

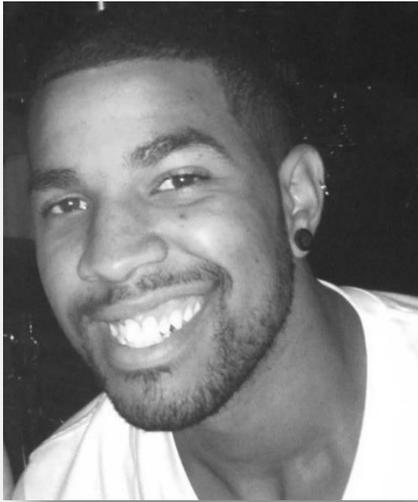


Welcome to

Applying For Federal Jobs Using Non-Competitive Eligibility



Today's Speakers



Calvin Landrum

VISTA Training
Coordinator



Liz Matthews

VISTA Outreach and
Recruitment Team Leader



Twana Chase

Human Capital
Specialist, CNCS



Cindy Galyen

Assistant Program
Officer, AmeriCorps
State a& National

Today's Agenda

- Defining Non-Competitive Eligibility (NCE)
- Searching and applying for positions on USAJobs.gov
- Tips for creating a federal resume
- Translating national service on a federal application

What is Non-Competitive Eligibility?

Poll Questions

- When does your NCE status start?
- How long do you have NCE status?
- Does NCE status guarantee a federal job?



Non-Competitive Eligibility (NCE)



Liz Matthews

- **After completion of service NCE status is valid for 1 year**
- **Does not guarantee a job, but...**
 - Permits agencies to hire former VISTA members who meet minimum qualifications without going through all the formalities of the federal competitive process

FAQ:

Can I extend NCE status?

NCE: Extensions

Upon completion of service, NCE status lasts 12 months, but can be extended for an additional two years for a total of three years from end of service date.

Extensions are allowed for three reasons:

1. If, after service, you enter the military.
2. If you become a full-time student at a recognized institution of higher learning.
3. If you engage in another activity which, in the agency's view, warrants extension.

Common Questions

I am serving for 2 years. Does that mean I get two years of eligibility?

No matter how long you serve you only get 1 year of eligibility

I've served several part-time VISTA terms that add up to a full year. Can I get NCE?

No, you need to serve a full-time yearlong VISTA assignment to receive NCE status.

Benefits of NCE



- Significant Advantage
- Faster Hiring Process
- Desired by Hiring Managers

Steps for Applying Using NCE

1. Network!
2. Search for NCE positions on USA Jobs
3. Create a federal resume
4. Write a cover letter and reference your NCE status
5. Submit an application, include close of service date and/or Verification Letter

VISTA Verification of Service Letter

- Contact the National Service Hotline
- Connect with the VMSU
- Call: 866.942.2677
- Email: VMSU@cns.gov

Corporation for National and Community Service
NationalService.gov

DATE

To Whom It May Concern:

This is to certify that the following individual served full time as a Volunteer In Service To America (VISTA) under Part A, B, or C of the Domestic Volunteer Service Act (DVSA) for the term of service indicated below:

VISTA Member:
Dates of Service*:
Stipend or "deemed" value of Education Award:**

The Volunteers in Service to America (VISTA) program places individuals in non-profit organizations and public agencies to support efforts to fight poverty. Through the years, more than 185,000 individuals, known as VISTAs, have committed at least one year of full-time service to low-income communities in every state, the District of Columbia, Puerto Rico, and the Virgin Islands.

While the VISTAs are authorized, trained and supported throughout their service by the VISTA program and the Corporation for National and Community Service, VISTAs serve under the direct supervision of the sponsoring agency. Should you wish to contact the sponsor for details of the VISTA's job description and performance, the Corporation will be happy to forward the sponsor's contact information.

This individual satisfied the requirement for non-competitive eligibility, which is valid for up to one year from the end of service date listed above, in accordance with Executive Order No. 11103 as applied to service under Part A of Title I of the DVSA of 1973 [Section 415 (d)], or under Part A, Title VIII of Economic Opportunity Act of 1964. The benefits under the Executive Order extend for a period of one year after completion of VISTA service, the employing agency may extend the period for up to three years for a former volunteer who enters military service, pursues studies at a recognized institution of higher learning or is engaged in other activities which in the opinion of the appointing authority warrant an extension of such period.

Having enrolled on or after October 1, 1973 for an enrollment period of at least one year under Part A of Title I of the DVSA, or enrolled as a full-time volunteer under an enrollment period at least one year under Parts B or C of Title I of the DVSA, the former VISTA should receive credit for the purpose of computing service computation dates.

*Indicates period of service which is creditable for adjusting Service Computation Date for Leave and Reduction in Force purposes. This period is also potentially creditable for CSRS/FERS retirement under the same conditions that apply to a creditable period or periods of non-deduction service.
**Indicates pay to be used for computation of civilian service credit deposit.

If this office can be of further assistance, please do not hesitate to contact us at 800-942-2677.

Sincerely,

Max R. Finberg, Director
AmeriCorps VISTA

Federal Jobs

Federal Departments & Agencies

- U.S Department of Education
- U.S Department of Energy
- U.S Department of Agriculture
- US. Department of the Interior
 - National Park Service
 - Bureau of Land Management
- National Foundation on the Arts and Humanities
- NASA
- Other agencies
 - Corporation for National and Community Service

Sample Job Categories

Public Affairs
Government Affairs
Human Resources
Marketing and Outreach
Budget/Accounting
Research
Healthcare
Engineering
Environmental stewardship
Education

Some current job listings...

- **Human Resources Specialist** (NASA), Washington DC
- **Passport Specialist** (US Department of State), Multiple States
- **Social Worker** (Department of Veterans Affairs), Sheridan WY
- **Fishery Biologist** (Department of Commerce) Orono, Maine
- **Grants Monitoring Specialist**, (CNCS), Washington DC
- **Carpenter** (Department of the Interior) Yellowstone National Park

Searching and Applying For Positions



Twana Chase



USAJOBS[®]
"WORKING FOR AMERICA"

Search Jobs



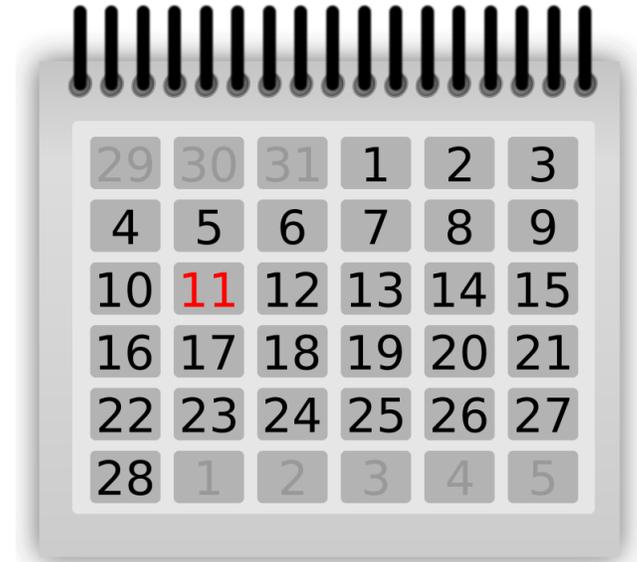
Tips for searching on USAJobs



- Search “AmeriCorps VISTA” or “VISTA” in keywords
- Reach out to the HR contact listed on a job to see if preference is given to those with NCE even if it is not officially listed online
- Visit the USAJobs resource center for a list of Federal Occupations by college major

When To Search / Apply For Jobs?

- It's never too soon to start researching and networking
- Recommend applying 6-8 months into your service year
- Inform potential employers the date your NCE will start **in your resume**



Starting Your Federal Resume

Brian Freedman
2330 Braddock Road, Essex, MD 21797
Home: (410) 555-1212, Office: (410) 888-1212
Email: Brian.Freedman@email.com

OBJECTIVE: To plan and develop physical security and security systems procedures and guidelines to ensure the safety and security of programs throughout the federal government.

EMPLOYMENT HISTORY:
Security Supervisor 11/08 — Present
Employer: Commercial Development Corporation (CDC)
9700 Charles Street, Baltimore, MD 21201
Salary: \$75,000, 40 hours/week
Supervisor: Mark Freedman, (410) 570-3708, may be contacted.
Led and supervised a security team comprised of 26 employees across 5 multi-million dollar commercial and transportation projects. Under my direction our team reduced internal thefts by 50 percent. Applied loss prevention techniques and investigated external theft incidents with procured vendors, resulting in legal action and leading to \$1.5 million in cost-savings. Strategically assessed and recommended surveillance technology for critical areas. Established policies for tracking and reporting missing inventory with CDC Accounting.

EDUCATION:
Rutgers State University May 2003
B.S. Degree, Criminal Justice — Magna cum laude GPA: 3.89/4.0

TRAINING:
Security Technician
National Security Training Academy, Alexandria, VA, January — May 2004

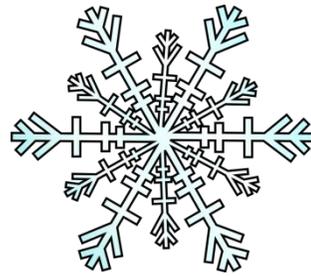
CERTIFICATIONS:
Video Surveillance, National Security Board, Washington, DC

COMPUTER SKILLS:
PC and Macintosh Operating Systems, Microsoft Office, Outlook, SharePoint, Internet

VOLUNTEER EXPERIENCE:
Criminal Investigator, 6/99 — 4/03
Volunteers in Police Service Program, New Brunswick, NJ, 15 — 20 hours per week
Supervisor: Margaret Warren (732) 710-5212
Conducted criminal investigations to protect the citizens of the jurisdiction. Investigated individuals suspected of committing criminal activity. Performed crime mapping and analysis.

- Create online or upload your own
- Be clear and concise with your experience
- Don't forget completion dates (month and year)
- Include number of hours worked per week
- Highlight your volunteer experience

Like snowflakes, no two jobs are alike!



QUALIFICATIONS REQUIRED:

[Back to top](#)

Experience refers to paid and unpaid experience (including military service, Peace Corps, AmeriCorps) and other organizations (including government, student, social). Volunteer work helps build critical skills and experience that translates directly to paid work, including volunteer experience.

For the GS-09 level: 1 year specialized experience at the graduate level in an accredited college or university or progressively higher level graduate education.

Specialized Experience:

Specialized experience is defined as experience in the following areas: written communications; public education and information; logistical organization and management of public websites.

- Pay special attention to **Qualifications Required** and **Specialized Experience** fields
- Your resume must specifically demonstrate how you meet those qualifications.

Federal Resume - The Good!

Criminal Investigator

Qualifications Required:

Specialized experience includes directly related experience **planning and conducting investigations** relating to alleged or suspects violations of criminal laws, **gathering and analyzing financial data**

PROFESSIONAL EXPERIENCE

Special Agent / Criminal Investigator

March 2010 - Present

Diplomatic Security Service, U.S.

Department of State 50+ hours per week,

\$100,255/year

Series/Grade: 2000/FP-4 (equivalent 1811/GS-12)

- **Plan and conduct complex criminal** and administrative misconduct investigations relating to visa and passport fraud, employee malfeasance, **financial, procurement and contract fraud**, false statements, theft, and other crimes and administrative violations; **ensure investigations are conducted in compliance with statutory and legal requirements**; present investigative results, both written and orally, to supervisors and senior agency officials, and to U.S. attorneys for prosecution.
- **Prepare and critique comprehensive, detailed, written reports of investigation and memoranda**; interview suspects, victims, and witnesses; conduct interviews to elicit information and evidence; utilize appropriate investigative techniques; prepare search warrant and arrest affidavits; conduct search warrants and effect arrests; analyze digital search warrant returns; conduct analysis of raw investigative data, evaluating findings

Federal Resume - *The bad, and the ugly*

Public Affairs Specialist

Specialized Experience:

Experience in conducting a public affairs program, including written communication; **public education and outreach**; basic **photography skills**, logistical organization and **management of public meetings**

- Limited detail
- Assumes qualifications connect
- Doesn't address qualifications directly

Assistant to Director, Office of Special Programs

2005

Served as the programming assistant for the college preparatory program.

- Created workshops to ready college-bound teens for higher education
- Mentored teens in the areas of self-esteem, goal setting and community service

SPORTSNEWS PRODUCTIONS, Lombard, IL

2004

Public Relations Executive

Executed successful public relations campaign for Chicago Sun-Times sports show. Created mass-marketing campaign targeting Chicagoland sports bars, sports facilities and radio; coordinated local media interviews with sports legends.

- Increased ticket sales and attendance for each day of the three-day event.
- Created a larger and more diverse audience, including more suburban attendees.

When Applying For Positions...

- Don't assume that every hiring manager knows what NCE is!
- Advocate for yourself!
 - In your resume
 - In your cover letter
- Be mindful of the closing date



Alumni Experience

AmeriCorps VISTA/RSVP + North Dakota
Dept. 2020 PO Box 6050
Fargo, ND 58108 United States

04/2012 - 04/2015
Hours per week: 40

AmeriCorps VISTA Leader

Duties, Accomplishments and Related Skills:

Non-Competitive Eligibility Status gained as a result of 2013-2014 VISTA service expires 4/7/15

- Lead or helped with 17 grant applications, including budgeting; successful applications total \$134,752
- Researched new grants, foundations, and other funding opportunities for expansion of resource development efforts; created a master grants tracking list for the organization, the first historical record of its kind
- Created a first of its kind VISTA Transparency Plan and application process to standardize VISTA site recruitment procedures and address criticism of previous program operation



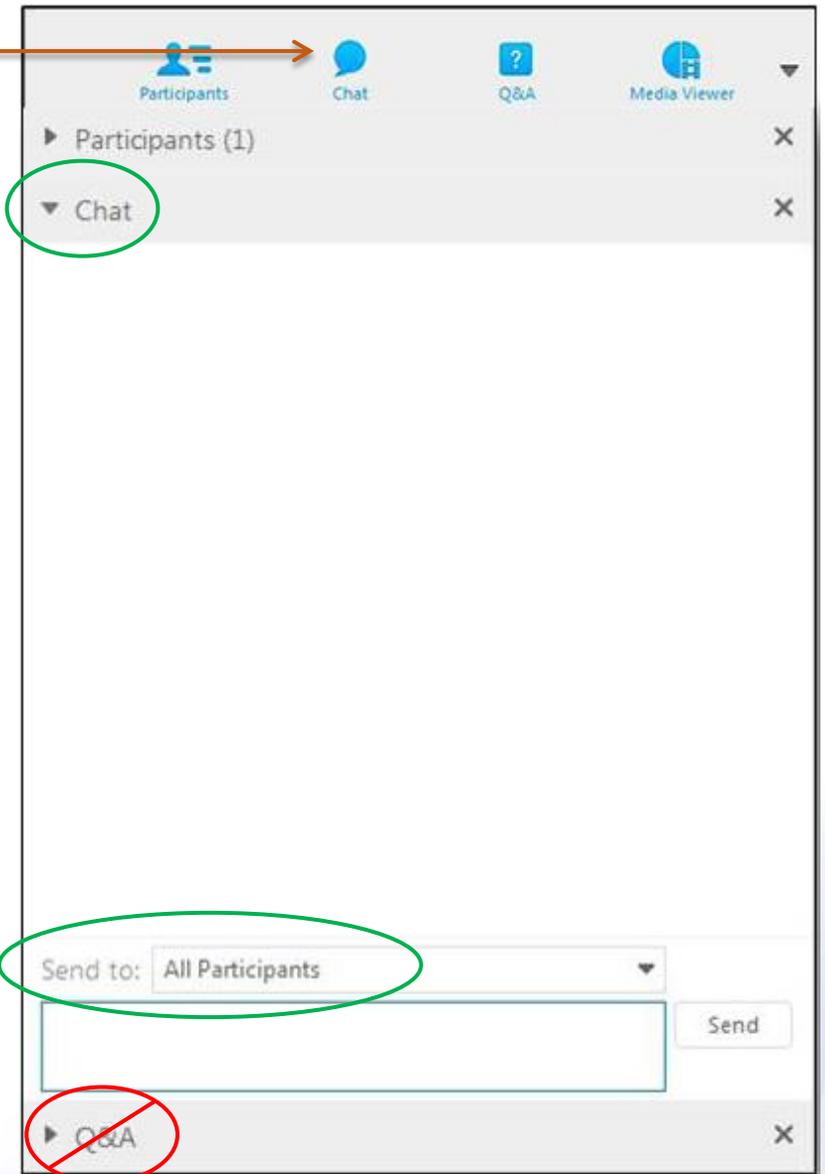
Cindy Galyen

Translating Your AmeriCorps VISTA Service

Chat Question

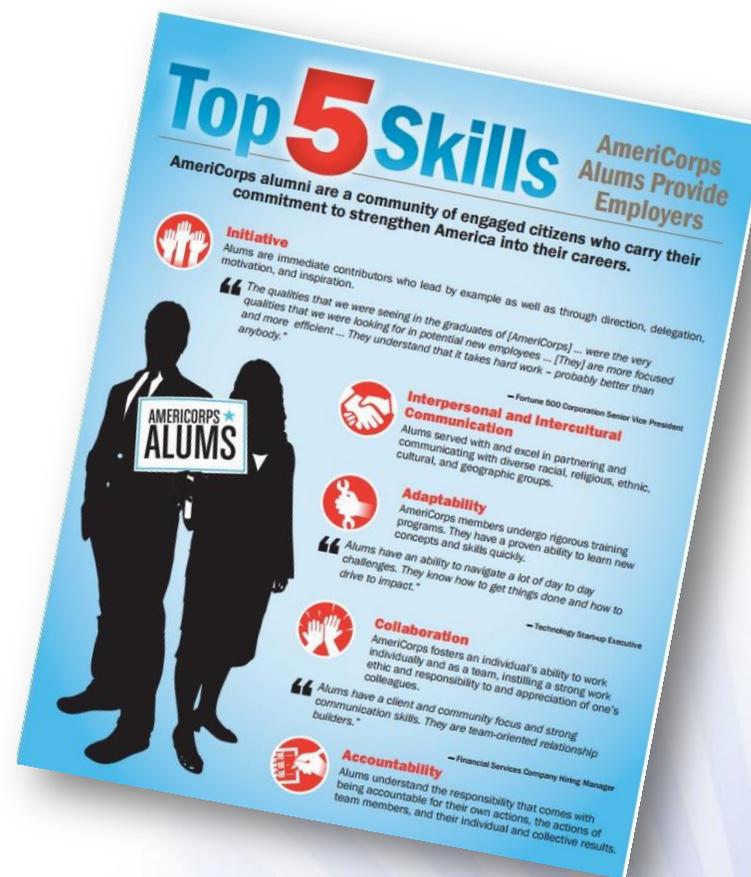
- What types of skills do you think VISTA alums bring to employers?

Click this button
if you don't see
the chat panel.



Top 5 Skills Alums Provide Employers

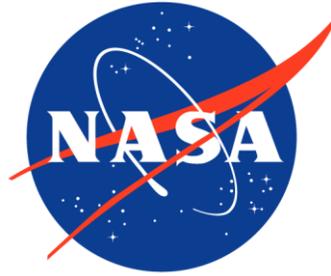
- Initiative
- Interpersonal and Intercultural Communication
- Adaptability
- Collaboration
- Accountability



How your VAD can help craft compelling bullet points for your resume

Look for quantitative activities/ tasks	\$ raised, # of volunteers recruited
What did you create?	New systems, databases, processes
What categories could help format your resume?	Volunteer Management, Data Collection, Resource Development
What skills did you develop?	Leadership, management, critical thinking, flexibility

Human Resources Specialist



We are looking for candidates with:

- Excellent interpersonal, communications, presentation and customer service skills.
Experience in managing and prioritizing multiple and varied assignments.
- Experience in working both independently and as a member of a team.
- Strong quantitative and qualitative analytical and organizational skills.

Specialized Experience:

Specialized experience at the GS-09 level is defined as experience analyzing resumes to assess applicant qualifications. Experience conducting research to gather information to provide advice to management.

■ What VISTA related skills would translate to this position?

Additional Employment Resources

VISTA Campus Job Board

VISTA Campus Volunteers In Service To America

LOG IN SEARCH

ABOUT VISTA **LIFE AS A VISTA** THE WORK CONNECT & LEARN LEADERS SUPERVISORS

Home > LIFE AS A VISTA > AFTER VISTA > Job Board

Job Board

Search jobs

1 2 3 4 5 6 7 8 9 next last »

FILTER BY LOCATION

- Virginia (16)
- Massachusetts (11)
- Minnesota (11)
- California (10)
- District Of Columbia (9)
- New York (7)
- Rhode Island (6)

HUMAN RESOURCES SUPPORT

Closing date: 24 June 2016

Starting Salary: \$33,332-41,290

Human Resources Support personnel perform duties in support of the operational work of the human resources division.

Location:

LIFE AS A VISTA

AFTER VISTA

Life After VISTA

Job Board

Non-Competitive Eligibility

Education Award

Serve Again

Close of Service Travel

FILTER BY NON-COMPETITIVE ELIGIBILITY (NCE):

- No (90)
- Yes (34)

Employers of National Service

“If you’re an employer who wants to hire talented, dedicated, patriotic, skilled, tireless, energetic workers, look to AmeriCorps, look to the Peace Corps...Citizens who perform national service are special. You want them on your team.” – President Obama



Employers of National Service

Currently over 350 employers including 12 federal agencies



Employment Resources Summary

- VISTA Campus Job Board
 - Filter by NCE positions
- NationalService.gov
 - GovDelivery mailing list
- Eli Segal Fellowship
- AmeriCorps Alums Network
- Employers of National Service



- AmeriCorps VISTA
 - AmeriCorps VISTA *
 - AmeriCorps VISTA Non-Competitive Eligibility Positions [i](#)



Upcoming Career Fairs

- Career Fair

Date: March 23, 2016

Location: Portland, OR

- Career Fair

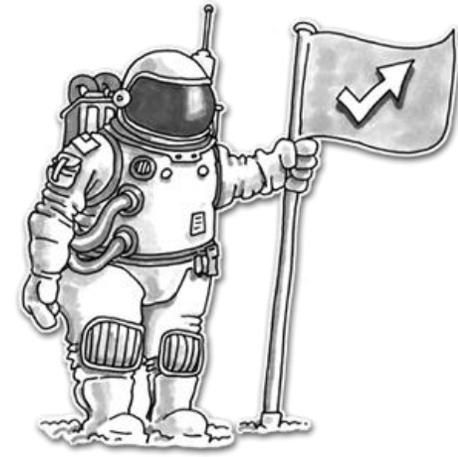
Date: June 2016

Location: Chicago, IL



Next Steps

1. **Review** your VAD for impressive and quantifiable data
2. **Establish** your Federal Resume profile on USAJobs.gov
3. **Upload** your resume, in addition to your profile
4. **Compose** a Cover Letter identifying
 1. AmeriCorps VISTA status
 2. NCE eligibility
 3. Available start date
 4. Outstanding skills and attributes
5. **Ask** a professional contact to review your resume – would they hire you?



Questions ?

- To ask a question verbally, call in using the number on this slide and press *1
- To ask a question electronically, use the Q&A feature located in the bottom right corner of the screen. Please ask “All Panelists”

The screenshot shows a user interface with a sidebar on the left containing three items: 'Participants (2)', 'Chat', and 'Q&A'. The 'Q&A' item is highlighted with a red circle. Below the sidebar, the main area shows a dropdown menu labeled 'All (0)'. At the bottom of the screen, there is a text input field with a dropdown menu labeled 'Ask: All Panelists' and a 'Send' button. The 'Ask: All Panelists' dropdown is also highlighted with a red circle.

Thank You for Your Participation!

If you have further questions or for more information, contact us: VISTAOutreach@cns.gov

Our next webinar:

Building Sustainability into a Volunteer Program

March 30, 2016

2:00pm Eastern

Visit the Webinars for VISTAs page on the VISTA Campus for a complete schedule of VISTA webinars