

USDA JOB FAIR

Tuesday, January 8, 2008
9:00 a.m. to 4:30 p.m.

U.S. Department of Agriculture
Whitten Building (Patio Area)
1400 Independence Ave., SW
Washington, DC 20250

Use Mall Entrance (Jefferson Street)

**Metro Subway Riders take Orange or Blue Line to Smithsonian
Exit at Mall Entrance**

Sponsored by
Office of Human Capital Management
Departmental Administration

Registration

To register for the Job Fair contact JobFair@usda.gov or call 202-690-3597

Reasons to Attend

- ❖ Learn more about USDA employers and their available positions
- ❖ Investigate positions, occupations and/or career fields you could pursue within **your** major and background
- ❖ Learn about the many and diverse people USDA hires, not limited to agriculture and related sciences
- ❖ Expand your network of contacts

Workshops

- ❖ How to apply for a federal job (writing KSAs)
- ❖ Interview techniques
- ❖ Career planning

What to Expect

- ❖ Employers expect students to be prepared (i.e. be professionally dressed, ask thoughtful questions, have a polished resume)
- ❖ Employers expect to interact with students seeking employment as well as those simply researching careers
- ❖ Most recruiters are not authorized to hire candidates on the day of the Job Fair. With this in mind, your goal should be meet prospective employers and find out about job openings

Before The Job Fair

Target your top USDA Agencies: Use the lists on this pamphlet of the USDA agencies/offices and plan your strategy to meet their representative. Take time to research the USDA Mission Areas and agencies that interest you. The web site for USDA is www.usda.gov.

Prepare a Resume: A well-written, error-free resume is a must! Bring several copies of your resume, transcripts, and list of references.

Create a List of Questions: Create a list of questions that you would like to ask the employers.

Prepare to Answer Questions: Remember, employers will also be asking you questions! You will be expected to think on your feet, so be prepared to answer their questions.

Learn to Sell Yourself: Create a 60-second “commercial” that includes the following and practice with a friend.

- ❖ Introduction – Introduce yourself; offer a hand shake and a resume.
- ❖ Objective – Tell the employer why you are there and what sort of employment you seek.
- ❖ Qualifications – Briefly describe your professional goals, education, experience, strengths, etc.
- ❖ Summarize – Express your interest and thank the employer.

During The Job Fair

Be confident: Chart Your Course of Action; Introduce Yourself (avoid speaking too quickly and/or too loudly or softly).

Ask meaningful questions: Ask one or two meaningful questions. Be sure to ask about internships, co-ops, summer employment, and scholarship opportunities.

Prepare to Follow-up:

- ❖ Thank the employer for his/her time; leave a copy of your resume.
- ❖ Ask the employer for a business card, agency literature, and protocol for follow-up.
- ❖ If the employer says they do not have a position in your field, ask for the address of the Human Resources Office so you can write.
- ❖ Other important websites: www.usajobs.gov, www.studentjobs.gov

After The Job Fair

- ❖ Send Thank-You Letters
- ❖ Follow-up
- ❖ Be Persistent!

List of Participating USDA Mission Areas and Staff Offices

Farm and Foreign Agricultural Services

Farm Service Agency (FSA)

Food, Nutrition and Consumer Services

Food and Nutrition Services (FNS)

Food Safety

Food Safety and Inspection Services (FSIS)

Marketing and Regulatory Programs

Animal and Plant Health Inspection Service (APHIS)

Natural Resources and Environment

Forest Service (FS)

Natural Resources Conservation Service (NRCS)

Research, Education and Economics

Agricultural Research Service (ARS)

Rural Development

Rural Development

Departmental Administration (DA)

Office of Human Capital Management (OHCM)

Office of Budget and Program Analysis (OBPA)

Office of Communications (OC)

Office of the Assistant Secretary for Civil Rights (OASCR)

Office of the Chief Financial Officer (OCFO)

Office of the Chief Information Officer (OCIO)

Office of the Inspector General (OIG)

Other Important Information

All Attendees must present a valid photo ID to enter USDA buildings. This can be a driver's or non-driver's license issued by a state, student ID or passport. After presenting a photo ID, visitors will receive a USDA Visitor's Pass, which must be worn and displayed at all times. Also, visitors must be escorted at all times by a USDA employee when leaving the Whitten Patio area.

Equal Employment Opportunity Employer – The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status,

religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Sign language interpreters will be available at the job fair.

Proof of Citizenship – Federal positions require proof of U.S. citizenship or permanent resident status.