

U.S. FEDERAL GOVERNMENT HIRING PRACTICES 101

CLASSIFYING A POSITION

The Office of Personnel Management (OPM) oversees the government-wide hiring system

i. Schedule

GS

General Schedule. These are white collar positions

WG

Wage Grade. These are blue collar positions



Most federal positions are GS

ii. Occupational series:

E.g.

0100 Social Science, Psychology & Welfare

0200 Human Resources Management

iii. Pay Grade:

GS has 15 grades based on level of difficulty, responsibility and qualifications required



GS-1, lowest

GS-15, highest

SELECTING A CANDIDATE

1

Vacancy announced on USAJobs.gov

Candidates filtered by qualification level. Unqualified candidates disqualified

2



Top candidates referred to hiring official. Interviews are scheduled

Candidates are considered based on interview performance, and perhaps additional assessment like work samples.



Information is verified through reference and background checks



An offer is made

TIPS & CONSIDERATIONS



Don't rely solely on USAJobs.gov. Vacancies can be advertised in specialized publications to increase an applicant pool



Use all flexibility allowed by the process, like special hiring authorities for certain veterans, disabled persons, interns, and outstanding scholars



Allow candidates to self-select by trying out the job



Use the probationary period

THE U.S. GOVERNMENT WORKFORCE BY THE NUMBERS

19,000,000

Number of total public sector employees

Number employed by the federal government

2,000,000

16,000,000

Number employed by state and local governments