

Participant Guide

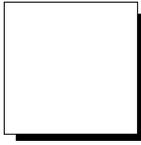
Recruiting for the National Park Service

Participant Guide

November 20, 2008

Table of Contents

Welcome	3
Course Goal and Learning Objectives	5
Recruiting and the NPS Workforce	6
Diversifying the NPS Workforce	8
NPS Strategic Recruitment Plan	11
Recruitment Futures Implementation Team (RFIT)	13
Standardized Recruitment Materials	16
Special Hiring Authorities	22
NPS National Recruitment Messages	23
Preparing for Recruiting Events	26
Additional Training Opportunities and Class Credit	28



Welcome

Welcome to today's TEL course titled, *Recruiting for the National Park Service*. This class takes place from 1:00PM to 3:00 PM Eastern Standard Time on November 20, 2008 and will consist of live instruction via Technology Enhanced Learning (TEL) from the U.S. Fish and Wildlife Service National Conservation Training Center in Shepherdstown, West Virginia. Thank you for joining us today. We look forward to your participation.

Why a Course on *Recruiting for the National Park Service*?

Recruiting for the National Park Service is designed to help individuals with recruiting responsibilities provide a consistent and unified response to the question, "How do I get a job with the National Park Service?"

Recruitment efforts in the National Park Service (NPS) need to take into account the changing age and ethnic demographics of the United States of America. While the makeup of America is changing, in many ways our NPS human resources look much as they have looked for decades. We must make sure that we can become and remain relevant as we continue to carry out our commitment to protect the resources of the national parks in perpetuity; the ranks of our agency reflect the "face of America."

An important way in which we can do this is to promote and support the hiring, training, mentoring, and supervision of diverse employees.

By targeting non-traditional applicant sources, and sharing clear consistent recruitment messages, recruiting can also be used as an effective tool to help the agency to achieve desired diversity in its workforce.

During this training, you will learn about tools and techniques for conducting coordinated and cooperative recruiting that utilize standardized national recruiting messages.

Audience

Recruiting for the National Park Service is designed for supervisors, human resources staff, and others who conduct recruitment activities for the NPS.

How to Interact with the Instructors

We encourage you to ask questions and share your comments with the instructors throughout this TEL course. If you were physically in the classroom with the instructor, you would raise your hand to let her/him know you had a question or comment. Then you would wait for the instructor to recognize you and ask for your question. We are all familiar with that "protocol" for asking questions or making comments.

With TEL courses, there is also a "protocol" to follow to ensure you can easily ask questions and others can participate as well. It may seem a little strange at first asking

a question of a TV monitor. Remember, it is the instructor you are interacting with and not the monitor. As you ask more questions and participate in more TEL courses, you will soon be focusing only on the content of your question and not the equipment you are using to ask it. As part of the TEL station equipment at your location, there are several push to talk microphones. Depending on the number of students at your location, you may have one directly in front of you or you may be sharing one with other students at your table.

When you have a question, press and hold down the push to talk button maintaining at distance at least 12-18 inches and say, "Excuse me [instructor's first name], this is [your first name] at [your location]. I have a question (or I have a comment)."

Then release the push to talk button. Until you release the button, you will not be able to hear the instructor. Stating your name and location not only helps the instructor, but also helps other students at different locations to get to know their classmates.

Instructors

Your instructors are Clara Wooden of the Midwest Region of the National Park Service, Demica (Demmy) Vigil of Grand Canyon National Park and the Horace M. Albright Employee Training Center, and Mary Kline, Conflict Resolution (CORE) Specialist for Yosemite National Park.

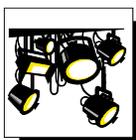


Course Goal and Learning Objectives

Course Goal: The goal of the course is to teach NPS employees who conduct recruiting efforts about the tools, techniques and additional training sources available to them in order to conduct improved, coordinated, and effective recruitment efforts.

Objectives: After completing this program, participants will:

- ❖ Appreciate the importance of diversifying the NPS workforce objective
- ❖ Understand why the *National Park Service Strategic Recruiting Plan* exists and how it relates to your recruitment efforts
- ❖ Understand the importance of using standardized recruitment materials and be able to utilize the materials available on InsideNPS, the Student Recruit database, and the NPS recruitment calendar
- ❖ Be able to consistently articulate the major recruiting messages identified by the Recruitment Futures Implementation Team (RFIT)
- ❖ Be able to provide accurate and useful information to potential applicants
- ❖ Have an understanding of the location and utility of the other two NPS recruitment training courses.

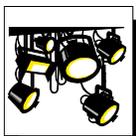


Develop a Strategic Plan

Start early

- (before the seasonals leave) anyone you can leave on intermittent at colleges you want to target?
- Make sure your recruiters know the basics on hiring authorities, have a grip on resume and application processes and are familiar with the jobs you're recruiting for.
- Make sure your HR advisor knows what you're up to and where you're going.
- Don't have recruiters or an advisor? Then you need to create your team first

Capture your notes here



Recruitment Teams

- Should have at least one permanent supervisor (hopefully one from each Division who are hoping to recruit diversity)
- Should have an HR advisor who helps you understand the options and forms
- Should include students at those univ. or members of the target groups that already work for you.
- or you have recruited as friends (see foster relationships)
- Should develop a recruitment package (in addition to the web resources)
- By the way, is there a recruitment page on your website?

Interviews and Hiring

- Describe housing or lack of housing
- transportation options,
- amenities or lack of
- uniform or not (and cover the lack of additional adornment to the uniform)
- drug test or not

- Background checks(did you forget this one, that's why you start early)
- Shift work or not
- Length of Season, climate
- What ever has surprised you in the past

Foster Relationships

- Community meetings, quarterly
- same people, introduce your recruiting team let them know them, talk/strategize, you may find helpful organizations you didn't know existed
- Open houses
- School events in areas you are targeting
- participation in local events, sponsor a booth, serve refreshments provided by them or the friends group.....
- be creative

Capture your notes here



Resources: NATIONAL

American Indian Science and Engineering Society (AISES)

- SCIENCE
- ENGINEERING
- National AISES Conference (attracts the nation's brightest American Indian students)
- 2009 Conference location TBD usually during the months of March and April

Minority Agriculture Natural Resources and Related Sciences (MANNRRS)

- Membership made up of all racial and ethnic groups
- Empower minorities in agriculture, natural resources, and related sciences.
- Multicultural Academic Opportunities Program (MAOP)

<http://www.ag.iastate.edu/news/manrrs.html>

Partners of MAOP

The Virginia General Assembly	Livingston College
The National Science Foundation	Norfolk State University
The US Department of Agriculture	North Carolina A& T State University
Alabama A&M University	Radford University
Alabama State University	Saint Augustine's College
Alcorn State University	Saint Paul's College
Bennett College	Tuskegee University
Cheyney University of Pennsylvania	University of Maryland , Eastern Shore
Clafin University	Virginia Polytechnic Institute and State University
Delaware State University	Virginia State University
Grambling State University	Winston Salem State University
Hampton University	

Society for Advancement of Chicanos and Native Americans in Science (SACNAS)

- Focus is Chicano/Latino, Native American Students
- Science, Mathematics, Engineering
- Web Advertising

<http://sacnas.org/submitWebAd.cfm>

NPS Recruitment Resource Link

- InsideNPS
 - Tools for Selecting Officials
 - E-Recruiting
 - Employee Statistics
 - Resources for Recruiting Diverse Candidates
 - Consortium
 - National Recruitment Calendar
 - Recruitment Database with Resumes
 - SCEP Initiative

Student Conservation Association (SCA)

Conservation Focused

► Internship Types:

- Interpretation and Visitor Services
- Invasive Species Control
- Resource Management
- Wildlife Management
- GIS/GPS
- Environmental Education
- And More

Conservation Internship Costs

<http://www.thesca.org/costs>

Resources: REGIONAL

- **Regional Recruiters**

- Alaska Region Tonyua Abrom
- Midwest Region Alvis Mar
- Pacific Region Denise Domian
- Intermountain Region Diana Wiggam
- National Capitol Region Cynthia Salter-Stith
- Southeast Region Barbara Bryant
- Northeast Region Danni Brown

Universities & Other Institutions

Historical Black Colleges and Universities, Hispanic Serving Institutions and Tribal Colleges and Universities

<http://www.sph.umich.edu/pfps/msi-list.htm>

Job Corps

- Federally Funded Job Training and Educational Program
- Centers funded by Department Of Labor
- Three Job Corps Centers Managed by NPS
 - Harper's Ferry Job Corps Center
 - Oconalufftee Job Corps Center
 - Great Onyx Job Corps Center
- Provides well-trained entry level applicants

<http://www.jobcorps.dol.gov>

Peace Corps

- Volunteers completing two years of service receive one year of noncompetitive eligibility for employment in the federal government.

See Appendix A

Resources: LOCAL

Youth Conservation Corps

- Feeder group
- 15 to 19 years of age
- Developmental (STEP/SCEP)

Barriers and Strategies

- USAjobs and computer access
- Federal verses Private systems
- Housing and Transportation
- Mentors, coaches and supervisors
- Academic year status (senior year or after graduation)

www.usajobs.gov

The main portal for federal government jobs

Federal Job Websites

Office of Personnel Management for all federal job announcements:

www.usajobs.gov

Volunteering: www.volunteer.gov/gov and www.thesca.org

Students: www.studentjobs.gov

America's Job Bank www.ajb.dni.us

Pay scale and federal application form:

www.opm.gov/oca/09tables/html/gs/asp

www.opm.gov/forms/pdf_fill/of612.pdf

Federal verses Private

One page resumes taught in school

USA Staffing process and expectations requires more

Housing and Transportation

Know what's available in your area.

This includes:

- Is a vehicle necessary (to arrive or get around)?
- Access to stores and other conveniences
- Access to work sites (scale of remoteness)
- Assist applicants to do research (websites, brochures, contact info, include utilities or potential rental options)

Mentors, Coaches, Supervisors

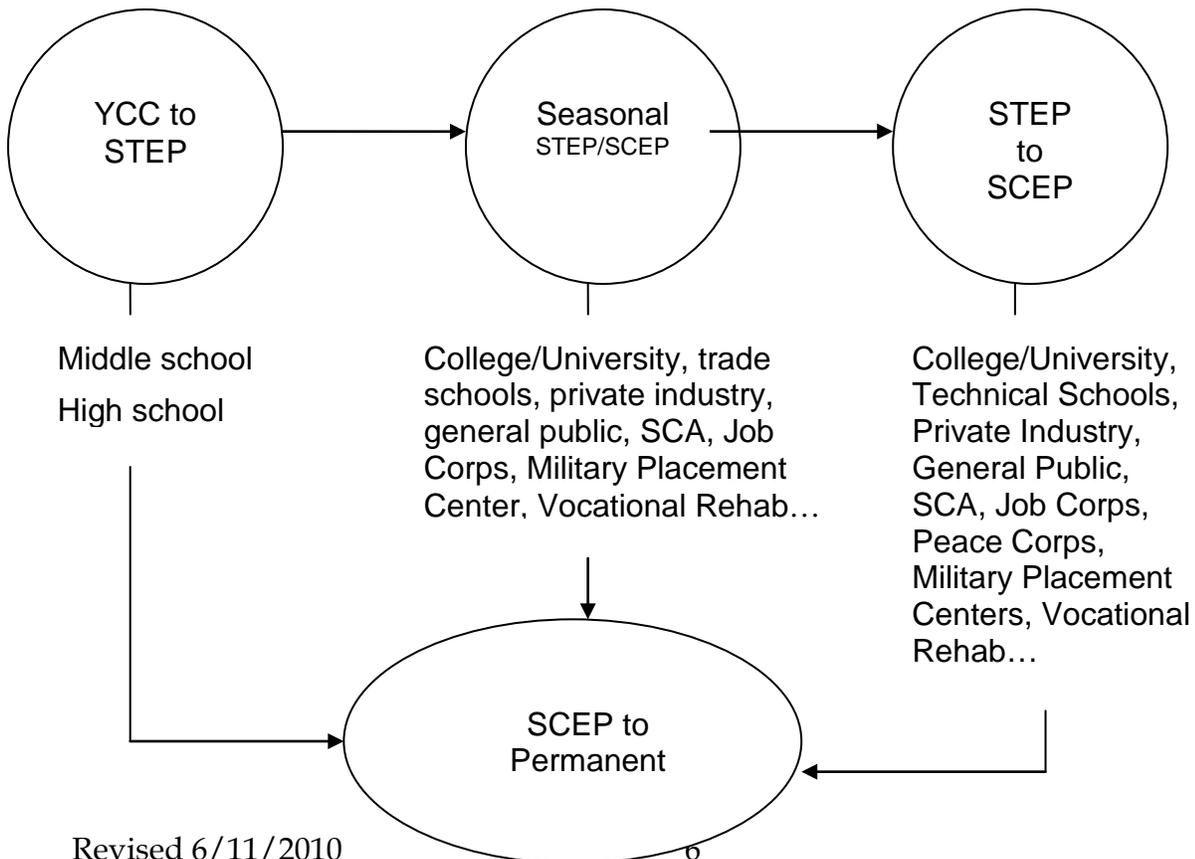
Designate someone to work with the targeted applicant or new hire.

Outline expectations beforehand and consider a process or scheduled communications.

STEP & SCEP

Understand the student employment programs and what the limitations parameters, and guidelines are so that you can accurately inform applicants of their options.

Recruitment with STEP/SCEP





Recruiting & the NPS Workforce

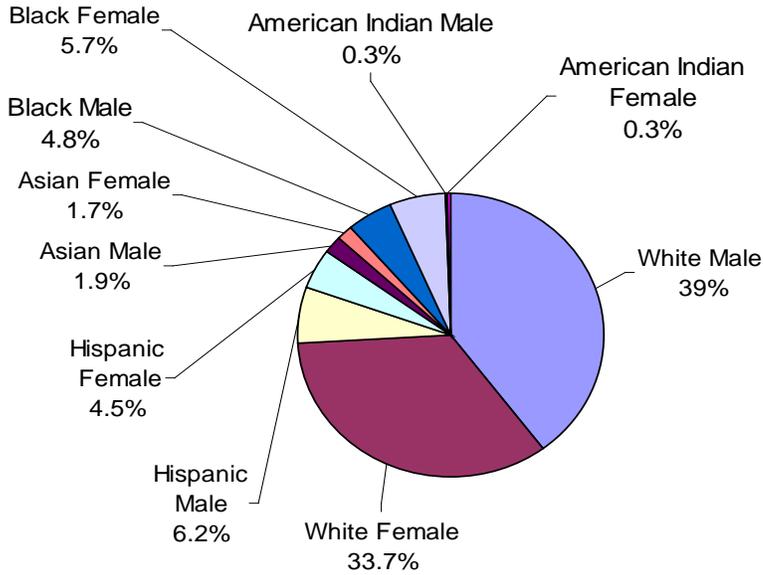
What is Recruiting? Recruiting is the process by which a pool of interested candidates is cultivated that will be available as needed to replenish our workforce when opportunities arise. Even when no vacancies exist, strategic recruitment helps the NPS to maintain its visibility as a potential employer.

A strong and effective workforce is one that has the ability to relate effectively to its customers, and that reflects the diversity and variety of our nation's population and many cultures it represents.

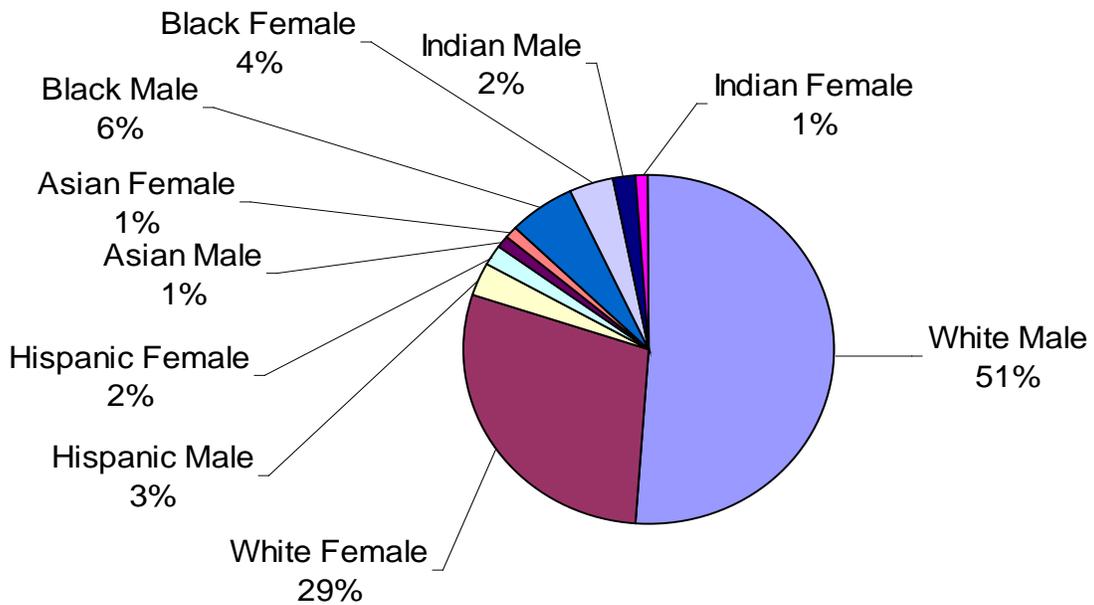
The future of the NPS is directly connected to our ability to be inclusive of, and relevant to, all Americans. By targeting non-traditional applicant sources, and sharing clear consistent recruitment messages, recruiting can also be used as an effective tool to help the agency to achieve desired diversity in its workforce.

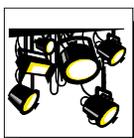
The National Civilian Labor Force

(From Bureau of Labor Statistics profiles)



The NPS Workforce





Diversifying the NPS Workforce

Introduction In order to have and maintain a stronger and relevant National Park Service, the bureau needs to invite into the workforce Americans who have not made use of national parks in the past. As the demographics of the nation change, we must develop a workforce that is representative of the larger nation we serve. An important way in which we can do this is to promote and support the hiring, training, mentoring, and supervision of diverse employees.

Our goal is to increase the number of well-qualified diverse candidates who apply for our positions so that selecting officials can hire from a more representative sample of the workforce of the United States. The future of the NPS is directly connected to our ability to be inclusive of all Americans.

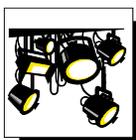
Under-representation Under-representation is defined in 5 CFR, Section 720.202, as a situation in which the number of women or members of a minority group within a category of *civil service employment* constitutes a lower percentage of the total number of employees within the employment category than the percentage that women or the minority group constitutes within the *civilian labor force* of the United States.

Targeted Recruiting Agencies are required by law to conduct a continuing program for the recruitment of minorities for positions in the agency, in order to **eliminate their under-representation**. Targeted recruiting is designed to focus recruitment efforts to **attract certain candidate groups** at higher rates than is typical. In conducting targeted recruiting, **special efforts** may be directed at recruiting in minority communities, educational institutions, and other sources of qualified applicants.

Title VII. Civil Rights Act of 1964 Section 717 of the Civil Rights Act of 1964 (42 U.S.C. 2000e-16), prohibits discrimination on the basis of race, color, religion, sex, or national origin.

The Act also mandates Federal agencies comply with requirements to maintain continuing affirmative employment programs to promote EEO and to identify and eliminate barriers to equality of employment opportunity.

Legal Background for Targeted Recruiting	
Activity	Legal Citation
Affirmative Employment (General)	Section 717 (42 U.S.C. 2000e-16) Title VII of the Civil Rights Act of 1964
Affirmative Employment (Women)	Section 6(d) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206 (d)) Section 717 (42 U.S.C. 2000e-16) Title VII of the Civil Rights Act of 1964
Affirmative Employment (Hispanic)	Section 717 (42 U.S.C. 2000e-16) Title VII of the Civil Rights Act of 1964 Executive Order 13171 October 12, 2000
Affirmative Employment (African American)	Section 717 (42 U.S.C. 2000e-16) Title VII of the Civil Rights Act of 1964
Affirmative Employment (Asian American & Pacific Islander)	Section 717 (42 U.S.C. 2000e-16) Title VII of the Civil Rights Act of 1964
Affirmative Employment (American Indian and Alaska Native)	Section 717 (42 U.S.C. 2000e-16) Title VII of the Civil Rights Act of 1964
Affirmative Employment (Persons with Disabilities)	Section 501 of the Rehabilitation Act of 1973, (29 U.S.C. Section 791) Executive Order 13164
Prevention of Age Discrimination	Sections 12 and 15 of the Age Discrimination in Employment Act of 1967 (29 U.S.C. 631, 633a),



NPS Strategic Recruitment Plan

Introduction For effective NPS recruiting to take place, recruiters should engage in:

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

NPS Strategic Recruitment Plan

In July 2004, the Washington Office of the NPS approved the *National Strategic Recruitment Plan*. The purpose of the *NPS Strategic Recruitment Plan* is to unify our regions to work towards common recruitment goals in order to have an effective and relevant workforce. It contains policy and guidance that is designed to facilitate the recruiting and retention of qualified individuals who reflect the diversity of the Nation.

It arose from the need to develop a coordinated effort involving management and the human resources and equal opportunity programs to put processes in place to help us attract highly qualified individuals from all segments of our society.

Goals

- To recruit and retain qualified individuals who reflect the diversity of the nation.
- To develop and communicate a national recruitment strategy that is designed to be effective at every level of the organization.
- To measure the effectiveness of recruitment efforts and make appropriate changes based on professional evaluation.

Barriers

In the past, the NPS has not aggressively explored community and minority-based associations, institutions, and professional interest groups as recruitment sources.

As a result, many of these organizations and groups have a lack of:

- Knowledge about the NPS and its mission
- Familiarity with the NPS as a possible employer
- Lack of experience in completing Federal applications
- Lack of information about how to apply for positions

Internal barriers related to recruiting in the NPS include a lack of:

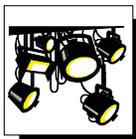
- Shared information
- An organized and systematic approach to recruiting
- Evaluation of recruitment efforts
- A standardized message in recruitment efforts
- A systematic approach to retention

Strategies

1. Effectively organize and use recruitment resources for national recruitment efforts.
2. Participate in recommended national-level recruitment events to attract a diversified pool of applicants.
3. Work with colleges and universities on recruitment efforts.
4. Directly engage community and minority-based associations, institutions, media, and professional interest groups as recruitment sources so they can share the purpose and mission of the National Park System and the processes for applying for Federal employment with their constituents.
5. Work with the Cooperative Ecosystem Study Units (CESU) Program Manager to identify suitable recruitment activities.
6. Effectively utilize electronic recruitment services.
7. Work with partners to conduct recruitment activities.
8. Effectively use a standardized exit interview format to enhance recruitment and retention.
9. Evaluate recruitment activities for effectiveness.
10. Student Career Experience Program Diversity Hiring Initiative

Web Address for Strategic Recruitment Plan:

<https://ea.nps.gov/WhaleComFDDA1F6DD1EC3F07DC473E59341165652F/WhaleCom0/waso/custommenu.cfm?lv=3&prg=40&id=4184>



Recruitment Futures Implementation Team

The NPS Recruitment futures Implementation Team (RFIT) is a service-wide committee of individuals who represent each of the NPS Regions and program centers, who are interested and involved in recruitment activities. The RFIT is committed to helping the NPS implement the NPS National Strategic Recruitment Plan.

The vision of the RFIT is to develop and produce useful and accessible recruiting strategies, projects, and materials designed to help the agency achieve its recruiting needs and goals by developing and presenting a unified and consistent nationwide approach. It also helps to develop a diversified applicant pool.

The RFIT members are your contact points for recruiting issues and questions. A member list follows.

Recruitment Futures Implementation Team		
Region or Center	Representative*	Email Address
National Capital Region	Cynthia Salter-Stith*	cynthia_salter-stith@nps.gov
Northeast Region	Vanessa Russell Danni Brown	vanessa_russell@nps.gov danni_brown@nps.gov
Alaska Region	Tanyua Abrom*	tanyua_abrom@nps.gov
Pacific West Region	Pauline Jue* Denise Domian	pauline_jue@nps.gov denise_domian@nps.gov
Intermountain Region	Bill Gwaltney* Diana Wiggam	bill_gwaltney@nps.gov diana_wiggam@nps.gov
Midwest Region	Vacant	
Southeast Region	Barbara Bryant* Carol Daniels	barbara_bryant@nps.gov carol_daniels@nps.gov
Harpers Ferry Center	Magaly Green*	magaly_green@nps.gov
Denver Service Center	Marie Eilander*	marie_eilander@nps.gov
Washington D.C. Office	Lynne Murdock*	lynne_murdock@nps.gov

*Indicates regional lead

Write the name of your RFIT representative here:

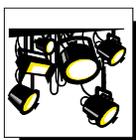
The following employees are your regional contacts for employment information.

Regional Contacts for Job Information		
Region or Center	Representative*	Email Address
National Capital Region	Jeanette Organ	jeanette_organ@nps.gov
Northeast Region	Sharon Johnson	sharon_johnson@nps.gov
Alaska Region	Sandie Wallace	sandie_wallace@nps.gov
Pacific West Region	Maria Davila Christine Murdock	maria_davila@nps.gov christine_murdock@nps.gov
Intermountain Region	Bernadean Trujillo, Terra Bush	bernadean_trujillo@nps.gov terra_bush@nps.gov
Midwest Region		mwr_application_questions@nps.gov
Southeast Region	Betty Clark Darlene Reynolds Terri Dotson	betty_clark@nps.gov darlene_reynolds@nps.gov terri_dotson@nps.gov
Harpers Ferry Center	Magaly Green	magaly_green@nps.gov
Denver Service Center	Vacant	
Washington D.C. Office		angela_hargrove@nps.gov , adele_singer@nps.gov

If you anticipate talking with applicants about ways to be hired other than applying to a particular vacancy announcement, we encourage you to take the January 13, 2009 TEL course on ***Avoid Pitfalls in Hiring: Navigating Through the Hiring Process*** or work with the staff from your Human Resources office on the specifics of these hiring options before you go out on your recruitment events.

Capture your notes here





Standardized Recruitment Materials

Web Address for InsideNPS:

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

or

<https://ea.nps.gov/WhaleComF0D11A6DDBFA780DCC485A60BF91/WhaleCom0/>

The following standardized recruitment materials items are available on insidenps.gov under Hot Topics via the *NPS Recruitment Resources* link. The complete web links are provided below.

Standardized Recruitment Materials on Inside NPS

Brochures

<https://ea.nps.gov/WhaleComFDDA1F6DD1EC3F07DC473E59341165652F/WhaleCom0/waso/custommenu.cfm?lv=3&prg=40&id=4184>

Employment Opportunities with the NPS

Special Hiring Authorities

Preparing an Application for Federal Employment

Student Educational Employment Program

Employee Statistics

https://amoeba.nps.gov/AMOEBANPS_WORKFORCE.NSF

National Recruitment Calendar

<https://ea.nps.gov/WhaleComFDDA1F6DD1EC3F07DC473E59341165652F/WhaleCom0/index.cfm?handler=viewnpsnewsarticle&type=Events&id=591>

NPS National Recruitment Messages

<http://classicinside.nps.gov/documents/ACF350%2Epdf>

Strategic Recruitment Plan

<https://ea.nps.gov/WhaleComFDDA1F6DD1EC3F07DC473E59341165652F/WhaleCom0/waso/custommenu.cfm?lv=3&prg=40&id=4184>

Brochures

Brochure 1: Employment Opportunities

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

Brochure 2: Special Hiring Authorities

Special Hiring Authorities

National Park Service
U.S. Department of the Interior



Outstanding Scholar Provision

This is a special hiring authority under the Administrative Careers with America Program. After advertising a job, the agency may select individuals who meet the following criteria:

- Possess an overall GPA of 3.5 or higher on a 4.0 scale for all undergraduate coursework completed and receipt of a Bachelor's Degree or who are in the upper 10% of their overall undergraduate graduating class or of the undergraduate graduating class of a major university subdivision.
- Must be a U.S. citizen.
- This hiring authority may not be used to fill clerical, technical or professional positions.

To Apply Submit:

- Apply for a specific job announcement.
- Resume/Application.
- Official college transcripts indicating class standing or GPA.
- Letter requesting consideration under the Outstanding Scholars Provision.

Brochure 3: Preparing an Application for Federal Government Employment

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. 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,

Brochure 4: Student Educational Employment Program

Student Educational Employment Program

National Park Service
U.S. Department of the Interior



"School and work... a rewarding combination.

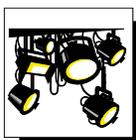
Gain valuable work experience while you're still in school...and get paid for it!"

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)



Special Hiring Authorities

Hiring Option

Action Volunteers

Disabled Veteran

Disabled Persons

Peace Corps
Volunteers

SCEP

STEP

VRA

Luevano Consent
Decree

KEY:

SCEP

STEP

VA

VRA

MSPB

General Eligibility

see your Human Resources staff for specifics

disabled veterans with a disability rating of 30% or more

physical and/or mental impairment that limits a major life activity certificate

completed no less than 12 continuous months of Corps
service; 1-year eligibility after separation from the Corps

degree- or certificate-seeking student enrolled at least
HALF time; job MUST be related to studies; eligible to be
converted to permanent or term

degree- or certificate-seeking student enrolled at least
HALF time; job does not have to be related to studies

Disabled veterans, veterans with preference and veterans
separated from active duty within the past 3 years; eligible to be converted

Effective November 21, 2007, the two special hiring authorities covered under
MSPB rulings, in which it was determined that their use is not in compliance

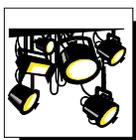
Student Career Experience Program

Student Temporary Employment Program

Veterans Administration

Veterans Recruitment Appointment Authority

Merit Systems Protection Board



NPS National Recruitment Messages

Web Address for National Recruitment Messages

<http://classicinside.nps.gov/documents/ACF350%2Epdf>

The National Recruitment Messages are:

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

Recruitment Message 1. DOI

The NPS 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.

Recruitment Message 2. Purpose

The purpose of the NPS is

"...to promote and regulate the use of the national parks which purpose is to conserve the scenery and the natural and historic objects and the wild life therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations."

Recruitment Message 3. Mission

Created by Congress on August 25, 1916, the NPS 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 accordance with various acts of Congress.

NPS Organic Act, 16 U.S. Code

Recruitment Message 4. Careers

Whether you are interested in working a three-month summer season or a thirty year career, you can work in the National Parks and make it your life's work if you choose.

The NPS has a varied and experienced staff of national stature--rangers, natural resource managers, archeologists, historians, interpreters, architects, landscape architects, engineers, and planners, who protect our land and legacy, conduct research, and educate the public.

Our personnel, including facility managers, building trade craft workers, and vital administrative and support staff, take care of the parks and are available to outside clients whose projects dovetail with our own.

As a part of the Federal Government, the NPS hires U.S. citizens who meet the academic and experiential qualifications for positions through the USAJOBS website and through a limited number of other official hiring authorities.

Recruitment Message 5. Uniforms

The NPS employs many people in a wide variety of jobs. Since so many of these positions help the public enjoy, understand, and appreciate the national parks, many of our employees wear the NPS uniform in their daily work.

Recruitment Message 6. Location and Geography

- There are currently 388 national park areas across the nation in locations from Virginia to the Virgin Islands, and from Yellowstone to Yosemite. The parks are organized into seven regions for administrative purposes.
- The NPS includes natural wonders, historical areas, and outdoor recreational areas.

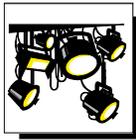
Park duty stations are located in places wide and far, and include many remote locations in rural America.

Recruitment Message 7. Lifelong Learning

If you love learning, the skills, knowledge, and abilities that are required by the NPS make it an excellent organization in which to work.

The employees of the NPS care for the special places that are the heritage of all Americans. This work requires a wide range of skills in a variety of disciplines.

Training and development activities are designed to help employees fulfill our mission through education, performance improvement and knowledge management.



Preparing for Recruiting Activities

Preparing for Recruiting Events

- Know about the vacancies for which you are recruiting. Also visit the USAJOBS website
- Be familiar with the NPS Recruitment Messages and the OF-612 (Federal Job Application)
- Obtain area information about your park/location
- Understand the information within the brochure, *Preparing an Application for Federal government Employment*
- Information on the mission and history of the NPS is available on the Park Training website at : www.parktraining.org

What to Bring to Recruiting Events

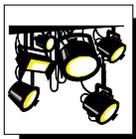
- Brochures on Employment Opportunities, Student Educational Employment Program, and Preparing an Application for Federal Employment
- Displays or Exhibits
- Copies of Vacancy Announcements
- Blank OF-612 Forms
- NPS Agency Brochures, Blank Tablets, Pens

- Current GS & WG Pay Chart for Geographic Areas/Occupations
- Camera

Advising the Applicant: Improving Candidate Chances for an

NPS Career

- Participate in Natural/Cultural Resource Activities
- Seasonal Experience
- Volunteer Experience
- Park Partners
- Park Concessionaire
- Professional Organizations and Clubs



Additional Training Opportunities and Class Credit

Additional Training Opportunities

Past TEL Courses:

21st Century Relevance: Increasing Visitor & Partner Participation by Reflecting the Diversity of America, which was broadcast on March 6, 2006 is highly recommended for recruiters. Please visit the TEL website at http://www.nps.gov/training/tel/participant_guides.htm to download the participant guide and related articles of interest. You may also request a DVD copy of the broadcast from RFIT members.

Upcoming Related TEL Courses:

- January 13, 2009 *Avoid Pitfalls in Hiring: Navigating Through the Hiring Process*
- January 15, 2009, *Interview Skills for Supervisors: Finding the Best Match*

Other:

Also, there will soon be a **Director's Order** on Recruiting that will direct all NPS employees who conduct recruiting activities to take appropriate training at one of **three levels**, which are described below.

- 1. Basic Recruiting for the NPS:** This online training is for NPS employees who are asked to do recruiting once or twice a year. (This is currently under construction. As soon as it is available, a link will be provided.)
- 2. Recruiting for the NPS:** This TELNPS course, taught on January 10, 2008, which you are taking, is designed for supervisors, human resources staff, and others who are responsible for conducting recruitment for the NPS but do not do so on a full-time basis. The course focuses on the development of practical recruiting skills.
- 3. Advanced Recruiting for the NPS:** This course curriculum is based on a manual for Recruiters. The course can be modified to suit the specific audience. This course can be made available with a previous contractor/instructor. This on-the-ground training is designed for full-time NPS recruiters, Recruitment Futures Implementation Team members, NPS CESU employees and other partners engaged in recruiting. Parks or central offices interested in the course should contact Marie Eilander (marie_eilander@nps.gov) or Bill Gwaltney (bill_gwaltney@nps.gov).
- 4. Park Training Website: www.parktraining.org** You may want to become familiar with this website, which can help applicants learn about the history and mission of the NPS. This website can be used as a tool to help applicants build their resumes.

To Receive Credit for *Recruiting for the National Park Service*

Take the **on-line evaluation** at: 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, by **December 4**.

Also, sign the **Class Attendance Roster**.

Appendix A

APPOINTMENT OF PRESENT AND FORMER PEACE CORPS STAFF MEMBERS

Reference: 5 CFR 315.607

Who May Apply: A present or former Peace Corps staff member who has completed no less than 36 months of continuous service without a break in service of three days or more under section 7(a) of the Peace Corps Act (22 USC 2506) as a Peace Corps staff member (not volunteer). The Director of the Peace Corps must have certified that he/she satisfactorily served under such as appointment.

Length of eligibility: An individual's eligibility under this program extends until three years after separation from qualifying service with the Peace Corps. (This limit may not be extended). Upon appointment, the individual becomes a career-conditional employee in the competitive civil service.

Qualifications: Must meet OPM qualifications for the position in question.

Application and Referral Procedures: Qualified and eligible candidates are typically accepted in conjunction with an agency's merit promotion announcement for the position. They are referred on a separate, noncompetitive referral list.

Type of Appointment: When hired under this authority the individual becomes a career-conditional employee in the competitive civil service.

APPOINTMENT OF FORMER ACTION VOLUNTEERS

Reference: 5 CFR 315.605

Who May Apply: A person who the Director of ACTION has certified as having served satisfactorily:

- As a volunteer or volunteer leader under the Peace Corps Act (22 USC 2251);

- As a VISTA volunteer under the Economic Opportunity Act of 1964 (42 USC 2991) or the Domestic Volunteer Service Act of 1973 (Public Law 93-113)
- Or as a full-time community volunteer (including criminal justice volunteer, volunteer in justice, and VET REACH volunteer) under part C of title I of Public Law 93-113.

The VISTA and community volunteer service must total at least 1 year. In addition, a community volunteer must have served prior to October 1, 1976, and the appointment must be made within one year after the person completes the qualifying service. However, this one year limit can be extended for up to two additional years (for a total of 3 years maximum) by military service; studying at a recognized institution of higher learning; or in another activity which, in the agency's view, warrants an extension.

Application and Referral Procedures: Qualified and eligible candidates are typically accepted in conjunction with an agency's merit promotion announcement for the position. They are referred on a separate, noncompetitive referral list.

Type of Appointment: When hired under this authority the individual becomes a career-conditional employee in the competitive civil service.