NIFC Human Resources Newsletter

4th QUARTER—FY2015

Proudly Servicing Bureau of Indian Affairs, Bureau of Land Management, Fish & Wildlife Services, and National Park Service

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PERFORMANCE MANAGEMENT CYCLE

https://www.opm.gov/policy-data-oversight/performance-management/performance-management-cycle/#url=Overview

Performance management involves much more than just assigning ratings. It is a continuous cycle that involves:

Planning work in advance so that expectations and goals can be set;
Monitoring progress and performance continually;
Developing the employee's ability to perform through training and work assignments;
Rating periodically to summarize performance and,

Planning: setting performance expectations and goals for groups and individuals to channel their efforts toward achieving organizational objectives. It also includes the measures that will be used to determine whether expectations and goals are being met. Involving employees in the planning process helps them understand the goals of the organization, what needs to be done, why it needs to be done, and how well it should be done.

Monitoring: consistently measuring performance and providing ongoing feedback to employees and work groups on their progress toward reaching their goals. Ongoing monitoring provides the opportunity to check how employees are doing and to identify and resolve any problems early.

Developing: increasing the capacity to perform through training, giving assignments that introduce new skills or higher level of responsibility, improving work processes, or other methods. Development efforts can encourage and strengthen good performance and help employees keep up with changes in the workplace.

Rating: evaluating employee or group performance against the elements and standards in an employee's performance plan, summarizing that performance, and assigning a rating of record.

Rewarding: providing incentives to and recognition of employees, individually and as members of groups, for their performance and acknowledging their contributions to the agency's mission. There are many ways to acknowledge good performance, from a sincere "Thank You!" for a specific job well done to granting the highest level, agency-specific honors and establishing formal cash incentive and recognition award programs.

> "Even if it falls your lot to be a street sweeper, go on out and sweep streets like Michelangelo painted pictures; sweep streets like Handel and Beethoven composed music; sweep streets like Shakespeare wrote poetry; (Go ahead) sweep streets so well that all the host of heaven and earth will have to pause and say, "Here lived a great street sweeper who swept his job well." - *Martin Luther King , Jr.*

Tips for Writing a Federal Resume

http://www.dhs.gov/homeland-security-careers/tips-writing-federal-resume

PREPARE — Consider what positions you are interested in and review what qualifications or experience they require by reviewing different types of jobs and job opportunity announcements on USAJOBS-DOI Agency Search. Gather information and begin to build out a description of your knowledge, skills and experience to add to your resume. How you present your skills and experience in your resume will help determine whether or not you are invited to interview for a job

TAILOR — One size never fits all. As you apply for jobs, tailor your resume to the position's requirements. Study the job opportunity announcement and emphasize the parts of your work history that match the qualification requirements listed there. Focus on the 'duties'', ''qualifications'', and ''requirements'' sections. It is important to portray your knowledge and skills as a match to the requirements of the position and demonstrate the ability to do the job.

FORMAT — Resumes are generally presented in one of three formats: chronological, functional or a combination of both. Which format you choose will depend, in part, on the type of work you have performed and whether or not you are going to continue in the same field.

- **Chronological resumes** list work experience according to date, with the current job appearing first. Chronological resumes work well if your career has been progressive and you plan to continue in the same line of work.
- **Functional or Skills resumes** are organized by the skills you have used on the job. Functional resumes work well if you are contemplating a new career, do not have a lengthy work history, or have held a number of different positions because they sell your abilities based on the skills you have acquired throughout your career. Be sure to include relevant volunteer experience.
- **Combination resumes** both describe your work experience and highlight your skills. Combination resumes usually provide the most comprehensive overview of your career.

CONTENT — Unlike resumes used in the private sector, federal resumes require additional information. For each past job, give the standard information found in most resumes. Your federal resume should include the following:

- Job announcement number, job title, and job grade of the job for which you are applying
- Your full name, mailing address, day and evening phone numbers and home e-mail.
- Education (Provide transcripts if qualifying based on education.)
- Work experience Provide as much detail as possible, but be concise with quality & relevant information. Most importantly, describe job duties and accomplishments in a way that demonstrates how you are qualified.
- Begin with your current position and list all other positions held in chronological order.
- State the job title, starting and ending dates (including month and year), prior employer's name and address (or write "self-employed," if that applies), and major duties and accomplishments. Include any positions temporarily held.
- Show the average number of hours worked per week or simply state "full-time"; grade level, salary or wage earned; supervisor's name, address and telephone number; and whether your most recent supervisor may be contacted. Provide a copy of your last or most current SF-50 (if prior federal service).
- Job-related training courses (title and year).
- Current job-related **certificates and licenses** - Make sure you understand the licensure and certification requirements for your job objective. Provide verification if required.

APPEARANCE — Once you have spell checked your resume, take a good look at its overall appearance. Is it appealing and easy to read? Is there enough white space? Are the margins appropriate? Have the headings, font and formatting style been used effectively? Keep in mind that your resume is an employer's first impression of you. Make sure it makes the best one possible.

Federal Benefits Open Season - November 9, 2015 - December 14, 2015

Federal Spending Account Program (FSAFEDS), Federal Employees Dental and Vision Insurance Program (FEDVIP), and Federal Employees Health Benefits (FEHB) Program

For specific information regarding these benefits go to: **www.opm.gov/insure**

BLM Employees - For specific questions, please contact the NOC Branch of Benefits and Retirement at **blm_oc_ben_and_ret@blm.gov**.

BIA, FWS, & NPS Employees - For specific questions, please contact your NIFC-HR Professional at (208) 387-5523.

SUPERVISORS CORNER

Hints for Creating a Job Analysis

1. Begin reviewing the major duties of the PD and the work to be performed on a regular and recurring basis. Place that information in column 1 of the job analysis form and the percentage of time dedicated to performing those duties. Separate duties on the form based on overall function and objective. The percentages allocated for each major duty section should total 100% overall.

Representative Duties

- Reflect what is actually described in the "Major Duties" section of the PD without copying everything verbatim.
- Must be measurable and specific to the type of questions that will be asked from the applicants.
- Do not require to be overly detailed.
- Must also be related to a specific knowledge, skill, or ability (KSA).
- Choose 3 to 5 major duties for the job analysis.

Do not include "other duties as assigned".

2. Begin reviewing the KSAs within Factor 1 of the PD. List out only the KSAs that are relevant to the major duties outlined in column 1 of the job analysis. You may need to eliminate any that seem to overlap or create any that are needed, but have not been developed within the PD.

Knowledge, Skills, and Abilities

- Reflect elements from Factor 1, "Knowledge Required by the Position" of the PD. (If applicable) If not applicable the SME and HR representative will have to develop KSAs for the job analysis.
- Must be short but clear.
- Do not include Government and/or Agency Specific statements if possible and especially when recruiting outside of your organization.
- Do not include measurable terms; e.g., Professional Knowledge, Expert Ability, etc. They should start with "Knowledge of…"; "Ability to…"; or "Skill in…".
- Do not include the "whys" just the "what" is required.
- KSAs need to be applicable to the representative duties.

Choose 3 to 5 KSAs for the job analysis.
Note: Each representative duty must be linked to a specific KSA, and each KSA must be linked to one or more specific task statements.

Example:
Representative Duty: Responsible for the completion of a wide variety of recurring internal reports and documents

KSA: Ability to prepare a wide variety of recurring internal reports and documents from information obtained from staff, files, and other sources including information collected and maintained by incumbent.

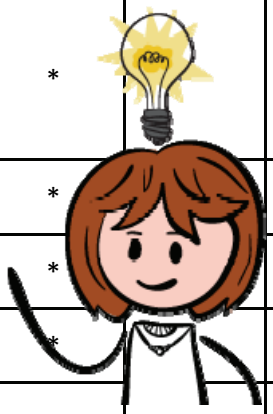
Use the following: Ability to prepare a wide variety of recurring internal reports and documents.

3. Your next step is to go to the Question Library and pull task statements that align with each KSA. You will not use a task statement more than once. Please note, even though your position is in a specific series, you may find relevant questions within any section of the Question Library. However, it is best to begin searching within the series of the position. Your designated HR professional will send you access to the Question Library once recruitment is approved.

How do I hire a…

Overview of Federal Hiring Authorities

Hiring Authority	Target Group	BLM Employment	Partner Employment	Type of Appointment
Delegated Examining (DE)	All U.S. Citizens	*		Perm, Term, Temp
Merit Promotion (MP)	Current Federal Employees Reinstatement Eligibles Veterans	*		Perm, Temp Promotion, Detail
Veterans recruitment Authority (VRA)	Veterans	*		Excepted Service, Term, Temp
Veterans Employment Opportunities Act (VEOA)	Veterans	*		Perm
30 % or More Disabled Veteran	Veterans	*		Term, Temp, Excepted Service
Schedule A/Schedule D – Workforce Recruitment Program (WRP) for Students with Disabilities	Individuals with Disabilities	*		Excepted Service
Schedule D – BLM Intern Not-To-Exceed (NTE)	Current Students	*		Excepted Service
Schedule D – BLM Career Intern (CI)	Current Students	*		Excepted Service
Schedule D – BLM Recent Graduates (RG)	Recent Graduates	*		Excepted Service
Schedule D – BLM Presidential Management Fellows (PMF)	Recent Graduate (with advanced degree)	*		Excepted Service
DOI Secretarial Direct Hire Authority for Resource Assistant Internship (DHA-RAI) Program	Students and Recent Graduates		*^#	Perm, Term, Temp
Public Land Corps (PLC) Special Hiring Authority	Individuals 16-25 years		*^	Perm, Term, Temp
Returned Peace Corp Volunteers (RPCV) and Peace Corp Staff	Volunteers/Staff Members	*		Perm
AmeriCorp VISTA	Members	*		Perm



^ Program or tool may allow for appointment eligibility and eventual employment with the BLM.

This is the only direct hiring authority the DOI possesses at this time and it has been delegated to the DOI Secretary via legislative language. The DOI Secretary has further delegated the authority to the BLM Human Capital Management Directorate and at this time the Bureau's program has been DOI approved to administer its program with a partner entity.

***Personnel** questions may be directed to our office at:*
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