

(revised 2/26/2009)

METAL/NONMETAL IS SEEKING CANDIDATES FOR FEDERAL MINE INSPECTOR POSITIONS.

***** JUST LISTED *****

Metal/Non-Metal Northeastern District Pre-registration continues for the job screenings until April 3, 2009. See the April 2009 monthly event schedule for advanced registration and job screening locations.

****UPCOMING****

Updates will be posted on the website as soon as dates and locations are confirmed.

Candidates interested in becoming an Inspector must attend a job screening. Through job screenings, candidates are required to pass math and writing tests and interview in order to be considered for possible employment.

As dates and locations are determined for Metal/Nonmetal job screenings, candidates with resumes on file who qualify at the GS-7, GS-9 and/or GS-11 levels will be contacted and offered reserved seating.

We offer health, life, and long-term care insurance; a stable retirement program, including a tax-deferred savings plan; generous annual, sick, and holiday leave; a 40-hour work week; travel reimbursement; and flexible spending accounts for medical and dental expenses.

DON'T WAIT – PREPARE NOW!!!

1. **Prepare and Submit Your Resume** (Please note these procedures apply only for Metal/Nonmetal Inspector Intern positions – candidates interested in Coal Inspector Intern positions must follow application procedures as stated in the Coal Upcoming Events on our website.)

There are several different options for submitting your resume for consideration as a Metal/Nonmetal Inspector Intern. All candidates will be notified of the status of their application. Qualified candidates will then be notified when the next job screening is scheduled and offered reserved seating.

- Apply online to a posted vacancy announcement. You must create a user account and at least one Federal resume at www.USAJOBS.opm.gov. After creating your online resume, find the vacancy announcement on the MSHA website for the District for which you would like to be considered. At the bottom of the vacancy announcement, click “Apply Online” and follow the remaining application procedures.
- Submit a resume to the MSHA Human Resources Division at the following email address: MSHAJOBS@dol.gov. Subject line must state M/NM Application Processing.
- Submit a resume by mail to the following address:

**Mine Safety and Health Administration
Division of Human Resources
ATTN: M/NM Application Processing
1100 Wilson Boulevard, Room 2160
Arlington, VA 22209-3939**

- Drop-off a resume to any Metal/Nonmetal District or Field Office. Resumes will be sent to MSHA’s Division of Human Resources for processing.

WHAT INFORMATION MUST YOU INCLUDE IN YOUR RESUME?

- Name, mailing address, day and evening telephone numbers, and an email address (if available);
- List the Metal/Nonmetal Districts in which you are interested in being contacted regarding the next upcoming job screening. Metal/Nonmetal Districts: North Central, North East, Rocky Mountain, South Central, South East, Western. Please note, you will only be contacted to reserve seating at job screenings for Districts in which you have indicated an interest.
- We need specific examples of work that you have performed. Your resume should state the specific duties you performed and what actions you took. Give examples of

when you performed work in mining, mine engineering, or conducted on-site mine safety and health inspections. Give examples of work situations where you gained the knowledge of transporting materials and workers, ventilating closed spaces, performing ground control and roof control duties, handling and storing hazardous materials, practicing worksite safety, and reviewing worksite environmental conditions that affect the health of workers and/or the prevention of accidents. Don't worry about how long your resume is. It is better to have more information than not enough. Keep in mind that if you make it through the testing and interviewing process, your resume is the only information that the manager making the selection will see. It is in your best interest to provide the manager with enough information to make an informed decision.

2. Prepare for the math and writing tests

Math and writing guides are available on MSHA's Inspector Career Intern Program website. Review the guides and practice. You will be given 60 minutes to complete these tests, so we recommend practicing in a timed environment. Please be aware that although formulas will be provided to you during the math test, you will not be permitted to use a calculator.

3. Keep Checking the MSHA Website

Seating for employment screenings will be limited, so advance registration is strongly encouraged by submitting your resume following any one of the procedures listed under item 1 above. If you are not applying online, your resume must be received 15 calendar days prior to the job screening in order to be offered reserved seating. Walk-in candidates at job screenings will be considered on a first-come, first-serve basis until seating capacity is reached. Schedules will be posted on our website at www.msha.gov as dates and locations are confirmed.

4. Questions and Answers

What are the minimum qualification requirements? I have already taken the math and writing tests. How do I schedule an interview? What are the physical requirements for an Inspector? Do I qualify for an Inspector position? For answers to these questions and more, visit the Inspector Career Intern Program website at <http://www.msha.gov/Inspectors/InspectorsInternProgram.asp>.