KRIS: Good afternoon, everyone. Welcome to our continuing career management webinar series. Today's session will be recorded and uploaded to our Web site. As we go through the webinar, feel free to type questions for our presenter in the chat section, and we'll respond as we go along. There will also be time for questions at the end. So today we welcome our own Sharita Gross who is a program coordinator in the RIT Office of Career services, and she'll share information on making yourself a competitive candidate for federal employment. So Sharita, welcome and I'll turn it over to you.

SHARITTA: I'm the program coordinator for medical arts as well as biomedical engineering and other majors that deal with biological sciences here at RIT. I hope that you will find this webinar informative in its brevity, and I say brevity simply because there's so much knowledge to be obtained as it relates to the federal sector - as we're on this webinar, something is changing. So again, hopefully this will give you perspective on some of the things you can do to make yourself a competitive applicant. If you should find that you have questions after this webinar has concluded, and you would like to sit down with someone, I would strongly suggest that you call our front desk if you don't know who your program coordinator is. That number is (585) 475-2301. And the person that's assigned to your major will be able to assist you with further exploring your options as they relate to the federal sector. Let's go ahead and get started.

So opportunities exist for every major. What you're looking at here are numbers that reflect new hires through this year, the end of this year as in December of 2012. This data that's on this slide and the slide that follows, has been taken from a very good free Web site called making the difference.org. And the Web site is really good at a couple different things. If you're the kind of person who says, "You know what? I really want to work in the federal sector but I'm not exactly sure what I want to
do, they actually have a section that talks about what kinds of federal careers there are and then show you all the way down to the geographic location different jobs that are available and what parts of the nation they're in. They'll also give you some suggestions that you might want to think about as they relate to different agencies that might align with your skill set. So what you're looking at, again, when you see security and protection, there are 52,077 intelligent analysis, international relations, et cetera, jobs that are available in that particular environment. If you go on to look at enforcement and compliance, this also shows you the amount of jobs they anticipate will be open or available by the or through the end of this year.

And, of course, we would be remiss if we didn't bring up engineering at RIT, but we also have engineering and sciences. And also program management/administrative, which might be attractive to those who are business majors and also the legal aspect as well. What I would say to you if you are looking at the federal sector, is that you want to think about your skills. Federal agencies take on the characteristic of onions meaning it's layered. The Department of Defense includes a lot of different organizations including the Army. So, if you say I want to work for the Department of Defense, you're actually talking about 20+ organizations at one time. So it's really important that you look at your organization and see what you're interested in. I want to ask a question and I would ask that if anybody has an answer that you put it into the dialogue box. Can anybody tell me what the link is between the IRS as in the Internal Revenue Service and OPERA? Again, the question is what is the link between the IRS and OPERA? And it's spelled exactly as it sounds. Does anybody want to take a guess? Okay. I'm not seeing anything on the dialogue box, so I'll move forward. The acronym of OPERA actually stands for the Office of Program evaluation and risk analysis. That is a division that's within OPERA. It's a very small one but it was created in 1999 and it's headquartered actually in Washington, D.C. There's a team of about 50 employees that work there and they're actually seeking new talented professionals as we speak with degrees in the field of public administration/policy, and economics and statistics.

Typically, their salary range for the position of program evaluation and risk analyst starts at about $48,148 and goes to $75,669. When you look at what's called the GS schedule, this particular position as a risk analyst, starts at a GS9 and has a promotion potential of 13. When you're looking at organizations, I'm looking at the second bullet now talking about internship opportunities, you have to be aware that first and foremost the internship can be misleading, a lot of people who are new alums or soon to be alums look and say well I don't want to do something along those lines. But the internship simply means something to the effect of maybe a rotational program whereas, you might actually be working for a federal agency for a period of, say, 1 to 2 years, rotating through different bureaus or different layers of that organization. Every federal organization again is different and as many people may know on this webinar, the Obama Administration has taken steps to make changes as it relates to the different federal internships that are available. So it's really important that you take the time to look at the agencies that are of interest to you and see which opportunities they have available. And what I've given you here is the link to making the difference Web site. And that will assist you in looking at careers by interest. Another thing I
would suggest is when you are actually identifying your prospective agencies, once you actually identify an agency, you can be placed on the list to be notified when new jobs are entered into the system. So for example if it's an intelligence agency, I actually subscribe to a couple different ones so I'm able to see opportunities as they come through by e-mail so I can approach them as our job system zone for alumni to look at or I can send them to students that are going to graduate so they will be eligible for those organizations. The defense agency is one of them.

That is another way to stay abreast of new positions that become available in the agencies that you're interested in. Knowing your occupational series: This is also very important. Because it aids in the creation of a focus productive federal sector job search and it also will help you as it relates to the kind of results that you get when you go into the main hub for federal jobs, which is usajobs.gov. I'm not able to demonstrate that to you right now. But, if you go to www.opm.gov and in the search window, if you type in "occupational series" you'll see a list of results. I believe that it's on the second page or towards the ends of the first page there's an option that will say series by index. And you would click on that. When you're in usajobs, you can do a search by series number one of two ways. Each series number is four digits in total. So say for example, human services or human resources is 0800. If you wanted to search the entire occupational series listed under human resources, you would just simply put in 08. But, if you expand, human resources, you'll see that perhaps training specialists may be listed there'd as 0801. Compliance officer might be 0802. So, if you wanted to look specifically for compliance officer positions, then you would not put in 08. You would put in 0802.

Now, while you may have limited results as in when you go into usajobs.gov. You see hundreds, sometimes thousands of jobs depending on what you're interested in. This will whittle down your results to a number that might be smaller but it will be more directed towards your areas of interest.

The occupational series -- yes?

>> I have a question. Somebody would like to know how do you get job notification alerts for your occupational series?

>> Sharita: That would be based upon the actual organization. So, if you're looking at this -- there's two different ways to do that. One way is once you identify your agency or agencies plural of interest, you can go on to their web site and there is usually a single person an area, in some cases, not every agency does this, but in some cases they will have an area designated for people to be able to request that they be put on the list to receive jobs as they come through. Sometimes what's required is that you actually complete a profile and then it will give you that option. The other thing you can do is once you create a profile in usajobs, you can actually create a job search engine. I don't think that's the actual term verbatim. But you can actually have jobs sent to you on a weekly or a monthly basis. So you can actually set it up to where your -- jobs which are only attached to your occupational series. So those are two different ways you can actually have jobs sent to you that might align
directly with your occupational series and/or your interests. I have given you the Web site on the third slide. That's the third bullet on the slide. What I now suggest is you search, identify and comprehend. It's important to do a job search on the main hub for federal jobs which we already identified as www.usajobs.gov.

So the occupational series can again be really helpful in both the search and the creation of a job search agent. So again, that's really important that you take the time to do that. Identify once the jobs are found, determine if the skills you possess align with the needs of the agency. What's going to be required of you as the applicant is that you really look at those transferable skills and holistically decide what your role or your involvement can be in that organization. A lot of times when I've counseled, they get hung up on the job description. It does tend to be quite lengthy. Some of the words or acronyms can be confusing and it can sometimes be discouraging but I would encourage you not to let any of those things be a deterrent. Working for the federal sector is very and can be very rewarding. Is the process a little bit more laborious, yes. But they're working on that as we speak and as with anything that requires change with something that's been the same for years, it is going to take some time.

I would really suggest that when you figure out what agency you're interested in, if you can, find someone who works there to network with. That can be really helpful to you when you're looking at a job description and you're confused about well I don't have this skill but I have 8 of the 10 things that they're looking for. Well, if you have 8 of the 10 things or you have the basic abilities of what they're asking for, then certainly apply. It's never going to be a situation very rarely, I guess, I should say, that you'll have everything that the employer is looking for. So don't get stuck on having every single thing that they're looking for because even if you utilize your transferable skills, they will still have to train you. For example, outside of RIT, I teach at a community college so I have the ability to coordinate and facilitate lessons, let's just say that. If I want to become a training specialist for a Department of State, I have the transferable skills to be a training specialist. But they're going to still have to train me. So I what I need to make sure I'm demonstrating is that I have the basic skill set to do that job. So that is what I'm encouraging you all to do.

Comprehend. You might want to take notice of various items of notice on the job posting and become familiar with them. There's some items of importance that you need to look at when you're reviewing job postings, for example not a lot of people utilize fax machines when they're submitting documentation, as rare of a method of submission as this might be, it's really important that you look in the job posting for the hyperlink that takes you to the special fax cover sheet. If you create your own and try fax the documents over, they will reject it. Due date is usually at midnight on the date specified by the posting. I don't know why they choose 11:59 but that's what they choose. Try to look at the due date and make sure you submit it. Sometimes USAJOBS.gov may lock up or kick you out when you're actually submitting your application. Look at the location of the opportunity. Sometimes there are more than 1. So you want to make sure you're looking at it in the sense that you want to see --
does it say various, does it actually give it to you in detail. And think about whether or not it really aligns with your overall goals. The other thing that you want to look at is the who is eligible section. Sometimes it will say internal candidates only and there’s nothing worse than filling out the entire application only to find that you’re not qualified. So the best thing you can do in this process is read the job posting in its entirety.

Usually on the job posting there is a name and phone number of a person that you can contact if you have any questions. Sometimes a number is general and sometimes they give you an actual person with a phone number that you can speak with. In either case, feel free to utilize that number. That’s what it’s there for.

What I wanted to show you is a diagram of what the process looks like and where it tends to get hung up. It starts with the automate the system very rarely but it does still happen they may also accept paper applications, then it goes into the agency database. Next it goes into the HR staff and this is where the pause comes.

So one of the things, again, that the Obama Administration is doing is they're looking at the process and trying to simplify it. One of those simplifying aspects is the resume. Federal resumes are more ribose, key words and phrases are a must. They're not optional. And you don't get that much of a review time. If you're looking at the private sector or the not for profit sector, the average resume gets about 7 seconds tops. I would imagine that you get a little bit more than that in the federal resume but you still need to make sure that it's succinct but it's also giving you the details that they need. That being said, if you're simplifying the process, then that ideally would increase your number of applicants. So that kind of tends to overwhelm the HR staff unless they've hired more people anticipating this happening. So once the applications go through, they're scored. They're scored based upon a lot of different factors that are established by the organization. If it's rejected, then the process would stop there. But, if you score high enough, you usually will get an e-mail or alert of some sort indicating to you that your application has been referred to a hiring official or they may say something to the effect of we reviewed your application and you were qualified but not the most highly qualified candidate. They are trying to deal with a 4 step process that would actually allow applicants to be notified each step of the way like we received your application is step one, step 2 will be to tell you exactly where you are in the process, so on and so forth. Once it's gone to a selecting official, one of three things would happen. They would interview and/or hire an individual, they may select from another source. So some applications or job postings might say all U.S. candidates and internal applicants. So they might be pulling from several different applicant pools. And if they don't find what they need, as with any other job search, they might just start overall together.

>> We had another question. Somebody was wondering and I don't see the whole question but she says veterans receive points on the publication, does that routinely eliminate -- not sure exactly what she meant by that. Do you know anything about that?
>> Would you repeat the question, you were breaking up a little bit, Kris.

>> Yes, she says veterans for example receive points on the publication. Does that routinely eliminate -- I'm wondering if she's thinking that that would eliminate them from a particular candidacy?

>> Sharita: I think what she's referring to is the veterans point preference. And the way that actually works is veterans are given a certain amount of points on their application. Because again, applicants are scored 1 against another. Very much like a ranking process one would go through if they were applying for a job that requires a civil service exam.

I don't think that if you're not a veteran that that eliminates you. Ideally, the organization would go with the person who is most qualified. At the same time it needs to be acknowledged that the government and our country as a whole is taking care to really try to assist our veterans in finding employment. So I think in some cases that some federal agencies may have a quota that they're looking to meet or they may just have their own strategic goals that they're looking to meet as opposed to hiring persons who are veterans. But I think at the end of the day, ideally, again, the federal organization will look to hire the person who has the best skill set. So they're not just looking at a person's degree. They're looking at your degree combined with your experience. Are there any other questions, Kris?

I'll move on to talking about security clearance. The security clearance process is one that you really need to be aware of. You want to look at what level of clearance you're going for, there's three levels, there's top secret, secret, and confidential. The time length of the security clearance differs from agency to agency. But according to the director of the office for personnel management -- his name is John Barry -- the average was 120 days and it has been taken down in most cases to 37. If an agency is highly interested in hiring an individual, sometimes they will hire you and make it contingent upon your passing of a full security clearance. So what's really important to know when you're looking at security clearance is are you clearable? You want to look at if there's been anything in your background that you should really be prepared to provide mitigating circumstances for. Let me give you an example. I actually had an alumna who was deaf who had her identity stolen. As a result, the person proceeded to rack up charges in the upwards of thousands of dollars underneath her name because they were not her charges, they did not pay for them and was put in the credit bureau as a result. So she had to get proof that number one, her identity was stolen. Number 2, the alt had been dissolved in the credit bureaus because the government will look at your credit and they'll also look at loans as far as if your loans are in default. And once she provided that information, she was able to proceed with her application. You also want to manage your expectations and know how long it may take on average. Again, it's not a speedy process but think of it this way. If you were going to the IRS and you were getting your information processed to do your tax return, you would want somebody who has gone through a security clearance who would not put your personal information in jeopardy because they're at risk of being blackmailed. So it's the same precautions that they're trying to take with any
applicant. They want to make sure that you are a person of integrity and that you have an allegiance to the United States.

You also want to think about the social media impact. They do have persons hired specifically to look at things such as Facebook and things of that nature. So you want to be mindful of the kind of pictures that are on your Facebook page or the kind of messages, including articles or videos that you may put a link to on your page. And even the behavior of your friends that are on your page. And I'm certainly not implying that you should live in a state of paranoia. But just be aware in how you're reflecting yourself in the social media. Credit scores can really impede the process. I don't know of a certain credit score that they look for. But again, you want to provide mitigating circumstances because in some cases it's expected that if you are a new graduate or even if you have graduated five, 10+ years ago, but you ended up being laid off and so then your credit score may have had to go down a little bit because you found had you to use credit cards to supplement your income, just be prepared to explain exactly what your situation is and how you're seeking to resolve it.

Other items that might impact your security clearance that you should be aware of, if you're foreign born, meaning if you're not born in the U.S., the federal agency will actually have to go to wherever you were born and question persons that might reside near where you lived at a child. One of the things you can do to help prepare is start documenting addresses. And depending upon the level of the security clearance, that can determine how many years they will go back. So, if you are, say, a new graduate, what you may want to do is start, maybe, hmm, maybe 10 or 12 years back. As far as your addresses are concerned. And that -- I think that rule to apply to anyone just to start using that as a good measuring stick to start about 11 or so years back. You also want to think about legal options, should that be an issue for you should you need to provide mitigating circumstances.

What you all have access to is an RIT alum who is a senior partner in a law firm that practices security clearance law. And this individual has been very helpful to both myself and the student body and alums of RIT. He actually was able to assist a young lady that I gave as an example earlier, the one who had lost her identity -- or her identity was stolen, excuse me. He was able to assist us because the other item that was of concern -- I don't know if anybody on the webinar is deaf, but just so you know, it's really important to follow up on jobs when you apply, even in the federal sector. Federal sector is a little different. I would say you might want to wait three to 4 weeks or another way to measure is maybe a week after you actually applied for a job to follow up. How do you follow up? Again, there's usually an individual listed with their phone number and/or e-mail address that you can utilize to follow up with the person who is the contact on the job posting. The only exception to that would be if it clearly states they don't want any phone calls or correspondence and that they'll notify you in the case you're being considered, et cetera.

But, if you want to follow up and you are a person who is deaf, and you can't talk on the phone, you actually would have to have a third party to verify that they are
going to act as your spokesperson. That will require the drafting of a document that would have to be signed or sealed rather by a notary of the public to indicate this. Sometimes a lawyer might be best suited to help you or direct you on how to do that properly. If someone wanted to direct a question to John, you can submit it to your program coordinator and they in turn would give it to me and I can talk to John on your behalf and we can try to get answers for you. We designed the process that way so he's not being bombarded with numerous phone calls and/or e-mail inquiries because, again, he's a senior partner at a law firm. So his spare time is very limited. But he's very willing to assist in any way that he can. This slides lists a couple other areas you need to consider when it comes to security clearance.

I'm not going to go through these in detail. But some of these are very -- they're very forward excuse me as far as what the issue or the concern is. There are a lot of things that people look at as expected behavior of a college student. Alcohol consumption, drug involvement or experimentation. What they're looking for is the frequency of it. The level to which one might have been involved. Excessive alcohol consumption often leads to the questionable judgment, unreliability or failure to control impulses or at least that is the perception. When they look at drug involvement, they're thinking about improper or illegal involvement with drugs and that can sometimes raise questions regarding individual's willingness or ability to protect classified information. In looking at emotional, mental or personality disorders, they look at that because sometimes this can indicate a defect in judgment, reliability or stability. An opinion by a credentialed mental health professional that a person has a condition or treatment that may indicate a defect in judgment, reliability or stability really comes into play here. But at the same time, if a credentialed mental health professional can say with continued treatment or taking of X, Y, and Z medications this person is a fully functioning citizen of the United States or whatever, however, they want to word it, then that is something that -- that's providing mitigating circumstances for that particular issue.

Other items, criminal conduct, that's pretty straightforward. That includes DWIs, DUIs, security violations. Security violations is, like, noncompliance with security regulations. That kind of raises doubts about an individual's trustworthiness. Their willingness and ability to safeguard classified information.

And some positions may have higher standards. They also look at outside activities like what kind of organizations are you involved in on a volunteer basis? Any service, whether compensated, volunteer or otherwise that deals with a foreign country, a foreign national, or any representative of any foreign interest. In addition, they also look at any foreign, domestic or international organization or person engaged in analysis, discussion, or publication of material on intelligence, defense, foreign affairs or protected technology. That deals with outside of the U.S. things that are on the foreign side. And lastly, they look at misuse of information technology systems, which is again, pretty forthright, noncompliance with the rules, procedures or guidelines as it relates to downloading things illegally. Or the removal or use of hardware, software, or media from any information technology system without
authorization.

So, if you've been downloading music illegally, you might want to stop now. For additional tips on security clearances, what I've given you here is a link to a printable PDF. And again, you'll see it's the making the difference Web site. Again, this is a very good free resource, I would definitely encourage you to take some time to look around the Web site and look at some of the PDFs that they have there that can really be of assistance to you as you move forward in your federal sector search. One of the things that was created by myself and one of our former graduate assistants helped to create a web page that we have you have access to this

What this is a screen shot of our finding a federal job page. And there's several resources there from job search documents and information, pay grades which we very lightly touched upon today, security clearance, there is actually a Power Point presentation from the gentleman that I mentioned to you earlier that works at the security clearance law firm. And some resume writing tips and some differences between federal and private industry resumes and some links lastly.

And again, when it comes to resume, those requirements really depend largely on the agency and what their requirements are. So you really want to take the care to look at their requirements, look at the job description completely when you're reviewing it on usajobs.gov or on their Web site.

So again, we talk about the pay grade, security clearance, and we give you some links to some other Web sites that may also prove to be useful. And all these resources are free. I would also encourage you if you have not already planned to do so to attend our upcoming spring fair which is going to be March 28th a Wednesday from 1:00 to 4:00. You can login under job zone and under career fairs you see the list of employers that have registered thus far. I think that we are at 170 or maybe a little bit over at this point. Several of which are federal organizations. The other thing I would encourage you to do is when you're looking at organizations and the federal sector, consider some that are considered contract houses. Or contractual organizations such as Lockheed Martin, L3 communications and Booz Allen Hamilton. That might be a really good segue into working in the federal sector but not fully working directly with the agency itself. For example Lockheed Martin deals very closely or works directly with the Department of Defense. So that would be another option for you to consider as well as you anyone your federal sector job search.

I'm opening up the floor now for questions if anyone should have any.

>> Could you just list since the type is pretty small, where the Web site that deals with the federal information?

>> Sharita: Once you log into job zone, when you first go into -- when you log into our web page, it's underneath -- I want to say resources and you go to -- when you hit that area, it will say intro to job searching or intro to job search. Then once you click on that there will be an orange hyperlink that will say federal resources or intro to
federal job search.

>> Kris: And our general Web site again is RIT.edu/co-op/careers.

>> Sharita: Another document available on this page is a pdf that's linked to some mission critical organizations and their internships, so be sure to check that out as well to see if there are any opportunities that might facilitate beginning in an internship based program and then going into a full time opportunity. So I think that it's really important not to think of internship in an elementary fashion where it's only for those who are undergraduates. Sometimes internships can be applicable for those who have graduated from college as well.

>> Kris: Okay, we do have a couple of questions. First somebody wondered about the presentation one we will be posting it on our Web site later this afternoon. So you'll be able to if you miss any of the slides, you'll be able to access them again through the presentation on our Web site.

And then somebody wondered how often should we follow up after the first week.

>> Are you referring to following up on the job posting?

>> I believe that's what they meant.

>> Okay. So it wouldn't be within the first week. You would wait about three to four weeks or maybe a week after it says that the job is closing. I would follow up once after that time frame, wait a week and then follow up once more. That would be my recommendation.

>> And sometimes you can get more perspective by again, networking with someone who either, A, works in that federal organization or has experience in the federal sector. Many people wonder why do I need to come to the career fair when they're going to tell me to apply online. Well, we just got done talking about the importance of networking and attending the career fair is an opportunity to network with well over 1 five 0 employers at one time., of course, all 150 may not be of interest to you much. But even if there are four or five, that's still great because now you have an actual person and phone number and e-mail to attach to an organization that you can network with and follow up with.

>> Kris: Another question: How crucial is it to have a federal resume as opposed to just a one or two page private sector resume?

>> Sharita: I would say it's very critical. I would exercise the law of it's better to have it and not need it than to need it and not have it. Although the Obama Administration has passed down regulations that indicate that there must be a simplification of the publication process, not every agency has gotten on board with that for one reason or another. So for example, if you come to the spring career fair, federal agencies that are here, I don't think that they would necessarily expect you to hand them a federal resume. But it might be advantageous to you to do so. But I think it's good to have a regular resume or what we might call a fed are federal style because it might be good to have the civilian as well. Every agency is different in their stage of compliance with the new order to make their processes more simplified. And there are some samples of federal resumes on the page that I just directed you to on the co-op and career services Web site.

>> Kris: Okay, another question. I have twice reached the step in the hiring
process where my application goes to the hiring official. However, I was not contacted for an interview. Any ideas for how to get an interview?

>> Sharita: Unfortunately, I do not know how to help you to break in to that particular organization. But what I can tell you and would encourage you to do is to utilize the contact information that is associated with that posting. A couple tips when you're applying for jobs: I'm not exactly sure if the job posting will remain there once you applied for it. But usajobs has a tracker within its system that you can actually go back and see what jobs you've applied for and see the status of the application. Sometimes when you're applying for federal jobs, the link or the actual job will direct you to another Web site which I -- which will likely be the Web site of the organization. You might find that you have to create yet another profile in that particular Web site. Be prepared for that. If you're given the option of saving your publication, save it. Because so many things can happen when you're actually applying for a job. So you want to be able to save any answers or anything of that nature that you might need to utilize at a later time.

One of the things that used to be required -- and this is another thing that they're trying to eliminate in the process of applications for the federal sector -- are KSAs which stands for knowledge, skills and abilities.

KSAs pretty much act as a narrative and it's an opportunity to expand upon what's on your resume. And maybe speak to items not on your resume but you think are important to convey to an employer. So essentially with a KSA, they usually would break down a job description. Imagine the job description broken down line by line. So, if they say they want someone who is experienced in the creation and maintenance of self-databases and bilingual and English and Swahili. Then those two items, each of those items will be a KSA item and you'd have to narratively describe what your experience is in applying those abilities and in what capacity. And actually supply at least two instances or demonstrations of how you've acquired that knowledge. The reason that I bring all this up is that when you're looking at a job and applying and following up and trying to figure why didn't I get an interview, sometimes it can be your answers to the questions they ask you as part of your publication because again, a lot of organizations no longer do KSAs, so instead, they'll ask you what is your knowledge base on creating Excel database Excel databases and give you 4 choices, I'm highly experienced and can do this with little to no supervision. Or I have the book knowledge to perform this duty but have not done so independently and so on and so forth. The fourth could be nonapplicable. So again, they are rating your abilities and if you can, again, save your answers, then that might be helpful for you to go back and reflect on what the skill level is that you conveyed to the employer or the prospective employer when you submitted your application, but again, I would suggest if you can identify a person in that agency or in a federal agency that is similar in function that you converse with that individual to get some insight on your ability and your skill set to see if there’s something that you can do to increase your marketability.

>> Kris: Okay, we have another question. I've been applying for federal design and illustration jobs but have not been asked to provide a portfolio. Is there any specific way to submit a portfolio for a federal job.

>> Usually they would facilitate that process by allowing you to upload a PDF or as a zip file, if they're not requiring it, then perhaps it is a situation where they
would ask to see it when you actually interview with them in person. But I believe that when you go into usajobs.gov, there’s a couple different things you can upload such as your transcript. Of course, your resume and I'm not exactly certain that you can upload a portfolio because I have not done that personally in my search to experience the process myself so I can appropriately direct students and alumni. But there might be a section for that. But I -- I feel inclined to believe that perhaps that is something that either, A, you can upload on the Web site of the organization that you’re applying to, or perhaps they would request that from you if you were to interview with them in person. Are there any other questions, Kristine?

>> Kris: I don’t see any other questions right now. Does anybody have any questions for Sharitta? We have one. What is your opinion on including a picture of yourself with your resume.

>> Sharitta: Do not do that. That is something usually you would do depending on the country you're from and where you're applying. I know if I'm not mistaken in Germany, it is custom for people in Germany to include their picture on their resume. I would highly recommend that you do not do that unless they specifically ask you to do so. I've never seen a federal job or application ask that somebody include their picture on their resume. I would also suggest while we're talking about items to include or not include on your resume, when you're applying for a job on a Web site, they may ask for your social security number. Your social security number is what they use to engage the security clearance process. So at some point they will ask you for that information. When you're going to a career fair as in ours next month for example, if you decide to do a federal resume, I would recommend that you X out all of your numbers with the exception of the last four. Last thing you would want is for the recruiter to take your federal resume with a social security on it while they're taking it down with another candidate after you and now your personal information is out there for everyone to see. I would also suggest if you're sending it for networking purposes to someone, that you exercise the same practice taking out all the number except the last four and save it as a PDF so that your data cannot be manipulated when you're sending it to people for networking or review purposes. If you're sending your resume to the RIT coordinator I personally prefer that you don't send it to me as a pdf simply because that allows me to open the document and add my suggestions, save it under a different name and e-mail it back to you. That's the only exception in my money opinion, I would not recommend saving it as a PDF, if you wanted feedback from a program coordinator in this office.

>> Kris: Are there any other questions for our presenter today? Okay, I don't I don't see any other questions, I'd like to thank Sharitta for presenting this great information to our alumni and students thank you to our attendees and, of course, to our captionist and this will be recorded and put on our Web site if you'd like to view it again. Thank you very much.