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Job Title

SALARY RANGE:

OPEN PERIOD:

SERIES AND GRADE:

POSITION INFORMATION:

WHO MAY BE CONSIDERED:

DUTY LOCATIONS:

JOB SUMMARY

Begin with a 1-2 sentence summary of the agency mission statement.

Follow with a brief italicized paragraph (2-4 sentences) that speaks directly to applicants and describes, as compellingly as possible, how the position (and/or the work unit in which it resides) impacts your agency's ability to fulfill its mission.

First paragraph: A succinct (2-3 sentences) summary of your organization's mission and impact.

Middle paragraphs (2-4, depending on the position): Describe the role of the position in the organization, give a high-level overview of the duties associated with the job, give the critical few absolute requirements (i.e., education or experience) and discuss competencies and skills required for success in the position. Each paragraph should be very succinct (1-4 sentences).

For example:

This is a [senior/journey/entry]-level position in [Program Office], [Division/Group]. You will play an integral role in...by...

This position requires extensive knowledge of...
You must be able to...

The ideal candidate will possess outstanding written and spoken communication skills and...
You must have experience in...
Federal sector experience in this field is [highly desirable/required/not required]

Closing line: A final pitch to potential applicants that reiterates the impact of the position on the organization's capacity to fulfill its mission.

Key Requirements (provide a bulleted list)

- U.S. Citizenship
- Degree in...
- Ability to...
- Etc.

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Open with a 1-2 sentence summary position description, and follow it with a bulleted list of major duties/responsibilities associated with the position. For example:

Serving as _____, you will _____. This will include the following:

- *key duty*
- *key duty*
- *key duty*
- *key duty*
- *key duty*

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Qualifications:

GS-13: To qualify for the GS-13, you must possess one year of specialized experience equivalent to the GS-12 level in the Federal service, or comparable experience not gained through federal service. Such experience may include:

- *Give plain English, position-specific examples here*
- *A bulleted list works well*

GS-14: To qualify for the GS-14, you must possess one year of specialized experience equivalent to the GS-13 level in the Federal service, or comparable experience not gained through federal service. Such experience may include:

- *Give plain English, position-specific examples here*
- *A bulleted list works well*

How You Will Be Evaluated:

Explain the basis upon which candidates will be assessed – e.g., self-assessment questionnaire, subject matter expert panel review of resume, automated skills assessment, etc...

If Category Rating is used for the hiring action, include an explanation of quality categories.

Use this space to succinctly describe (i.e., in a few sentences) and link to further information on Veterans' Preference, EEO Policy, Reasonable Accommodation, and Regulatory Guidance

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Provide simple, concise, step-by-step instructions on how to apply – make effective use of white space. For example:

Step 1: Getting Started

Provide a succinct overview of the application system and how to begin.

Step 2: _____

Etc.

What to Expect Next:

Explain how, when and under what circumstances the applicant should expect to hear from you.



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Benefits and Perks

- *Benefits are a major selling point for Federal jobs. Describe them in a bulleted list using enticing language. Link to details as necessary.*

Other Information:

As needed.

