With honor and integrity, we will safeguard the American people, our homeland, and our values.
Our Mission

Helping people before, during, and after disasters.
Federal Emergency Management Agency (FEMA)

- Helping people before, during, and after disasters.

- For 38 years, FEMA’s mission remains: to lead America to prepare for, prevent, respond to, and recover from disasters with a vision of “A Nation Prepared”
Locations
Field Offices: “Boots on the Ground”

• 10 Regional offices plus Joint Field Offices (JFOs)
• Primary face and voice of FEMA with disaster survivors and community partners
• JFO staff includes reservists as well as regional and headquarters staff working as a team to service individuals and their communities
Pathways Programs
# Pathways Programs

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Requirements</th>
<th>Entry Level</th>
<th>Selection Process</th>
<th>Length of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PMF Program</strong></td>
<td>Any Graduate Degree; U.S. Citizen</td>
<td>GS 09-12</td>
<td>Appointments are Competitive</td>
<td>2 years with possibility of conversion</td>
</tr>
<tr>
<td><strong>Internship Program</strong></td>
<td>At least sixteen years of age; U.S. citizen; enrolled in a qualifying educational institution pursuing a degree, diploma, or certificate</td>
<td>Up to GS-12</td>
<td>Appointments are Competitive</td>
<td>Varies; conversion to a permanent position may be possible in some circumstances</td>
</tr>
<tr>
<td><strong>Recent Graduates Program</strong></td>
<td>Applicable associate's, bachelor's, master's, professional, doctorate, vocational or technical degree or certificate; U.S. Citizen</td>
<td>Up to GS-09, with exceptions</td>
<td>Appointments are Competitive</td>
<td>1 year with possibility of conversion</td>
</tr>
</tbody>
</table>
Pathways Programs

Some features of the Pathways Programs include:

- Exposure to a variety of Federal jobs
- Meaningful training
- Mentoring
- Career Development Opportunities
- Potential non-competitive conversion, but not guaranteed.
- Benefits – Leave accrual, Thrift Savings Plan (TSP), Federal Employee Retirement System (FERS), and paid federal holidays
Pathways Programs

- U.S. Citizenship
- Must be at least 16 years of age;
- Registered with the Selective Service if a male born after 12/31/59 and required to register
- Transcripts are required
- Ability to obtain and maintain up to a Secret level security clearance
- Non-competitive conversion (not guaranteed) for term or permanent appointment to the competitive service upon successful completion of the program.
- Participant must meet the Office of Personnel Management’s (OPM) qualification standard for the position being considered
- Veteran’ preference applies
Presidential Management Fellows Program

Presidential Management Fellows Program Overview:
The Presidential Management Fellows (PMF) Program is an entry-level, two-year, leadership development program for advanced degree candidates.

How to Apply:
• Open to students about to complete, or individuals who have completed during the previous two years, an advanced degree (master’s, doctorate, or professional).
• The Office of Personnel Management (OPM) administers the application process; program information is available at http://www.pmf.gov.

Developmental Requirements:
• 4 to 6 month developmental assignment within the Federal Government and 1 to 3 month rotational assignment within the Department of Homeland Security;
• 4 week minimum disaster deployment;
• Individual Development Plan (IDP) and mentor requirement and Minimum of 80 hours of formal, interactive training each year.
• PMFs may non-competitively convert upon successful program completion
Internship Program Overview:
The Internship Program is for current students. It replaces the Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP). The new Internship Program provides students in high schools, colleges, trade schools and other qualifying educational institutions with paid opportunities to work and explore Federal careers while completing their education.

Developmental Requirements:
• Position duties must be related to the Intern’s academic or career goals.
• Interns with appointments of 6 months or longer must complete an IDP and be assigned a mentor.
• If conversion potential is specified in the job opportunity announcement, interns may be converted to a permanent position (or, in some limited circumstances, to a term position lasting 1-4 years) after successful completion of the program. Note: Eligibility for conversion does not guarantee conversion.
Recent Graduate Program Overview:
The Recent Graduates Program provides one-year developmental experiences in the Federal Government. It is intended to promote careers in the civil service to individuals who have recently completed undergraduate or postgraduate study.

How to Apply:
- Apply for available positions at https://www.usajobs.gov/StudentsAndGrads.

Developmental Requirements:
- Minimum of 40 hours of formal, interactive training;
- Individual Development Plan (IDP) and mentor requirement; and
- Optional, short-term assignments outside of participants’ functional areas
- Recent Graduates may non-competitively convert upon successful program completion.
## Service/Volunteer Program and Special Authorities

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Requirements</th>
<th>Entry Level</th>
<th>Selection Process</th>
<th>Length of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEMA Corps</td>
<td>18-24 years old; U.S. Citizen</td>
<td>Stipend</td>
<td>Overseen by AmeriCorps</td>
<td>10 months with option to extend</td>
</tr>
<tr>
<td>Student Volunteer Program</td>
<td>At least sixteen years of age; U.S. Citizen; enrolled in a qualifying educational institution pursuing a degree, diploma, or certificate; minimum 2.5 cumulative G.P.A.</td>
<td>Unpaid</td>
<td>Case-by-Case</td>
<td>120 days or less with option to extend</td>
</tr>
<tr>
<td>Boren Scholarship or Fellowship (NSEP)</td>
<td>Any Bachelor’s or Graduate Degree; U.S. Citizen</td>
<td>Varies</td>
<td>Coordinated between NSEP and FEMA</td>
<td>2 years with option to extend or convert</td>
</tr>
<tr>
<td>Returned Peace Corps or AmeriCorps Vista Volunteers</td>
<td>Peace Corps or AmeriCorps volunteers who have successfully completed their service within the past year (may be extended)</td>
<td>Varies</td>
<td>Non-competitive</td>
<td>Permanent upon completion of probationary period</td>
</tr>
</tbody>
</table>
### Educational Levels & Grade Levels

<table>
<thead>
<tr>
<th>Educational Level</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment in high school diploma or General Education Diploma (GED) program</td>
<td>GS-1</td>
</tr>
<tr>
<td>Completion of high school or GED diploma</td>
<td>GS-2</td>
</tr>
<tr>
<td>Completion of 1 full academic year of post-high school study</td>
<td>GS-3</td>
</tr>
<tr>
<td>Completion of 2 full academic years of post-high school study or associate’s degree</td>
<td>GS-4</td>
</tr>
<tr>
<td>Completion of 4 academic years of post-high school leading to a bachelor’s degree or equivalent degree</td>
<td>GS-5</td>
</tr>
<tr>
<td>Completion of 1 full academic year of graduate level</td>
<td>GS-7</td>
</tr>
<tr>
<td>Completion of 2 academic years of graduate level education, or a Master’s or equivalent graduate degree</td>
<td>GS-9</td>
</tr>
<tr>
<td>Completion of all requirements for a Ph.D. or equivalent degree</td>
<td>GS-11</td>
</tr>
</tbody>
</table>
Federal Resume Tips

What to include:

- Include dates, hours, level of experience and examples for each work experience
- Include volunteer work and roles in community organizations
- Use numbers to highlight your accomplishments
- Customize your resume
- Use similar terms and address every required qualification
- Organize your resume to make it easy to understand
Resume – Targeted Key Words

- **HR** - Staffing, Classification, Recruitment and Employment
- **Budget** - Accounting, Acquisitions, Finance, Data, Audit, Contracts, Analytics, and Logistics
- **IT** - Cyber, Threat Assessments, Tech Support, Information Systems, Websites, Programming, and Installation
- **Analysts** - Policy, Planning, Programming, Management, Analyst, and Research
- **Law Enforcement** - Enforcement, Inspection, Protection, Security, Forensic, Fraud, Detect, Defend, Detain, and Investigate
Creating a USAJobs Account

Click “Create Profile” to get started
Resume – Targeted Key Words

What is Resume Mining:

• Tool for Hiring Managers to use with USAJOBs to find qualified candidates for vacancies

How does it Work:

• Only one of your resumes can be made searchable at a time.
• Only certain formats are searchable including Word, text based pdfs, text files and resumes created using our Resume Builder tool.
• Your resume will only remain searchable for 18 months unless it is renewed.
How to Find and Apply for Positions
## Overview
- **Description of the vacancy, grade, salary, key requirements such as citizenship, application, announcement closing date**

## Duties
- **Job tasks and responsibilities**

## Qualifications & Evaluations
- **Key qualification and evaluation criteria such as Knowledge, Skills, and Abilities (KSAs)**

## Benefits and Other Info
- **Benefits and information about non-competitive appointments, Veterans preference, etc.**

## How to Apply
- **Application directions, required documents to submit with the application, POC within hiring agency, and post-application steps**
What to expect...

1. Notification your application received by agency
2. Agency will review eligibility and qualifications
3. Agency may conduct additional assessments
4. Agency will rank candidates based on qualifications
5. Agency may conduct interviews
6. Agency will select the best candidate for the job
7. Applicants will be notified of selection or non-selection by agency
A Note About Security Clearance

- Most individuals selected for Federal positions will be required to undergo a basic background investigation.

- Jobs that require access to sensitive information require a security clearance which is more extensive than a background investigation.
Resources
Careers.fema.gov

The Careers website is an information hub for candidates to explore and obtain information about our hiring process, employee types, and employment opportunities.

Email

Main Email  
Fema-careers@fema.dhs.gov

Development Opportunities  
Fema-pathways@fema.dhs.gov  
fema-pmf@fema.dhs.gov