



# Recruiting for the National Park Service



February 12, 2009



# Course Goal

✓ tools,  
techniques and  
additional  
training sources

✓ improved,  
coordinated,  
and effective  
recruitment





# Objectives

- Importance of diversifying the NPS workforce
- Understand why *National Park Service Strategic Recruitment Plan* exists
- Utilize standardized recruitment materials on InsideNPS, Student Diversity Applicant Pool



# Objectives

- Know the National Recruitment Messages identified by RFIT
- Provide accurate and useful information to applicants
- Know about other recruitment training courses



# Recruiting for the National Park Service

## *Recruiting:*

- ✓ process by which a pool of interested candidates is cultivated
- ✓ participation at careers fairs
- ✓ helps to replenish the NPS workforce



# What is Recruiting?

A strong and effective workforce is one that has the ability to *relate effectively* to the American public,





# What is Recruiting?

and that *reflects the diversity and variety* of our nation's population and the many cultures it represents.





# Why Recruiting?

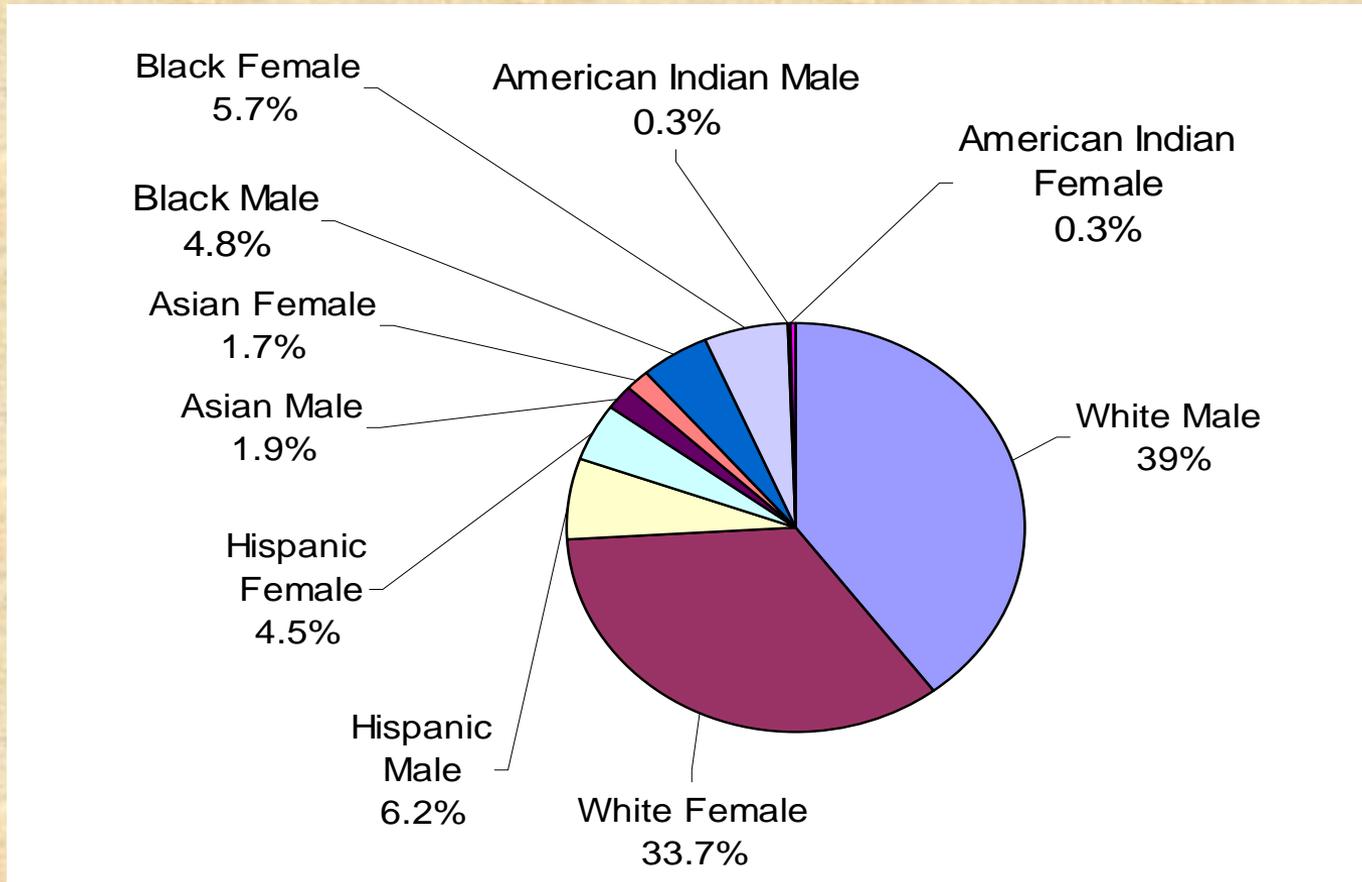
The future of the NPS is *directly connected* to our ability to be inclusive of all Americans.





# Recruiting for the National Park Service

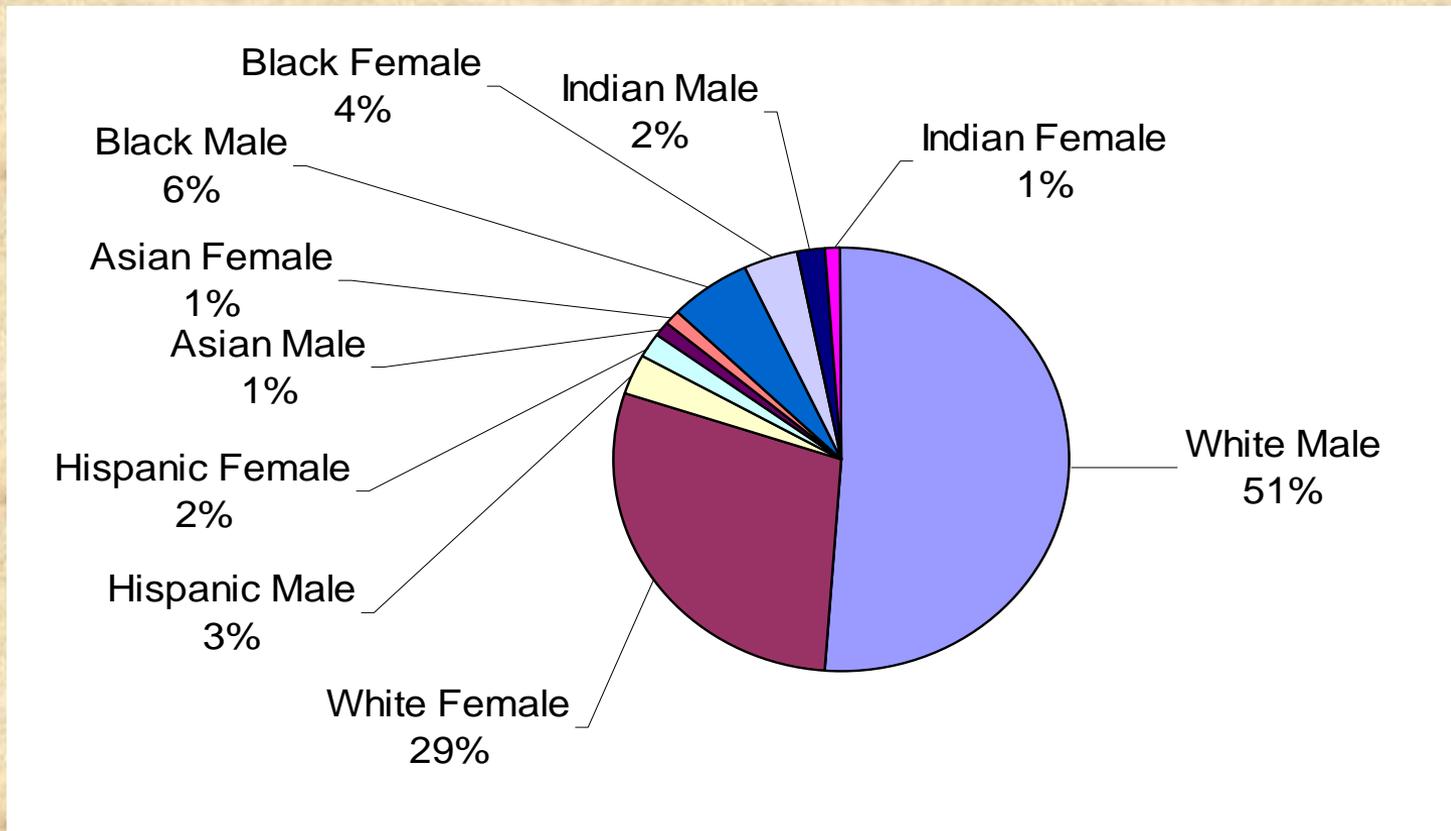
## National Civilian Labor Force (from Bureau of Labor Statistics)





# Recruiting for the National Park Service

## NPS Workforce





# Diversifying the National Park Service

## *Steps towards diversity:*

□ develop a workforce that is representative of the larger nation

□ encourage the hiring, training, mentoring, and supervision of diverse employees





# Diversifying the National Park Service

*Our goal:*

- increase the number of qualified diverse candidates who apply for our positions





# Diversifying the National Park Service

## *Under-representation:*



Numbers of women or members of a minority group within a category of *Civil Service employment* constitutes a lower percentage of that which is available within the U.S. *civilian labor force*.



# Diversifying the National Park Service

## *Targeted recruiting:*

Agencies are required by law to conduct a continuing program for the recruitment of minorities.

*Targeted recruiting* is designed to focus recruitment efforts to attract certain candidate groups through special efforts.



# Diversifying the National Park Service

## *Title VII. Civil Rights Act of 1964*

- ❑ prohibits discrimination on the basis of race, color, religion, sex, or national origin
- ❑ mandates that Federal agencies comply with requirements to maintain continuing affirmative employment programs



# Diversifying the National Park Service

## *Legal Background for Targeted Recruiting*

Affirmative Employment

General

Women

Hispanic

African American





# Diversifying the National Park Service

## *Legal Background*

Affirmative Employment

Asian American & Pacific Islander

American Indian and Alaska Native

Individuals with Disabilities

Prevention of Age Discrimination



# NPS Strategic Recruitment Plan

*Effective recruiting should result in:*

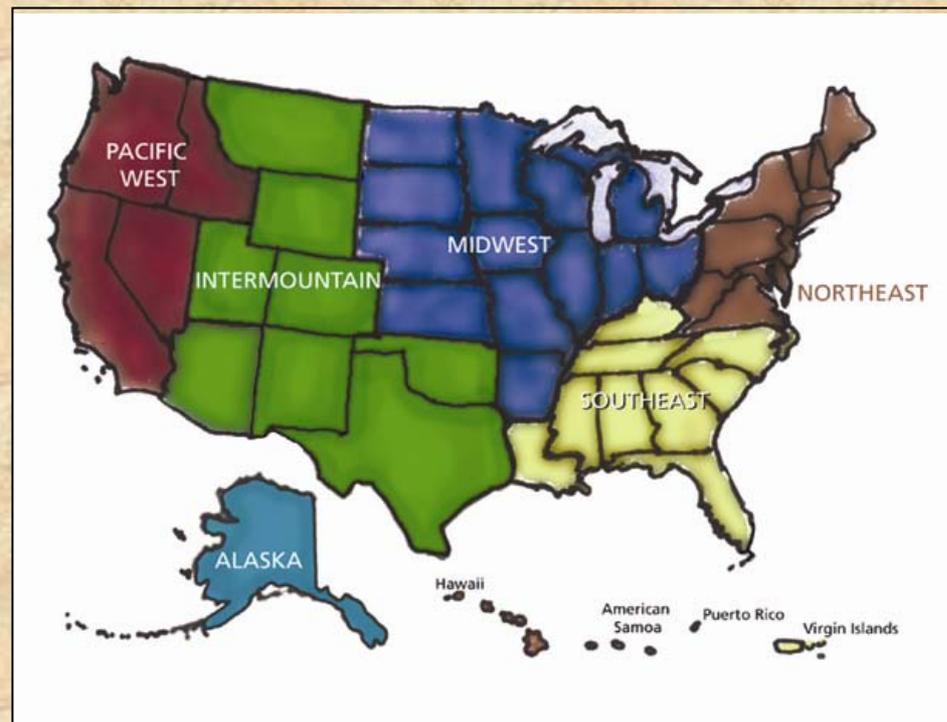
- coordination of recruiting efforts
- cooperation with other national park areas in recruitment
- use of standardized recruitment messages.



# NPS Strategic Recruitment Plan

## *The NPS Strategic Recruitment Plan*

The purpose of the Plan is to **unify our park units and regions** to work towards common recruitment goals.





# NPS Strategic Recruitment Plan

The Plan contains policy and guidance that is designed to facilitate the **recruiting and retention** of qualified individuals who reflect the diversity of the Nation.





# NPS Strategic Recruitment Plan

This pdf is available through InsideNPS

## National Park Service Diversity Recruitment Plan



Approved: Jason P. Meillo Date: 7/28/04  
Director



# Recruitment Futures Implementation Team

The RFIT is a **servicewide self directed work group** which represents each of the NPS Regions and program centers that is committed to implement the NPS Strategic Recruitment Plan.





# Recruitment Futures Implementation Team

*The vision of the RFIT is:*

- recruiting strategies, projects, and materials
- achieve improved NPS recruiting
- unified and consistent nationwide approach
- develop a diversified applicant pool



# Recruitment Futures Implementation Team

The RFIT members are your contact points for recruiting issues & questions. They are also engaged directly in diversity recruiting.

See page 14 of the participant guide for a listing of the RFIT representatives.



# Regional Contacts for Job Information

The second list, which identifies Regional Contacts for job information, can provide interested parties with general employment information.

See page 15 of the participant guide for a listing of these contacts.



# Standardized Recruitment Materials

## NPS Recruitment Resources

- NPS Recruitment Brochures
- Training
- Tools for Recruiters
- Tools for Selecting Officials
- National Recruitment Messages
- Diversity Recruitment Plan
- Student Diversity Applicant Pool





# Standardized Recruitment Materials

*Web Address for Inside NPS:*

<http://inside.nps.gov/>

Go to "Hot Topics"

Click on "NPS Recruitment Resources"



# Standardized Recruitment Materials

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**Previous Editions**

Feb 10, 2009



First Lady Michelle Obama applauds DOI employees for their work and their service to the United States. NPS photo by Rick Lewis.

**Director's Corner**



Acting NPS Director Dan Wenk

**Hot Topics**

- National Park Foundation-Small Grants Opportunity
- National Park Centennial Initiative



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NPS Greenbook	hundreds of department employees enthusiastically welcomed First Lady Michelle Obama during her visit Monday to the Department of the Interior Building.	<ul style="list-style-type: none"> <li>• <a href="#">Preserve America</a></li> <li>• <a href="#">Save America's Treasures</a></li> <li>• <a href="#">Wireless Inventory Spreadsheet</a></li> <li>• <a href="#">HSPD-12</a></li> <li>• <a href="#">2009 Albright-Wirth Grant Program</a></li> <li>• <a href="#">EEO</a></li> <li>• <a href="#">NPS Quagga Mussel Plan</a></li> <li>• <a href="#">Avian Influenza</a></li> <li>• <a href="#">Workforce Plan</a></li> <li>• <a href="#">Political Activities Involving NPS Land or Employees (doc)</a></li> <li>• <a href="#">Display of Political Signage in and from Park Housing (doc)</a></li> <li>• <a href="#">Natural Resource Year in Review</a></li> <li>• <a href="#">NPS Recruitment Resources</a></li> <li>• <a href="#">Political Activity in the National Park System (pdf - 113k)</a></li> <li>• <a href="#">Conflict Resolution Video</a></li> <li>• <a href="#">DOI LEARN and Mandatory Online Training</a></li> </ul>
NPS Policies		
NPS Sign Standards		
NPS All Employees Memos		
Record Management		
NPS Park Unit List		
NPS Legislative & Congressional Affairs		
NPS Partnerships		
NPS International Affairs		
NPS Library Program		
NPS Focus		
NPS Graphic Identity Program		
President's Budget		
United States Code		
Code of Federal Regulations		
Federal Register		
Whistleblower		
White House Report		

**NPS NEWS [more...](#)**

NATIONAL PARTNERSHIP OFFICE  
[NPF Offering Grants Under \\$10,000](#)  
 The National Park Foundation has announced that applications are now being accepted for grants under \$10,000. The deadline is March 1st.

**INCIDENTS [more...](#)**

GRAND TETON NATIONAL PARK - WY  
[Trailer Truck Crash Causes Road Closures, Extrication Challenges](#)  
 A 93-ton trailer truck went off Highway 89 and down an embankment into a snowpack last Thursday night. It took three efforts by tow trucks and removal of much of its cargo before it could be extricated.

**PEOPLE NEWS [more...](#)**

SOUTHEAST REGION  
[Pat Ranelas Has Retired](#)  
 Pat Ranelas, a supervisory realty specialist in Southeast Region's Land Resources Program Center, retired on February 3rd after almost 32 years of federal service.

**JOBS [more...](#)**

BLUE RIDGE PARKWAY - NC,VA  
[Two GL-0025-9, One GL-0025-11 Protection Rangers](#)  
 The park is issuing announcements for three ranger

QuickPick  
 Select One

Local intranet 100%



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## Recruitment Resources

<a href="#">Home</a>	Selecting officials will find the products and links available on this website to be invaluable tools in their recruiting efforts and the hiring process. In addition, other resources located within the website have been designed to help NPS recruiters at all levels of the organization develop and conduct focused and coordinated recruitment activities.
<a href="#">Contacts</a>	
<a href="#">News</a>	
<a href="#">Training</a>	
<a href="#">Events Calendar</a>	The National Park Service has long had the responsibility of preserving and protecting our national treasures. They provide visitor services to a wide range of visitors that should represent all segments of American society. Many of these groups do not see themselves well represented in the NPS workforce and diversity as a sound business practice has not been fully achieved throughout the Agency. A number of these groups are underrepresented in many of our major mission occupations. The future of the National Park Service is directly connected to the Agency's ability to be inclusive of all Americans.
<a href="#">Job Announcements</a>	
<a href="#">Director's Order on Recruitment</a>	
<a href="#">Departmental Diversity Strategic Plan</a>	Through the National Park Service Strategic Recruitment Plan (SRP) the Agency will unify regions to work toward common recruitment goals, while respecting the diversity of their responsibilities. The SRP will define clear, consistent recruitment messages to increase public awareness of employment opportunities within the NPS. The SRP has been developed to support Management Directive #715, Action #4 (Common HR Practices) of the Department of Interior's Strategic Human Capital Action Plan, the NPS Workforce Plan, the Departmental Strategic Plan for Achieving Diversity and the Director's Legacy Goals.
<a href="#">Tools for Recruiters</a>	
<a href="#">Tools for Selecting Officials</a>	
<a href="#">Consortium</a>	
<a href="#">SCEP Initiative</a>	
<a href="#">Brochures for Use by Recruiters</a>	The Recruitment Futures Implementation Team (RFIT) was an outgrowth of the Recruitment Futures Workgroup (RFW). The RFIT was created to implement the Strategic Recruitment Plan authored by the RFW for the expressed purpose of increasing the diversity of the NPS workforce.
<a href="#">Recruitment Database</a>	

[Director's Order on Recruitment](#)  
[NPS Recruitment Plan](#)  
[Tools for Selecting Officials](#)  
[Tools for Recruiters](#) ←  
[Training](#)



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## Recruitment Resources

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Contacts	<b>Documents</b>
News	
Training	
Events Calendar	<a href="#">NPS Strategic Recruitment Plan</a> (pdf)
Job Announcements	<a href="#">Recruitment Messages</a> (pdf)
Director's Order on Recruitment	<b>Links (Not Leaving InsideNPS)</b>
Departmental Diversity Strategic Plan	<a href="#">Brochures for Use by Recruiters</a> ←
Tools for Recruiters	Last Update: October 31, 2006
Tools for Selecting Officials	
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SCEP Initiative	
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Contacts	<a href="#">NPS Employment Opportunities General Bulletin</a> 
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# Standardized Recruitment Materials

## Employment Opportunities

National Park Service  
U.S. Department of the Interior



The National Park Service seeks students, professionals, and other individuals from numerous academic disciplines and trades for a wide variety of internship, seasonal, and permanent positions available throughout the nation. Since its inception in 1916, the National Park Service has been dedicated to the preservation and management of this country's outstanding natural, historical, and recreational resources. Today, the National Park Service encompasses more than 380 sites across the United States and in Guam, Saipan, Samoa, Puerto Rico, and the Virgin Islands. There are parks of great natural beauty and grandeur, such as the Grand Canyon, Denali, and Yellowstone; parks that preserve the nation's cultural and historical treasures, such as the White House, Brown v. Board of Education, Mesa Verde, and Gettysburg Battlefield; and parks of significant national beauty along seashores, lakeshores, and riverways, providing opportunities for outdoor activities, such as Cape Hatteras, Assateague Island, and Lake Mead.

### Benefits of Working for National Park Service

- Work for a conservation agency
- Provide public service
- Excellent vacation and sick leave program
- Family friendly work policies
- Leave sharing program
- Flexible work schedules
- Retirement benefits including Thrift Savings (401K)
- Life and health insurance
- Interesting work
- Work in beautiful, scenic places
- Learn about our country's history
- Flexible work place
- Possible tuition assistance
- Live in places where most Americans want to visit



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# Standardized Recruitment Materials

## Special Hiring Authorities

National Park Service  
U.S. Department of the Interior



### Peace Corps or VISTA volunteers

This program allows Peace Corps or VISTA volunteers who have completed no less than 12 months of continuous service to be hired for professional, administrative, technical, blue-collar, or clerical positions.

#### Eligible applicants:

- Must have satisfactory certificate of Peace Corps or VISTA service within the past year.
- Must be appointed within one year from the end of Peace Corps or VISTA service.
- Must be a U.S. citizen.
- Must apply for a specific job announcement.

### Disabled Persons

Temporary and career opportunities are provided to individuals with physical disabilities.

#### Eligible applicants:

- Must be a person who has a physical impairment or mental or psychiatric disability, which substantially limits one or more of such person's major life activities.
- Must be certified by a State Vocational Rehabilitation or Veterans Administration Counselor for job-related ability.
- Must be a U.S. citizen.

### Disabled Veterans

Temporary and career opportunities are provided to qualified disabled veterans meeting the following criteria.

#### Eligible applicants:



# Special Hiring Authorities

## Hiring Options

- Action Volunteers
- Veteran with Disabilities
- Individuals with Disabilities
- Peace Corps
- SCEP
- STEP
- VRA





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# Standardized Recruitment Materials

## Preparing an Application for Federal Government Employment

National Park Service  
U.S. Department of the Interior



You can apply for Federal jobs using either the OF- 612 (Application for Federal Employment) or by submitting a resume. For more information about the OF- 612, go to [www.opm.gov](http://www.opm.gov). If you want to submit a resume, read on. Your resume may be the only time you get to present yourself to a Federal employer. There may not be a follow- up phone call or face- to- face interview. So you've got to sell yourself through your resume. While a one- page resume may be appropriate for private sector employment, it's *not* appropriate for Federal employment. Multiple- paged resumes are encouraged. The more relevant information about yourself you can provide the better your chances. Below is information to help you market yourself effectively to a Federal employer.

### What's Required in a Resume?

- ❑ Name, mailing address, phone number (include a permanent home number and any temporary phone number), Social Security Number, and if you have an e- mail address,



# Standardized Recruitment Materials

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# Standardized Recruitment Materials

## Student Educational Employment Program

National Park Service  
U.S. Department of the Interior



*"School and work... a rewarding combination.*

*Gain valuable work experience while you're still in school...and get paid for it!"*

### What is the Student Educational Employment Program?

It's an opportunity to earn money and continue your education, to train with people who manage the day- to- day business of the National Park Service, and to combine your academic study with on- the- job experience. The Student Educational Employment Program will introduce you to all the advantages and challenges of working for the National Park Service.

The Student Educational Employment Programs are available to all levels of students: high school, vocational and technical, associate degree, baccalaureate degree, graduate degree, and professional degree students. There are two separate components:

- 1. Student Temporary Employment Program (STEP)**



# Diversity Applicant Pool

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<a href="#">Recruitment Database</a>	 expressed purpose of increasing the diversity of the NPS workforce.

[Director's Order on Recruitment](#)

[NPS Recruitment Plan](#)

[Tools for Selecting Officials](#)

[Tools for Recruiters](#)

[Training](#)



# Diversity Applicant Pool with Resumes

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Events Calendar	<b>Documents</b>
Job Announcements	<a href="#">NPS Student Diversity Database Tutorial</a> (pdf)
Director's Order on Recruitment	Last Update: April 29, 2006
Departmental Diversity Strategic Plan	
Tools for Recruiters	
Tools for Selecting Officials	
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# Resume Search Function

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## Search Recruit Database

Just click at the bottom to retrieve the whole list!

**Last Name:**

**Education Institution:**

**Major:**

**Graduation Date:**

**Region Of Interest:**

**Job Interest:**

**Organization:**

**Skill:**   
CPR Certified  
EMT  
First Responder

[Search Now...Click Here](#)



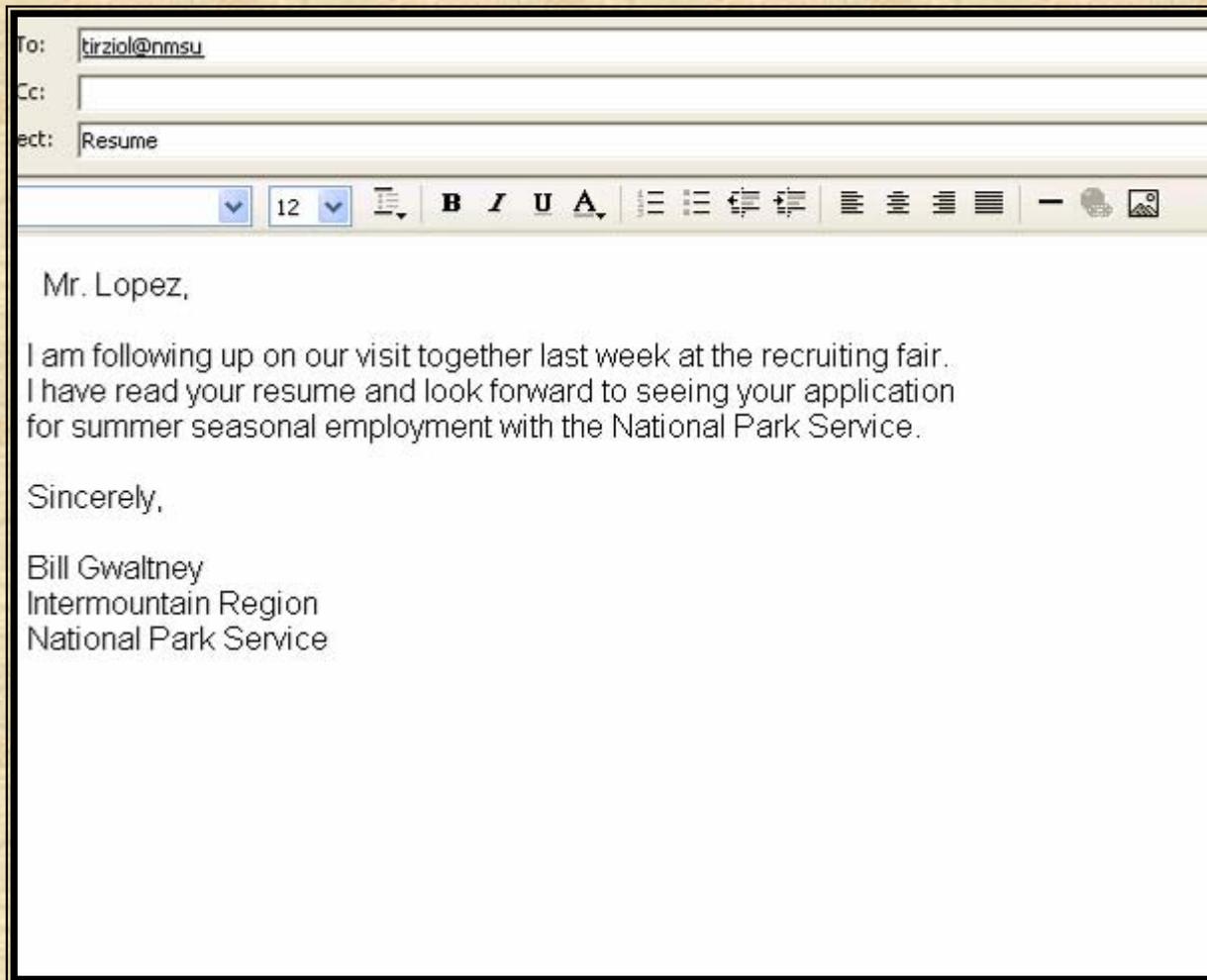


# Link with Names

<a href="#">DETAIL</a>	<a href="#">Alexandra Wroble</a> 810-748-3601	Biology/Ecology	05/22/09	None Entered
<a href="#">DETAIL</a>	<a href="#">Florence Gardipee</a> 406-396-3708	PhD Fish and Wildlife Biology	06/11/09	<a href="#">RESUME</a>
<a href="#">DETAIL</a>	<a href="#">Amber Shepard</a> 231-843-3587	undecided	06/01/10	None Entered
<a href="#">DETAIL</a>	<a href="#">Anthony Jones</a> none	Mechanical Engineering	06/14/08	None Entered
<a href="#">DETAIL</a>	<a href="#">Kilty Inafuku</a> 808-391-9543	Masters Civil Engineering	05/14/10	None Entered
<a href="#">DETAIL</a>	<a href="#">Jessica Koski</a> 906-353-7235	Social Science	06/12/09	None Entered
<a href="#">DETAIL</a>	<a href="#">Cassandra Rendon</a> 701-477-0947	Psychology	06/17/09	None Entered
<a href="#">DETAIL</a>	<a href="#">April Bebault</a> 763-350-6988	Biology	05/23/08	None Entered
<a href="#">DETAIL</a>	<a href="#">Bobby A. James Jr.</a> 505-598-5314	Mechanical Engineering	05/16/09	None Entered
<a href="#">DETAIL</a>	<a href="#">Adrain Marquis Primeaux</a> 503-880-6323	Environmental Science	06/07/09	None Entered
<a href="#">DETAIL</a>	<a href="#">Jessica Chong</a> 808-728-4414	environmental engineering	05/01/09	None Entered
<a href="#">DETAIL</a>	<a href="#">Lauren Grayson</a> 918-575-2935	Chem/Biology	05/18/08	<a href="#">RESUME</a>
<a href="#">DETAIL</a>	<a href="#">Desiree M. Barber</a> 920-869-2190	Medical Technology/Biology	05/01/08	None Entered
<a href="#">DETAIL</a>	<a href="#">Tirzio J. Lopez</a> 505-684-2297	Justice	05/01/08	<a href="#">RESUME</a>
<a href="#">DETAIL</a>	<a href="#">Venancio Aragon</a> 505-327-1293	Cultural Anthropology and Native American Studies	05/31/08	<a href="#">RESUME</a>
<a href="#">DETAIL</a>	<a href="#">Vanessa Torres</a> 830-741-4082	Political Science	05/20/09	None Entered



# Email Link





# Detail Block

## Recruit Search

Click the Name to Email or the RESUME to retrieve the persons Resume!

**First Name:** Tirzio J.

**Last Name:** Lopez

**Education Institution:** New Mexico State

**Major:** Criminal Justice

**Graduation Date:** 05/01/08

**US Citizen:** Yes

**Address:** P.O. Box 212

**City:** Cebolla

**State:** New Mexico

**Zip:** 87518

**Email:** [tirziol@nmsu](mailto:tirziol@nmsu)

**Phone:** 505-684-2297

**Cell Phone:**

**Job Interest:** Seasonal Law Enforcement

**Region of Interest:** Intermountain Region

**Organization:** Historically Hispanic Serving Institutions

**Skill:** none

**Resume:** Not available

[Return to Searched Info](#)



# Resume Link

Recruit Search - 198 Records				
Click the Name to Email or the RESUME to retrieve the persons Resume!				
	Name   Phone	Major	Graduation Date	Resume
<a href="#">DETAIL</a>	<a href="#">Charlette Sisneros</a> (505) 260-4641	Electrical Engineering	12/31/07	None Entered
<a href="#">DETAIL</a>	<a href="#">Paul Gutierrez</a> 505/753/2890	Information Technology	05/31/08	None Entered
<a href="#">DETAIL</a>	<a href="#">Joy Melton</a> 404.799.1780	Architecture	05/15/08	<a href="#">RESUME</a>
<a href="#">DETAIL</a>	<a href="#">Brandon Dooley</a> 318.938.7337	Computer Science	12/15/07	<a href="#">RESUME</a>
<a href="#">DETAIL</a>	<a href="#">Brian Kelly</a> 337.322.1172	Criminal Justice	12/15/07	<a href="#">RESUME</a>
<a href="#">DETAIL</a>	<a href="#">Timothy Rutowsky</a> 409.935.6609	undecided	05/15/09	<a href="#">RESUME</a>
<a href="#">DETAIL</a>	<a href="#">Angela Olivarri</a> 210-738-8432	Accounting	12/15/07	None Entered
<a href="#">DETAIL</a>	<a href="#">Christopher Javornik</a> 719.252.9407	Open Option	05/15/08	None Entered
<a href="#">DETAIL</a>	<a href="#">Deborah Chenansky</a> 915 857 1016	Marine Biology	05/15/08	None Entered
<a href="#">DETAIL</a>	<a href="#">Jennifer Venegas</a> 505 479 9644	Education	05/15/08	None Entered
<a href="#">DETAIL</a>	<a href="#">Raymond Red Corn</a> 913-636-9411	Chemical Engineering	05/15/08	<a href="#">RESUME</a>
<a href="#">DETAIL</a>	<a href="#">Terilyn Yazzie</a> 505.402.9098	Wildlife, Fisheries, Forestry	05/15/08	<a href="#">RESUME</a>
<a href="#">DETAIL</a>	<a href="#">Travis Goodin</a> 970-495-4171	Wildlife Biology	05/07/08	<a href="#">RESUME</a>





# Resume

**RAYMOND RED CORN**  
Stadler1@ku.edu • (913) 636-9411

2734 Grand Circle • Lawrence, KS 66047

## OBJECTIVE

To obtain a seasonal internship position as a Civil Engineer focusing on the minimizing of human impact on the global environment.

## EDUCATION

Pursuing a Bachelor's degree of science in Civil Engineering with Environmental emphasis.  
University of Kansas, Lawrence, KS  
Sophomore  
GPA 3.53

## WORK EXPERIENCE

- Petrified Forest National Park, summer 2005, Petrified Forest, AZ**  
*Resource Interpreter*
  - Interviewed and provided requested information to an average of 75 visitors on a daily basis.
  - Organized and assisted with the operation of park visitor centers.
  - Developed and presented interactive educational programs to up to 30 visitors at a time.
- STA Home Repair, summer 2002-2004, Overland Park, KS**  
*Apprentice*
  - Constructed decks and fences.
  - Refinished Kitchens and Bathrooms.
  - Directed Painting and Landscaping crews periodically.
- Environmental Research, 2003-2004, Shawnee, KS**  
*Student Researcher*
  - Performed an independent study research project on medicinal and indigenous plant usage.
  - Tested the water quality of three local streams and compiled an over all quality analysis for each.
  - Educated peers on stream testing procedures and techniques.

## TECHNICAL SKILLS

Proficient in Microsoft Excel, Word, Works, Power point, MathCAD, Visual Basics programming, T1 83 programming and land surveying. Familiar with Adobe Photoshop, Adobe Illustrator and GPS Navigation.

## HONORS & AWARDS

Big XII Native Freshmen of the year  
Rookie of the Year at Petrified Forest National Park  
Environmental Studies, Raben Zadigan Scholar  
Education financed in full by scholarships

## ACTIVITIES & INVOLVEMENT

- Appointed to a search committee to hire a new Associate Vice Provost at the University of Kansas.
- Appointed to Student Senate Representative for the First Nations Student Association.
- Assisted multiple organizations in receiving donations or grants in funding through student senate by writing and presenting legislation before the voting body.
- Volunteering weekly on the construction of a house which emphasizes sustainable design techniques.
- Member of the Multicultural Affairs committee and Student Environmental Advisory Board.
- Co-coordinated the \$17,000 budget and assisted planning for the 2005 KU Pow-Wow and Big XII Native American Leadership Conference.
- Lobbied the Kansas state legislature for increased funding for higher education.

# Student Resume



# NPS National Recruitment Messages

## WASO

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[InsideNPS](#) > [WASO](#) > [Human Capital](#) > [Office of Human Resources](#) >

### Recruitment Resources

[Home](#)

Selecting officials will find the products and links available on this website to be invaluable tools in their recruiting efforts and the hiring process. In addition, other resources located within the website have been designed to help NPS recruiters at all levels of the organization develop and conduct focused and coordinated recruitment activities.

[Contacts](#)

[News](#)

[Training](#)

[Events Calendar](#)

[Job Announcements](#)

[Director's Order on Recruitment](#)

The National Park Service has long had the responsibility of preserving and protecting our national treasures. They provide visitor services to a wide range of visitors that should represent all segments of American society. Many of these groups do not see themselves well represented in the NPS workforce and diversity as a sound business practice has not been fully achieved throughout the Agency. A number of these groups are underrepresented in many of our major mission occupations. The future of the National Park Service is directly connected to the Agency's ability to be inclusive of all Americans.

[Departmental Diversity Strategic Plan](#)

Through the National Park Service Strategic Recruitment Plan (SRP) the Agency will unify regions to work toward common recruitment goals, while respecting the diversity of their responsibilities. The SRP will define clear, consistent recruitment messages to increase public awareness of employment opportunities within the NPS. The SRP has been developed to support Management Directive #715, Action #4 (Common HR Practices) of the Department of Interior's Strategic Human Capital Action Plan, the NPS Workforce Plan, the Departmental Strategic Plan for Achieving Diversity and the Director's Legacy Goals.

[Tools for Recruiters](#)

[Tools for Selecting Officials](#)

[Consortium](#)

[SCEP Initiative](#)

[Brochures for Use by Recruiters](#)

The Recruitment Futures Implementation Team (RFIT) was an outgrowth of the Recruitment Futures Workgroup (RFW). The RFIT was created to implement the Strategic Recruitment Plan authored by the RFW for the expressed purpose of increasing the diversity of the NPS workforce.

[Recruitment Database](#)

[Director's Order on Recruitment](#)

[NPS Recruitment Plan](#)

[Tools for Selecting Officials](#)

[Tools for Recruiters](#)

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# NPS National Recruitment Messages

**InsideNPS**  
Information Gateway for NPS Employees

National Park Service  
U.S. Department of the Interior

HOME COMMUNITY PARKS REGIONS WASO INTRP/ED PROTECTION TECH/TOOLS BUSINESS SUPERINTENDENTS

**WASO** Search  Go

site map | NPS Blogs | forums | lotus notes | InsideHELP | quicklinks | phonebook | systems

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## Recruitment Resources

Home	<b>Tools for Recruiters</b>
Contacts	<b>Documents</b>
News	
Training	
Events Calendar	<a href="#">NPS Strategic Recruitment Plan</a> (pdf)
Job Announcements	<a href="#">Recruitment Messages</a> (pdf) ←
Director's Order on Recruitment	<b>Links (Not Leaving InsideNPS)</b>
Departmental Diversity Strategic Plan	<a href="#">Brochures for Use by Recruiters</a>
<b>Tools for Recruiters</b>	Last Update: October 31, 2006
Tools for Selecting Officials	
Consortium	
SCEP Initiative	
Brochures for Use by Recruiters	
Recruitment Database	



# NPS National Recruitment Messages

## National Park Service Recruitment Messages

### The Department of the Interior

The National Park Service is a bureau of the U.S. Department of the Interior. The Department has the responsibility to protect and provide access to our Nation's natural and cultural heritage and honor the Nation's trust responsibilities to Indian Tribes and commitments to island communities.

Goals of the Department include:

- Providing outdoor recreation opportunities for America
- Protecting the environment and preserving our Nation's natural and cultural resources
- Managing natural resources for a healthy environment and a strong economy.
- Providing science for a changing world.
- Meeting the Nation's trust responsibilities to Indian Tribes and commitments to island communities.

### 1. Purpose

Created by Congress on August 25, 1916, the National Park Service preserves, unimpaired, the natural and cultural resources and values of the national park system for the enjoyment, education, and inspiration of this and future generations.

The National Park System of the United States comprises nearly 400 areas covering more than 84.4 million acres in 49 States, the District of Columbia, American Samoa, Guam, Puerto Rico, Saipan, and the Virgin Islands. These areas are of such national significance as to justify special recognition and protection in



# Standardized Recruitment Materials

**InsideNPS**  
Information Gateway for NPS Employees

National Park Service  
U.S. Department of the Interior

HOME COMMUNITY PARKS REGIONS WASO INTRP/ED PROTECTION TECH/TOOLS BUSINESS SUPERINTENDENTS

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[InsideNPS](#) > [WASO](#) > [Human Capital](#) > [Office of Human Resources](#) >

## Recruitment Resources

Home	<b>Brochures for Use by Recruiters</b>
Contacts	<a href="#">NPS Employment Opportunities General Bulletin</a> Provides general information about permanent and seasonal employment opportunities. The names and contact information for regional recruitment coordinators are included
News	
Training	
Events Calendar	<a href="#">Special Hiring Authorities</a> Highlights often-used alternative hiring authorities. This bulletin is helpful to those individuals who may have limited experience in staffing but will be participating in a recruitment activity
Job Announcements	
Director's Order on Recruitment	<a href="#">Preparing An Application for Federal Government Employment</a> Provides a job seeker helpful tips on how to prepare a suitable application
Departmental Diversity Strategic Plan	<a href="#">Student Educational Employment Program</a> Describes the Student Career Experience Program (SCEP) and the Student Temporary Employment Program (STEP).
Tools for Recruiters	
Tools for Selecting Officials	
Consortium	<a href="#">Recruitment Messages</a> ←
SCEP Initiative	
Brochures for Use by Recruiters	
Recruitment Database	



# Standardized Recruitment Materials

## NPS National Recruitment Messages

- DOI
- Purpose
- Mission
- Careers
- Uniforms
- Location & Geography
- Lifelong Learning



# NPS National Recruitment Messages

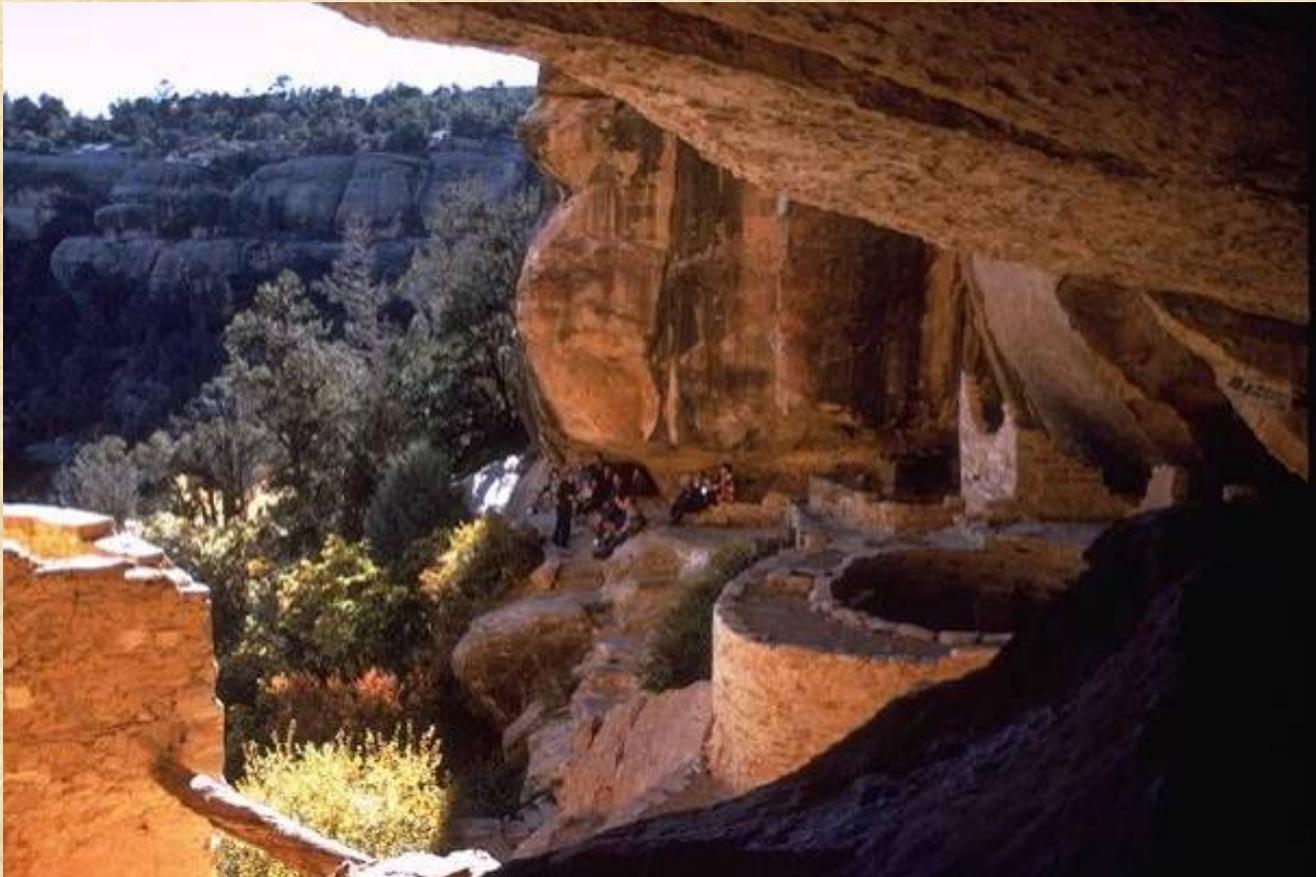
DOI





# NPS National Recruitment Messages

## Purpose





# NPS National Recruitment Messages

## Mission





# NPS National Recruitment Messages

## Careers





# NPS National Recruitment Messages

## Uniforms





# NPS National Recruitment Messages

## Location & Geography





# NPS National Recruitment Messages

## Lifelong Learning





# Preparing for Recruiting Activities

- Know about vacancies at your site. Visit the USAJOBS website
- Be familiar with NPS Recruitment Messages & the OF-612



# Preparing for Recruiting Activities

USAJOBS<sup>®</sup>

USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.

HELP ?

Search Jobs

My USAJOBS

Info Center

Veterans

Forms

Employer Services

NEW TO USAJOBS? » [Your career in the U.S. Government starts here!](#)

Anti-Phishing Notice: [Safeguard your email address](#)

## SEARCH JOBS

What: (Job title, keywords)

Where: (City, State OR Zip Code)

SEARCH ▶

## CREATE RESUME

Create and store a resume for applying to Federal jobs. It's fast, and makes it easier for an employer to find you!

CREATE ▶

### What did you do at your job today?

Discover an exciting job that [makes an impact!](#)

---

FEATURED JOB	FEATURED EMPLOYER
<p style="font-weight: bold; color: #c00000;">The U.S. Patent and Trademark Office</p> <p style="font-size: 12px;">is currently recruiting to fill the position of Public Affairs Specialist</p>	<p style="font-weight: bold; color: #c00000;">U.S. Patent and Trademark Office</p> <p style="font-size: 12px;">The USPTO is at the cutting edge of our nation's technological progress and achievement.</p>

JOBS IN DEMAND

IT EXCHANGE PROGRAM



# Preparing for Recruiting Activities

- Share information about the local area
- Understand the information in the brochure, *Preparing an Application for Federal Government Employment*



# Preparing for Recruiting Activities





# Preparing for Recruiting Activities





# What to Bring to Recruiting Events

- Brochures
- RFIT Regional Exhibit
- Copies of Vacancy Announcements
- Blank OF-612 Forms
- NPS Brochures, Blank Tablets, Pens
- Current Pay Chart for Geographic Areas/Occupations



# Advising the Applicants





# Advising the Applicant

## Improving Candidate Chances for an NPS Career!

- Participate in Natural/Cultural Resource Activities
- Seasonal Experience
- Volunteer Experience
- Park Partners including Concessionaires
- Professional Organizations and Clubs
- [www.parktraining.org](http://www.parktraining.org)



# Advising the Applicant





# Advising the Applicant

## Working for the NPS: Suggested Dialogue

- Duty Location/Setting
- Getting Along
- Work Schedules
- Uniform
- Professional Work Ethics--Reporting for Duty
- Lodging Arrangements



# Additional Training Opportunities

## *Past TEL Course:*

*21st Century Relevance: Increasing Visitor & Partner Participation by Reflecting the Diversity of America,*

which was broadcast on March 6, 2006

- Visit TEL website to download materials
- Request a DVD copy of the broadcast from your RFIT member.



# Additional Training Opportunities

## Other Training:

*Locating and Recruiting Diverse Applicants for the NPS: Nov. 20, 2008*

*Advanced Recruiting for the NPS: on-the-ground training is designed for full-time NPS recruiters*



# Additional Training Opportunities

For questions on the course,  
*Advanced Recruiting for the NPS*  
contact:

Marie Eilander

[marie\\_eilander@nps.gov](mailto:marie_eilander@nps.gov)

*or*

Bill Gwaltney

[bill\\_gwaltney@nps.gov](mailto:bill_gwaltney@nps.gov)



# Additional Information

## *ParkTraining Website*

- This free online training location allows students, seasonal employees, and volunteers to access Web-based courses and onsite programs to help them learn more about the NPS.

<http://www.parktraining.org/>



# Additional Information

park**training**.org

About

Courses

Resources

Contact Us

## Do You

Want to learn more about state of the art facility and asset management in parks & public lands?

Want an easy, fast and inexpensive way to improve customer service and staff interaction with park visitors?

- ▶ Want to learn more about how the National Park Service is interpreting and educating visitors?

Need to provide authoritative and easy to use training to improve park board overall capability and effectiveness?



Welcome to parktraining.org: an online environment where you can access web based courses and onsite programs

If you have received a key to participate in the **Informal Visitor Contacts** course please click below to register.

Login

Register

Try out our Featured Course, [The National Park Service: Its History and Mission](#), at **no cost**.

NPS FMLP Users Please Visit:  
[www.nps-fmlp.org](http://www.nps-fmlp.org)

[Privacy Policy](#) | E-mail: [eppley@indiana.edu](mailto:eppley@indiana.edu)  
Copyright © 2007 , The Trustees of [Indiana University](#)



# To Receive Class Credit

Take the on-line evaluation at:

[www.nps.gov/training/tel](http://www.nps.gov/training/tel)

Click on the DOI Learn tab

- Go to the link under Class Evaluations for *Recruiting for the National Park Service*
- Please complete the evaluation within 2 weeks of the course
- Sign the Class Attendance Roster