

## **Helpful Hints When Applying for a job with the Federal Government**

The following are the most frequent errors made by applicants for jobs with the Federal Government. These errors often result in the applicant being excluded from consideration. Please take the time to review this list. You may use it as a basic checklist when reviewing your application(s). To help ensure all required information is submitted we highly recommend submitting your application through our online process.

- Application materials **must be submitted online by midnight Eastern Time on the closing date of the announcement.** Hand-delivered applications must be received in Human Resources Office listed in the vacancy announcement **by the 4:30 P.M. on the announcement's closing date.** Faxed applications must be received **by midnight Eastern Time on the closing date of the announcement.** Federal agencies are not permitted to accept or consider information submitted after the closing date.
- Because Federal agencies are required to prorate your experience when making qualification determinations, it is necessary for you to provide **complete employment dates (month/year at a minimum) and work schedules (indicate "full-time" or average hours per week) for all periods of employment.** Failure to include this information will exclude this experience from being considered in the qualifications determination and may result in disqualification.
- **Detailed descriptions of your duties for all previous employment must be provided.** We may not assume qualifying experience on the basis of "job title," employer, or employment type. We may only credit experience specifically described.
- **College transcripts, a copy of your college diploma or a list of college courses** with grades and credits (indicate quarter or semester hours) ***must*** be submitted. Copies of current licenses (e.g., a license to practice veterinary medicine conferred by a state Board of Veterinary Medical Examiners) or copies of a certification of membership in a professional organization (e.g., Diplomate in a specialty are of veterinary medicine, CPA) that are indicative of possessing the educational requirements of this announcement may be submitted in lieu of college transcripts. Applicants qualified on the basis of lists of college courses or copies of diplomas, licenses, or certificates of membership, ***must*** submit copies of college transcripts before their selection may be confirmed.
- **Knowledge, skills and abilities (KSA's) or Vacancy Specific Questions** – It is **essential** for you to respond to each KSA or vacancy question listed in the vacancy announcement. Applicants are rated and referred according to the evidence of the required KSAs or answers to the vacancy questions in the application. Failure to respond to the KSAs or vacancy questions may reduce or eliminate your opportunity for consideration.
- **Typing speed** Applications for vacancies requiring a qualified typist must indicate you can type a minimum of 40 words per minute. Failure to include this information will result in disqualification from consideration.
- **Standard Form (SF) 50** With the exception of current APHIS, GIPSA and AMS employees, all current and former Federal employees ***must*** submit the SF-50, when requested. Failure to submit the SF-50 will result in exclusion from consideration.
- **Citizenship** When requested in the vacancy announcement and application process, you ***must*** indicate your country of citizenship in your application (i.e., online application, OF-612, resume or SF-171).
- **Performance Appraisal** When requested, submit your most recent performance appraisal or a statement self-certifying your most recent appraisal or current performance was at least Fully Successful. Failure to submit the appraisal or self-certification will result in exclusion from consideration.

*Always read vacancy announcements carefully and provide the information requested.*