

## 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) for future announcements.

- Application materials **must be received or postmarked (check specific announcement as to which) by the closing date of the announcement.** Hand-delivered applications must be received in Human Resources **by the close of business on the closing date.** Faxed applications must be received at the fax number listed on the announcement **by midnight in the time zone of the announcing office** (e.g., Minneapolis, Riverdale, MD, Washington, D.C.) 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 or a list of courses with grades and credits (indicate whether quarter or semester credits) must be submitted,** if requested in the announcement, if there is an education requirement, or if you are qualifying for the job based on your education. Failure to do so may result in disqualification. “List of courses” must be confirmed with transcripts before any selection may be finalized.
- **Knowledge, skills and abilities (KSA’s)** – It is **essential** for you to respond to each KSA listed in the vacancy announcement. Applicants are rated and referred according to the evidence of the required KSAs in the application. Failure to respond to the KSAs may reduce or eliminate your opportunity for consideration.
- **Typing speed** Applications for vacancies requiring a qualified typist must indicate the applicant can type a minimum of 40 words per minute. Failure to include this information will result in disqualification from consideration.
- **Standard Form (SF) 50** 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, applicants **must** indicate their country of citizenship in their application (i.e., 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 do submit the appraisal or self-certification will result in exclusion from consideration.

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