job; or
□ the employee learns from a headhunter or other agent about a contact with the prospective employer.

When does the disqualification requirement end?

■ Disqualification ends when:
□ either party notifies the other of a lack of interest in pursuing employment discussions or
□ two months have passed since the employee sent out a résumé or job application and has received no response.

Must an employee notify a supervisor or anyone else about a job search?

■ Notice is usually not required but must be given:
□ to a supervisor if the disqualification requirement prevents an employee from working on an assigned task, or
□ to a supervisor or ethics official (in writing) if the employee receives a travel payment to attend a job interview from a prospective employer who has interests before the employee's office, or
□ to a supervisor and an ethics official if the employee is a procurement official for a contract of $100,000 or more and has contacted or been contacted by a bidder on the contract (even if neither side pursues employment discussions).

A WORD ABOUT ETHICS