



U.S. Fish & Wildlife Service

Office of Diversity and Inclusion

Conserving the Nature of America

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Qualifying for a Federal Job

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Basic Qualification Requirements

Following are basic qualification standards for some of the U.S. Fish and Wildlife Service's major occupations. Applicants should review these basic qualification standards to ensure that all necessary coursework is completed to meet qualification requirement before, receiving academic degree.

FISH AND WILDLIFE BIOLOGIST

Positions that involve professional work in biology, agriculture, or related natural resource management.

Qualification Requirements:

Successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's or higher degree, which included a major field (24 semester hours) of study in biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to this position or an appropriate combination in education and experience.

WILDLIFE REFUGE MANAGEMENT

Positions that require professional knowledge and competence in the management, administration; and scientific operation of public lands and waters designated as national wildlife refuges. The work involves a variety of activities in land, water, and habitat management, land planning, resource identification and allocation, administration, public relations, supervision, and other activities involving wildlife resource utilization, protection, inventory and evaluation, and maintenance of grasslands, marshes, and soils.

Qualification Requirements:

Successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's degree or higher in zoology, wildlife management or an appropriate field of biology which included at least nine semester hours in zoology; six semester hours in such wildlife course as mammalogy, ornithology, animal ecology, or wildlife management; and nine semester hours in botany or an appropriate combination of education and experience.

FISHERY BIOLOGIST

This series includes positions that require professional knowledge and competence in the science of fishery biology to perform work: (a) developing, conserving, managing, and administering fishery resources; and (b) evaluating the impact of construction projects and other socioeconomic activities that present potential or actual adverse effects on fishery resources and their habitat.

Qualification Requirements:

Successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's or higher degree with a major in biological science which included at least six semester hours in aquatic subjects such as limnology, ichthyology, fishery biology, aquatic botany, aquatic fauna, oceanography, fish culture, or related courses in the field of fishery biology; 12 semesters hours in animal science in such subjects as general zoology, vertebrate zoology, comparative anatomy, physiology, entomology, parasitology, ecology, cellular biology, genetics, or research in these fields. (Excess coursework in aquatic subjects may be used to meet this requirement when appropriate) or an appropriate combination of education and experience.

WILDLIFE INSPECTOR

These positions are located in the Office of Senior Resident Agent at Ports of Entry. Positions perform the full range of inspection and compliance duties involving the enforcement and administration of laws and regulations governing the importation, exportation, and interstate commerce of wildlife and wildlife products.

Qualification Requirements:

Successful completion of a full four-year course of study leading to a bachelor's degree or three years of general experience, one of which was equivalent to the GS-4 level that demonstrated the ability to analyze problems, plan and organize work, and communicate effectively orally and in writing.

WILDLIFE BIOLOGIST

Positions that require professional knowledge and competence in the science of wildlife biology to perform work involving: (a) the conservation, propagation, management, protection, and administration of wildlife species.; or (b) the determination, establishment, and application of biological facts, principles, methods, techniques, and procedures necessary for the conservation and management of wildlife resources and habitats.

Qualification Requirements:

Successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's or higher degree in biological science which included at least at least 12 semester hours in zoology, in such subjects as general zoology, invertebrate or vertebrate zoology, comparative anatomy, physiology, genetics, ecology, cellular biology, parasitology, entomology, or research courses in such subjects. (excess coursework in wildlife biology maybe used to meet the zoology requirements where appropriate); nine semester hours in such wildlife courses as mammalogy, ornithology, animal ecology, or wildlife management or research courses in the file of wildlife biology; and nine semester hours in botany or the related plant disciplines or an appropriate combination of education and experience.

OUTDOOR RECREATION PLANNER

Positions whose primary concerns are planning, advising on, and coordinating the use of land, water, and related resources to provide opportunities for the creative use of leisure time outdoors, with due regard to protecting and enhancing the quality of the outdoor environment for the enjoyment of people. The work requires application of knowledge of the practices of natural resource conservation involved in the development and coordination of programs to provide recreational resources, and the techniques of area planning.

Qualification Requirements:

Successful completion of a full four-year course of study leading to a bachelor's degree. Major study - outdoor recreation planning or a related field such as: sociology, forestry, landscape architecture, economics, biological sciences, natural resource management and conservation, civil engineering, urban planning, or recreation. Applicants who qualify on the basis of graduate work in related disciplines. must have one or more courses in outdoor recreation or three years of general experience, one of which was equivalent to GS-4, that demonstrates the ability to analyze problems, plan and organize work, and communicate effectively orally and in writing. This general experience must also have provided knowledge of the requirements and practices of outdoor recreation, planning or natural resource utilization and conservation.

PARK RANGER

Positions that require knowledge of the principles and techniques of biology, forestry, conservation, environment, and natural resource management, in order to effectively convey biological subject matter to the public. Those positions with law enforcement duties would also require knowledge of applicable Federal, State, and local laws and .regulations governing the use of refuge lands, facilities, and resources to determine violations.

Qualification Requirements:

Successful completion of a full 4-year course of study with 24 semester hours of related course work in the field of natural resource management, natural sciences, earth sciences, history, archeology, anthropology, park and recreation management, law enforcement/police science, social sciences, museum science, business administration, public administration, behavioral sciences, sociology or other closely related subjects pertinent to the management and protection of natural and cultural resources or one year of specialized experience equivalent to the GS-4 level that demonstrated the know ledges, skills, and abilities to perform the duties. Such experience may have been gained as. a park guide or tour leader, in law enforcement or investigative work, in archeological or historical preservation work, in forestry or fire management work, or in work involving developing and implementing policy related to protection conservation, or management of park areas or similar operations.

APPRAISER

Prepares complete narrative market value reports of real estate under purchase consideration by the United States in various states. Prepares realty feasibility studies of proposed acquisition; prepares appraisal reports of revenue sharing purposes of Fish & Wildlife Service managed real estate; and may prepare appraisal report of residential rentals of government quarters.

Qualification Requirements:

Successful completion of a full four-year course of study leading to a bachelor's degree or three years of general experience, one of which was equivalent to the GS-4, that demonstrated the ability to analyze problems, plan and organize work, and communicate effectively orally and in writing.

REALTY SPECIALIST

Negotiates agreements with private landowners or government agencies for the purchase, lease, transfer, or exchange of lands needed for the establishment or operation of the physical installations of the Fish & Wildlife Service.

Qualification Requirements:

Successful completion of a full four-year course of study leading to a bachelor's degree or three years of general experience, one of which was equivalent to GS-4, that demonstrated the ability to analyze problems, plan and organize work, and communicate effectively orally and in writing.

[Work for Wildlife \(https://www.fws.gov/workforwildlife/\)](https://www.fws.gov/workforwildlife/)

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Occupational Titles

The U.S. Fish & Wildlife Service has a workforce working in 135 different occupational titles. Those titles preceded by an asterisk are degree specific. There are few occupations that absolutely require a college education; and many other occupations for which a college degree is not required but is fully qualifying. Jobs like Engineer, Ecologist, and Accountant all require college coursework in fields related to the job. However, jobs like Personnel Specialist and Budget Analyst do not require college but you can qualify with a degree in any major.

PROFESSIONAL

- *Accountant
- *Archaeologist
- *Botanist
- *Cartographer
- *Chemist
- *Civil Engineer
- *Contract Specialist
- *Ecologist
- *Education and Training Specialist
- *Entomologist
- *Environmental Engineer
- *Fish and Wildlife Biologist
- *Fishery Biologist
- *Forester
- *General Engineer
- *Geographer
- *Historian
- *Horticulturist
- *Hydrologist
- *Land Surveyor
- *Landscape Architect
- *Meteorologist
- *Microbiologist
- *Refuge Manager
- *Statistician
- *Wildlife Biologist

ADMINISTRATIVE

Administrative Officer
Appraiser
Visual Information Specialist
Budget Analyst
Computer Specialist
Employee Relations Specialist
Environmental Protection Specialists
EEO Specialist
Facilities Manager
Management and Program Analyst
Outdoor Recreation Planner
Park Manager
Personnel Manager
Personnel Staffing Specialist
Position Classification Specialist
Public Affairs Specialist
Realty Specialist
Refuge Law Enforcement Officer
Safety/Occupational Health Specialist
Support Services Specialist
Technical Writer and Editor
Telecommunications Specialist
Visual Information
Writer and Editor
Wildlife Inspector

TECHNICAL

Accounting Technician
Biological Technician
Budget Technician
Cartographic Technician
Civil Engineering Technician
Computer Assistant
Forestry Technician
Hydrologic Technician
Information Assistant
Legal Instruments Examiner
Library Technician
Management Assistant
Park Ranger
Personnel Assistant
Procurement Technician
Purchasing Agent
Range Technician
Social Services Assistant
Statistical Assistant
Transportation Assistant

CLERICAL

Budget Clerk
Computer Clerk
Evidence Custodian

General Business Clerk
Information Clerk
Information Receptionist
Mail Clerk
Office Automation Clerk
Personnel Clerk
Secretary
Statistical Clerk
Transportation Clerk

OTHER

Police Officer
Student Trainee

WAGE GRADE

Animal Caretaker
Auto Mechanic
Carpenter
Electrician
Electronics Mechanic
Engineering Equipment Operator
Extruder Operator
Gardener
Heavy Mobile Equipment Operator
Laborer
Maintenance Mechanic
Motor Vehicle Operator
Small Craft Operator
Tractor Operator
Welder

*Must have a degree that is specific to the job title

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Majors

The U.S. Fish & Wildlife Service has a need for the following academic majors:

Accounting
Agriculture/Ag Sciences
Animal Sciences
Anthropology
Archaeology
Automotive Technology
Biochemistry
Biology/Bio Sciences
Botany/Plant Sciences
Business/Marketing
Chemistry
Civil Engineering
Computer Engineering
Computer Information Systems
Computer Science
Conservation
Criminal Justice/Law Enforcement
Ecology
Economics
Earth Science
Engineering
Earth Sciences
Entomology
Environmental Biology
Environmental Sciences
Environmental Studies
Farm/Ranch Management
Fire Science
Fish & Game Management
Fishery Biology
Finance
Forestry
Geography
Geology
Horticulture
Human Resources
Information Resource Management
Marine Biology
Marine Sciences
Marine Technology
Mathematics
Microbiology
Natural Resources Management
Natural Sciences
Oceanography
Park Management
Pre-Law
Public Administration
Public Affairs/Policy
Purchasing/Inventory Management
Range Management
Social Sciences
Recreation
Soil Conservation
Water Resources.

Wildlife Biology
Wildlife Management
Zoology

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Interviewing Tips

From USAJOBS Help

Jump to: [navigation](#), [search](#)

Congratulations on being invited to interview for a position. Follow these four tips to succeed during your interview.

1. The One-Minute Resume

Be prepared to succinctly tell the interviewer(s) about yourself in 60 seconds or less. Summarize your background and articulate how those experiences make you the best candidate for this position.

Example: Interviewing for a Project Manager position "For the last 15 years I have managed progressively larger and more challenging projects in the private sector. My most recently completed project was the successful opening of a major office building; this multi-million dollar project was multi-faceted and required extensive collaboration with the construction company, local government for permits and area businesses. I believe my prior work experience and education has prepared me well for a position with your agency. "

Develop and practice your One-Minute Resume, for these reasons:

1. It shows you are comfortable with yourself. This puts both you and the interviewer at ease.
2. If you have a polished one-minute resume, YOU begin to control the interview.
3. A well-delivered one-minute resume will draw the interviewer in to you.

Be careful not to brag - simply tell a short and concise story about yourself.

2. Interview Preparation

"This job is mine!"

Believe that you are the best candidate for the job and maintain this positive attitude during the interview. Prepare for the interview by giving thought to some difficult questions that may be asked and how you might answer them. For example, the interviewer might ask you to "Describe a challenging situation and how you handled it."

The more prepared you are, the more comfortable you will be during the interview. The interview is your turn to show all that is great about you – your specific work experiences, your outcomes, and your approach to achieving those results. Remember, resumes don't hire, people do. So, let your preparation and positive attitude be the key to your success in an interview.

3. Day of the Interview

Dress for success. Be sure to wear business clothes, be well-groomed, and have a professional appearance, because first impressions are important. Allow yourself plenty of time to arrive early for the interview. You may need to go through security or wait to be escorted to the interview. Also, bring any relevant documents to the interview, e.g., extra resumes, writing samples, updated reference list.

4. Interview Follow Up

After your interview, follow up with a thank you note. Writing thank you notes is another opportunity to highlight additional skills and qualifications that you may have for the position and to thank the interviewer(s) for the interview opportunity. An email thank you note is appropriate.



PARTNERSHIP FOR PUBLIC SERVICE

UNDERSTANDING THE PATHWAYS PROGRAMS

The Pathways Programs are designed to streamline the hiring process and level the playing field for entry-level applicants. The main tenet of these programs is the opportunity to be non-competitively converted to a full-time employee after successful completion of the program requirements.

To search for these positions, simply type “Pathways,” “Recent Graduate” or “Internship” into the keyword search on USAJOBS.gov. Find a more extensive FAQ page under the USAJOBS *Students and Recent Graduates* section.

BENEFITS OF THE PATHWAYS PROGRAMS

- Meaningful work related to degree or major
- Paid opportunities
- Built-in professional development, training, and mentoring components
- Opportunity to convert to full-time employment at any federal agency
- Open to all majors or fields of interest
- Positions all over the country, not just in Washington, D.C.

The Internship Program

This paid program provides current high school, college and graduate students with opportunities to work in federal agencies while still in school. The intern’s work is related to their field of study or career goals. Each agency decides how many interns it will hire. Upon successful completion of an internship, participants may be eligible for conversion to full-time federal employment.

The Recent Graduates Program

This paid opportunity is a full-time, one-year developmental program designed for individuals who have received an undergraduate or graduate degree from a qualifying educational institution or program. Candidates must apply within two years of graduation, with the exception of veterans, who have up to six years to apply due to their military obligations. Participants in the Recent Graduates Program receive training and professional development, complete an individual development plan and are assigned a mentor. Each agency determines how many recent graduates it will hire. Recent graduates may also be eligible for conversion to full-time federal employment after program completion.

The Presidential Management Fellows (PMF) Program

The PMF Program is the federal government’s premier leadership development program for advanced degree candidates. Individuals who received a qualifying advanced degree within the preceding two years are eligible to apply and are not required to be nominated by their school. Presidential Management Fellows participate in an orientation program, receive training and professional development, complete an individual development plan, are assigned a mentor, and have at least one rotational or developmental assignment. Visit pmf.gov for more information.

PMF - Presidential Management Fellows

<https://www.pmf.gov/become-a-pmf/eligibility/>

Bearing the Presidential moniker, the PMF Program is a flagship leadership development program at the entry level for advanced degree candidates (master's degree or higher). It was created more than three decades ago by Executive Order and has gone through many changes over the years. The Program attracts and selects the best candidates possible, but is really designed with a more narrow focus - developing a cadre of potential government leaders. It provides some sustenance during the first years of employment and encourages development of leadership capabilities. The PMF Program inculcates a lasting bond as well as a spirit of public service, ultimately encouraging and leading to a career in the government.

Become a PMF

The Presidential Management Fellows (PMF) Program is administered by the U.S. Office of Personnel Management (OPM). Each year, candidates apply to the program in efforts to be selected as Finalists. Finalists are then eligible for appointment as Presidential Management Fellows (Fellows; PMFs).

To become a PMF, you must participate in an rigorous, multi-hurdle process. It takes patience and endurance, but also gives you a chance to demonstrate your leadership ability and potential. As a PMF, you will have earned your place in the program, and the opportunity to grow professionally, serve your country, and make a difference!

The very first step in successfully becoming a PMF is paying attention to the details of the annual application and assessment process. For detailed eligibility requirements, check out the Eligibility webpage. Once the application period opens, it will appear on USAJOBS (www.usajobs.gov) by searching for "Presidential Management Fellows". Review the Application Process to learn about all the steps to apply.

What Do You Want to Change About Government?

What Will You Give?

You will give the best you have to give to a cause greater than yourself. You will bring fresh, new ideas and a willingness to take on challenges never dreamed possible. Your zeal for the position will serve to spark new energy and excitement in your co-workers. As part of the PMF "fraternal order," you will portray your elite status through the quality of your work and service to your country. You will need to demonstrate leadership, foster teamwork, set goals and, in the end, deliver something of value to the American people.

What Will You Get?

In addition to salary and benefits, the PMF Program gives you a lot in return for your hard work. Your two-year appointment will provide a fast-paced opportunity to gain experience and develop your talents. You will be challenged with opportunities to flourish into a problem solver, strategic thinker and future leader. In addition to working at a single Federal agency, you may have the option to participate in a rotational opportunity at another agency. These rotational opportunities will challenge you even further and give you insight into how other areas of government operate.

While serving as a PMF, you will receive:

- 160 hours of formal interactive training (on leadership, management, policy and other topics)
- Challenging work assignments
- Feedback on your work
- At least one 4 to 6 month developmental assignment
- Potential for promotions and career ladders

Upon certification of completion, you will qualify for immediate noncompetitive conversion to a permanent or term position.

Where Can You Go With This?

As a prestigious PMF, you can take your experience anywhere you want to go with your career. Many PMFs have continued their Federal service; many others have gone to the private sector, academia and the non-profit world.

Become a PMF

The PMF Program is an excellent leadership training ground. Where will YOU take it?

NOTE: The information below explains the eligibility criteria in general. Please click on the class year application webpage to the left for more specific information.

If you **will** meet all advanced degree requirements (even though you have not necessarily graduated), including the completion or successful defense of any required thesis or dissertation, you may be eligible to apply.

Eligibility is based on completion of advanced degree requirements by August 31st of the following year of the annual application.

- OR -

If you **have** completed an advanced degree from a qualifying college or university during the previous two years from the opening date of the PMF Program's annual application announcement, you are eligible to apply.

Advanced Degree means a professional or graduate degree (e.g., master's, Ph.D., J.D.).

NOTE: Individuals who previously applied to the program, but were not selected as a Finalist, may reapply if they meet eligibility requirements; you will need to create a new applicant user account. Current Finalists who have not obtained a PMF appointment may apply for the next PMF application; however, they will forfeit their status as a current Finalist upon initiating an application and initiating the on-line assessment.

A qualifying college or university is an academic institution that meets the requirements as stated in the "General Policies and Instructions" section of OPM's "Qualification Standards for General Schedule Positions", under the "Educational and Training Provisions or Requirements" section. This section is available on OPM's website. Generally, the institution must be accredited or must have acquired "pre-accreditation" or "candidate for accreditation status" by an accrediting body recognized by the Secretary of the U.S. Department of Education.

You can search the U.S. Department of Education's Federal Student Aid website to see if your college/university has a valid Federal Title V School Code. If your college/university is listed, then most likely it is accredited and recognized for eligibility in applying to the PMF Program. For foreign schools, select "Foreign Country" under the "State" drop-down menu, then enter your school name, and then select "Search."

Applicants who are in the process of completing their advanced degree are strongly encouraged to determine whether or not they will complete all degree requirements by the August 31st deadline. There is no regulatory provision to allow the PMF Program Office to waive or defer a Finalists' appointment eligibility if he/she does not complete degree requirements. Completing advanced degree requirements includes the successful completion/defense of any thesis/dissertation, which includes any deadlines or findings of the school's review.