



The webinar will begin soon. While you wait, please share in the chat box:

“What types of career fields are you interested in?”

Getting To Know The Federal Hiring Process and Your Non-Competitive Eligibility Benefit



VISTA
Volunteers In Service To America

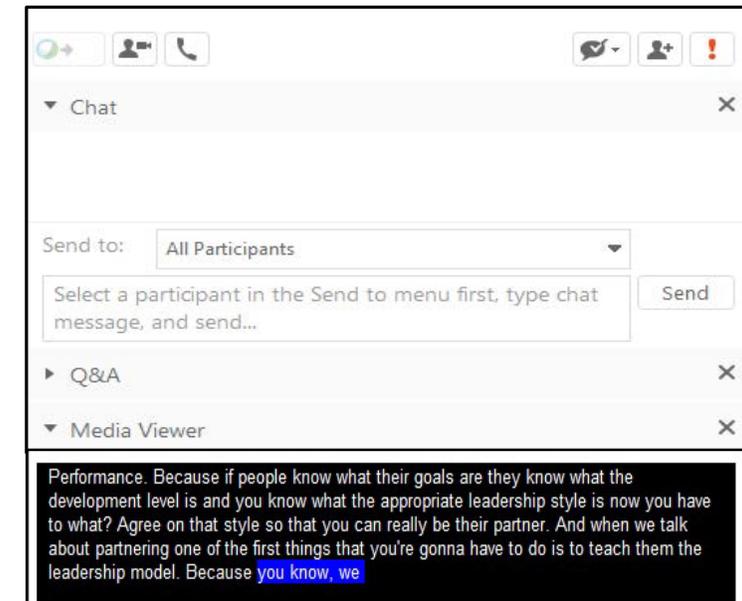
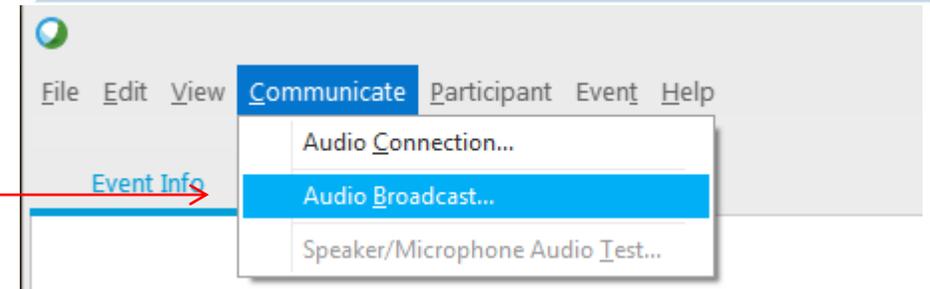
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Connecting to Audio

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- Audio broadcast
- Call in via phone (number and passcode listed on each slide)
- View Closed Captions in the Media Viewer panel



Tips for Participating

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- Share comments and ideas in the Chat panel (send to "All Participants")
- Ask questions in the Q&A panel (send to "All Panelists")
- Some WebEx features are not available on mobile devices
- Links and recording will be available after the session

Click this button if you don't see the chat panel.

The image shows two side-by-side screenshots of the WebEx interface. The left screenshot is labeled 'COMPUTER' and shows a top navigation bar with icons for 'Participants', 'Chat', 'Q&A', and 'Media Viewer'. Below this, there are expandable sections for 'Participants (2)' and 'Chat'. The 'Chat' section is circled in green. At the bottom, there is a 'Send to:' dropdown menu with 'All Participants' selected, also circled in green. Below the dropdown is a text input field with a 'Send' button. The 'Q&A' section at the bottom left is circled in red with a diagonal line through it. The right screenshot is labeled 'MOBILE' and shows a similar interface. It has a top navigation bar with a back arrow and 'Participants (2)'. Below are sections for 'Panelists (1)' (Patricia Presenter (host)) and 'Attendees (1)' (Victor Vista (me)). At the bottom, there are three chat options: 'Chat with all panelists', 'Chat with all attendees', and 'Chat with everyone' (circled in green). A red notification bubble with the number '2' is visible next to the 'Chat with everyone' option.



Getting To Know The Federal Hiring Process And Your Non-Competitive Eligibility Benefit



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Where Are You Serving?



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Today's Speakers

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Calvin Landrum

VISTA Training Team
NCCC Class 19 & 20



Liz Matthews

VISTA Alumni and
Employer Team Leader

Today's Agenda

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- ✓ What is Non-Competitive Eligibility (NCE)?
- ✓ How do I search and apply for positions on USAJobs?
- ✓ How do I create a federal resume?
- ✓ How can I market my NCE status?

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What is Non-Competitive Eligibility (NCE)?

Non-Competitive Eligibility (NCE)

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1. NCE status starts after completion of service
2. NCE status is valid for 1 year
3. Does not guarantee a job, but...

Permits agencies to hire former VISTA members who meet minimum qualifications without going through all the formalities of the federal competitive process.



Benefits of NCE

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- Significant advantage
- Faster hiring process
- Desired by hiring managers



Can I Get An Extension?

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NCE status lasts 12 months, but can be extended for an additional two years

Extensions are allowed for three reasons:

- 1. If, after service, you enter the military.*
- 2. If you become a full-time student at a recognized institution of higher learning.*
- 3. If you engage in another activity which, in the agency's view, warrants extension.*

Note: It is the hiring agency—not the VISTA alum or the Corporation for National and Community Service—that enables extensions.



Common Questions

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I am serving for 2 years. Does that mean I get two years of eligibility?



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No matter how long you serve as a VISTA member you only get 1 year of eligibility.



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No matter how long you serve as a VISTA member you only get 1 year of eligibility.

I've served several part-time VISTA terms that add up to a full year. Can I get NCE?



I am serving for 2 years. Does that mean I get two years of eligibility?

No matter how long you serve as a VISTA member you only get one year of eligibility.

I've served several part-time VISTA terms that add up to a full year. Can I get NCE?

No, you need to serve a full-time, year-long VISTA assignment to receive NCE status.

When does your NCE status start?



As soon as you start service	As soon as you complete service	Not sure

How long do you have NCE status?



1 year	7 years	Forever

Does NCE status guarantee a federal job?



Yes	No	Not sure

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How do I search and apply for positions using NCE?

1. Network!
2. Search for NCE eligible positions (USAJobs and Job Boards)
3. Don't assume hiring managers know NCE. Advocate for yourself in your:
 - federal resume
 - cover letter
 - LinkedIn profile
 - interview

Include your VISTA Verification of Service Letter in your application

Verification of Service Letter

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1. From your My.AmeriCorps.gov account
 - Click "My Service Letter"
 - Select dates
 - Select VISTA Verification of Service
 - Print/save
2. For assistance, contact the VMSU:
 - 866.942.2677
 - VMSU@cns.gov

Corporation for National and Community Service
NationalService.gov



DATE

To Whom It May Concern:

This is to certify that the following individual served full time as a Volunteer In Service To America (VISTA) under Part A, B, or C of the Domestic Volunteer Service Act (DVSA) for the term of service indicated below:

VISTA Member:
Dates of Service*:
Stipend or "deemed" value of Education Award **:

The Volunteers in Service to America (VISTA) program places individuals in non-profit organizations and public agencies to support efforts to fight poverty. Through the years, more than 185,000 individuals, known as VISTAs, have committed at least one year of full-time service to low-income communities in every state, the District of Columbia, Puerto Rico, and the Virgin Islands.

While the VISTAs are authorized, trained and supported throughout their service by the VISTA program and the Corporation for National and Community Service, VISTAs serve under the direct supervision of the sponsoring agency. Should you wish to contact the sponsor for details of the VISTA's job description and performance, the Corporation will be happy to forward the sponsor's contact information.

This individual satisfied the requirement for non-competitive eligibility, which is valid for up to one year from the end of service date listed above, in accordance with Executive Order No. 11103 as applied to service under Part A of Title I of the DVSA of 1973 [Section 415 (d)], or under Part A, Title VIII of Economic Opportunity Act of 1964. The benefits under the Executive Order extend for a period of one year after completion of VISTA service, the employing agency may extend the period for up to three years for a former volunteer who enters military service, pursues studies at a recognized institution of higher learning or is engaged in other activities which in the opinion of the appointing authority warrant an extension of such period.

Having enrolled on or after October 1, 1973 for an enrollment period of at least one year under Part A of Title I of the DVSA, or enrolled as a full-time volunteer under an enrollment period of at least one year under Parts B or C of Title I of the DVSA, the former VISTA should receive credit for the purpose of computing service computation dates.

*Indicates period of service which is creditable for adjusting Service Computation Date for Leave and Reduction in Force purposes. This period is also potentially creditable for CSRS/FERS retirement under the same conditions that apply to a creditable period or periods of non-deduction service.
**Indicates pay to be used for computation of civilian service credit deposit.

If this office can be of further assistance, please do not hesitate to contact us at 800-942-2677.

Sincerely,

Max R. Finberg, Director
AmeriCorps VISTA

When To Search For Jobs?

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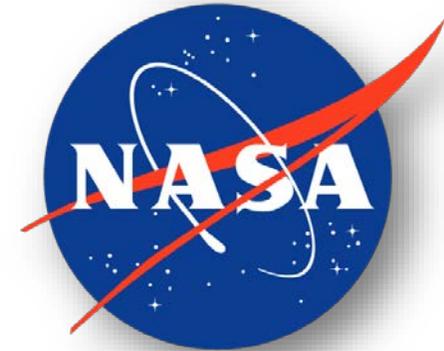
- It's never too soon to start researching and networking
- Recommend applying 3-4 months before your service year ends
- Inform potential employers the date your NCE will start

Federal Agencies

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- US Department of Education/Agriculture
- US Department of the Interior
 - Bureau of Land Management
 - National Park Service
 - Office of Surface Mining Reclamation and Enforcement (OSMRE)
- Overseas Private Investment Corporation
- NASA
- CNCS



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Departments

- Accounting
- Communications
- Grants Management
- Government Affairs
- Human Resources
- Information Technology
- Marketing and Outreach
- Public Affairs

Position Titles

- Data Analyst
- Outreach Specialist
- Program Specialist
- Multimedia Specialist
- Grants Officer
- Researcher
- Program Manager
- Budget Analyst

Finding Federal Jobs

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USAJOBS

 Keywords

Job title, Skills, Agency

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Photo of a VISTA

How can I
market my NCE
eligibility?

Listing NCE On Your Resume

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AmeriCorps VISTA/RSVP + North Dakota
Dept. 2020 PO Box 6050
Fargo, ND 58108 United States

04/2012 - 04/2015
Hours per week: 40

AmeriCorps VISTA Leader

Duties, Accomplishments and Related Skills:

Non-Competitive Eligibility Status gained as a result of 2013-2014 VISTA service expires 4/7/15

- Lead or helped with seventeen grant applications, received funding totaling over \$130,000
- Researched new grants, foundations, and other funding opportunities for expansion of resource development efforts; created a master grants tracking list for the organization
- Established transparency plan and application process to standardize VISTA site recruitment procedures



Cover Letter

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Dear Selecting Official/Panel:

I am very interested in the above mentioned Grant Analyst position. I recently completed my year of service with AmeriCorps VISTA (Volunteers in Service to America). Based on the federal unique hiring paths as explained on the homepage of USAJobs.gov, I am eligible for Non-Competitive hire as of [INSERT CLOSE OF VISTA SERVICE DATE].

[In 1-2 short paragraphs, demonstrate why you are qualified for the position and why you would be a good fit for the agency. This letter should include your interest in the position, what you bring to the employing agency, and your contact information.]

Enclosed is my official VISTA Verification of Service letter. I look forward to hearing from you.

Sincerely,



3 Ways LinkedIn Can Help You Get a Job:

1. Put your NCE status on your profile
 - Make yourself searchable to federal employers.
2. Add AmeriCorps VISTA to your work experience.
 - Visit the alumni resource section on [NationalService.gov/Alumni](https://www.nationalservice.gov/Alumni) for examples.
3. Follow AmeriCorps VISTA for updates on career fairs, job announcements, career search tips, and more!





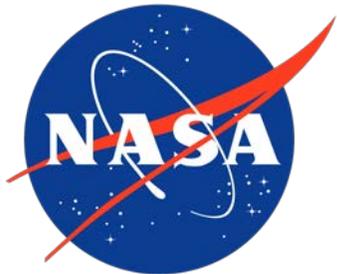
- VISTA Campus Job Board
- AmeriCorps Alums
- Go Government
- GovLoop
- USAJobs.gov
 - Main site to apply to federal service
 - “[Explore Hiring Paths](#)” on homepage with potential employers to explain NCE
- [HRU.gov](#)
 - Offers trainings and webinars:
 - Finding and Applying for Jobs in the Federal Government
 - Writing Your Federal Resume
 - Interviewing

Employers Of National Service

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Currently over 500 employers including 25 federal agencies



Next Steps

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1. **Review** your VAD for impressive and quantifiable data
2. **Establish** a profile on USAJobs.gov
3. **Build** your federal resume
4. **Ask** a professional contact to review your master resume
5. **Network** and start following potential employers on social media

- Please take a few moments to share your feedback through the quick poll on the right side of the screen.
- How can we improve these sessions? What topics should we include in future webinars?
- Thank you very much for your time and participation!

Questions?

- To ask a question verbally, call in using the number on this slide and press *1
- To ask a question electronically, use the Q&A feature located in the bottom right corner of the screen. Please ask "All Panelists"

Thank You for Your Participation!

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Our next webinar:

Further questions? Contact us:
VISTATrainingSupport@cns.gov

The Power of Telling Your Story

February 27
2:00pm Eastern





Thank you for your service.



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