HR Informational Session

Insourcing Hiring & Application Guidance

July 7, 2026

Office of the Chief Human Capital Officer

People first. Mission always.

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Agenda

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NASA

- Hiring Process Overview
- Understanding Job Announcement Information
- Writing Your Resume
- Next Steps
- Resources, Employee Pay & Benefits

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Restoring NASA's Core Competencies

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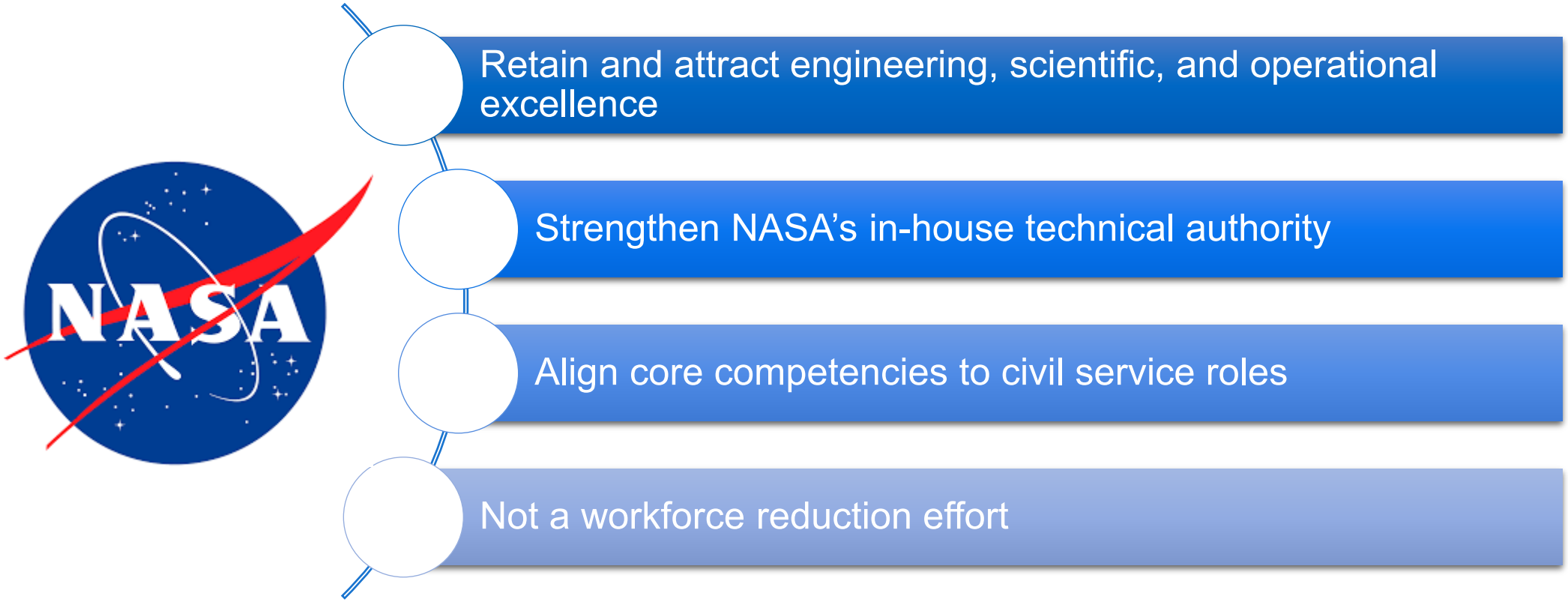
The "Why"



Website: [Restoring NASA's Core Competencies - NASA]

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Work Location & Expectations

- Positions are not remote
- Duty station listed on the announcement
- Onsite mission-critical roles
- One-year probationary period
- Rapid onboarding process

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Public Notice Announcements

- Used to expedite hiring due to severe shortages or critical hiring needs
  - Covers similar series (e.g., professional engineers) and grades covered by the Direct Hiring Authority
- Open to Public: Public notices allow all U.S. citizens to apply
- Allows applicants to pick from a wide range of series/grades, all included on one vacancy announcement

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Public Notice Announcements

- Applicants must select series they want to be considered for and the lowest grade they will accept
- Resume must address all specialized experience identified in the announcement
- Interviews may be conducted, but not mandatory
- How to Find the Public Notice: www.USAJOBS.gov

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USAJOBS – Public Notice Announcements

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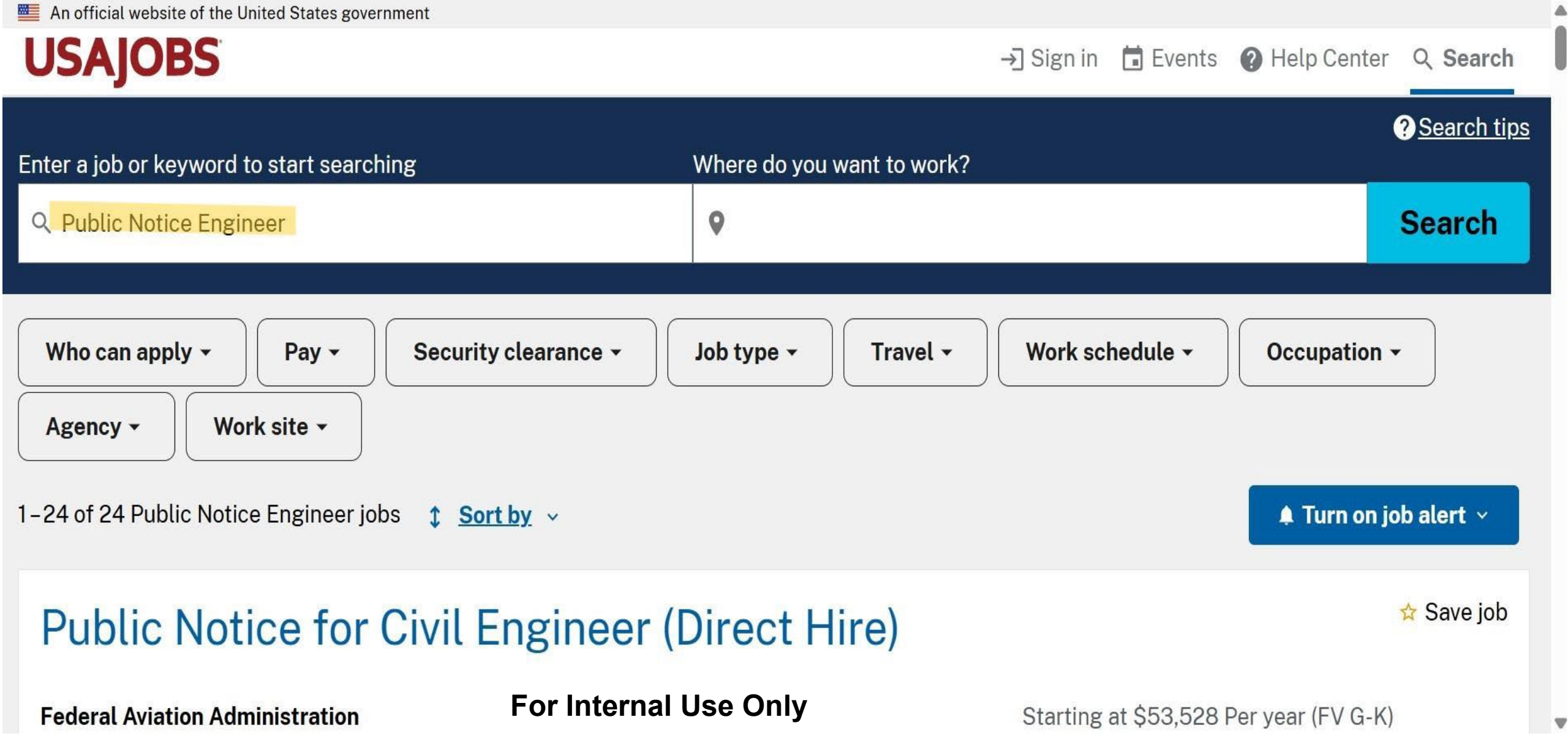

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USAJOBS – Public Notice Announcements

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Public Notice - Engineering (Direct Hire)

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
John F. Kennedy Space Center

This job announcement has closed

Print

Summary | This job is open to | Duties | Requirements | How you will be evaluated | Required documents | How to apply

Summary

Positions advertised are in various organizations at Kennedy Space Center. NASA may fill positions in any of the following series and at any grade level listed in this announcement (GS-0801, 0819, 0830, 0850, 0855, 0861 at the GS-11/12/13/14/15 levels).

Learn more about this agency

This job is open to

Help

The public

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Videos

Overview

Help

Reviewing applications

Posted this month

Location

Many vacancies in the following locations:

- Decatur, AL
- Hawthorne, CA
- Vandenberg AFB, CA
- Kennedy Space Center, FL
- McLennan County, TX

Work site options

Telework eligible
Yes—as determined by the agency policy.

Remote job
No

Relocation expenses reimbursed
No

Salary
$74,678 - $197,200 per year

Salary range reflects the lowest and highest potential salaries of the locations. Actual salary range varies by selectee(s) location

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USAJOBS – Public Notice Announcements

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Duties

Help

- Duties described below are at the highest grade advertised. Duties assigned at lower grade levels will be of more limited scope, performed with less independence and limited complexity; duties will be commensurate with the grade of selected employee.
- Directs technical efforts across organizational boundaries and provides authoritative guidance to senior officials on highly complex engineering matters.
- Conducts and oversees advanced engineering analysis, design, test, and evaluation on mission-critical systems. Applies expert judgment to resolve complex technical problems and recommends optimal solutions.
- Advises executive leadership and program managers on complex technical and programmatic matters. Represents the organization in high-level technical forums, boards, and reviews at the agency and interagency levels.
- Develops and approves engineering standards, technical policies, and requirements documents at the program or enterprise level. Authors technical reports and assessments that inform senior leadership decisions.
- Provides technical mentorship and discipline leadership across experience levels. Serves as a functional area expert supporting long-term organizational technical capability and engineering workforce development.
- Represents the organization in technical exchanges with contractors, partner agencies, and external entities. Leads formal technical reviews and integrated product teams requiring senior-level engineering expertise.
- For supervisory positions, you will perform a full range of supervisory duties which includes assigning and evaluating work; recommending personnel actions; taking disciplinary actions; and identifying training needs and developing employees.

Salary range reflects the lowest and highest potential salaries of the locations. Actual salary range varies by selectee(s) location.

Pay scale & grade
GS 11 - 15

Promotion potential
None - Contingent - Promotion potential will be based on th position to which appointed.

Learn more about pay scale and grade
Pay scale and grade determines the salary of the job.

Work schedule
Full-time

Travel Required
Occasional travel - You may be expected to travel for this position.

Appointment type
Permanent

Occupations and job series
0801 General Engineering
0819 Environmental Engineering
0830 Mechanical Engineering
0850 Electrical Engineering
0855 Electronics Engineering
0861 Aerospace Engineering

Supervisory status
Yes

Federal service type
This job is in the Competitive Service

Represented by a union
No

Understanding the Announcement

- Announcements include:
  - **Summary** of the job and hiring agency
  - **Duties:** Bulleted list of day-to-day responsibilities. Generally written to cover a wide variety of functions rather than specific tasks.
  - **Requirements:**
    - Conditions of Employment: (e.g., Background check, U.S. Citizenship)
    - Qualifications: Specialized experience needed. In your resume, demonstrate how your work experience aligns directly to the specialized experience requirements listed.
    - Education: If applicable, such as a qualifying AST degree
  - **Evaluation Criteria:** What HR and hiring managers will look for
  - **Required Documents:** List of documents (resume, transcripts, SF-50)

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Preparing Your Application

Preparing Your Application

- USAJOBS account + profile updated
- Two-page federal resume
- Transcripts (if required)
- Certifications (if required)

Required Documents

- Federal resume
- Transcripts (if education is required)
- Certifications/Licenses (if required)

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Writing Your Federal Resume

- Required: two-page max
- Tailor to specialized experience
- Use measurable accomplishments
- Avoid acronyms/jargon
- Include hours/week & dates

A good structure for achievements is:

Accomplished X, as measured by Y, by doing Z.

For example:

'Accomplished successful International Space Station console certification as measured by passing all simulations and earning instructor recommendation, by completing 18 months of structured training and demonstrating proficiency across all flight rules and procedures.'

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Tips for Effective Resumes

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Put In

- Full name, current email, current phone number
- Employer name, job title, start and end dates, hours worked per week, series/grade if federal job
- Descriptions that explain how you meet the required qualifications in the job announcement
- Education, if required: name of school, completion date, degree type and specific degree, GPA
- Additional information you may need to provide: current security clearance, job-related training, language skills, professional publications, references

Leave Out

- Photos and SSN
- Classified information
- Personal information such as age, sex, religious affiliations, etc.
- Encrypted and digitally signed documents
- Outdated or unrelated experience

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Tips for Effective Resumes

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Put In

Design your resume now

- Prioritize relevant, recent experience based on the job posting
- Use bullets, active verbs, and quantifiable results
- Tailor your resume for each announcement
- Avoid vague language or overlong paragraphs
- You must certify your own words – **you are not permitted to use AI or outside consultants**
- Your resume must show that your skills and experiences meet the qualifications and requirements listed in the job announcement
- Use clear concise language that highlights your core qualifications
- Craft strong, targeted content

Resume Review – Ask Yourself

Does critical information jump off the page?

Do I effectively sell myself on the top quarter of the first page?

Have I addressed the qualifications listed on the job announcement?

Are there any spelling or grammatical errors?

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Overcoming Common Challenges

- **“But I have 15 years of experience / many roles”** → Focus on the **most relevant experience to the job advertised**; other roles can be summarized briefly.
- **“What about publications, awards, presentations?”** → If strongly relevant to the role, include in the “other documents” or a condensed “Other achievements” section, but only if space allows.
- **“What if I accidentally upload a longer resume?”** → USAJOBS will inform you if your resume is too long and will not allow you to submit it.

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Notification of Referral

- You will be notified of the status of your application after applicants are referred to the selecting official for consideration
- If found qualified, your application will be referred to the Hiring Manager
- If found not qualified, your notification will state the reason for the decision. Examples could be:
  - Does not meet specialized experience requirements
  - Missing transcripts for basic education requirement
  - Did not attain the overall passing score on the assessment(s) for this position

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Selection Decisions

- Hiring Managers review all qualified candidates and make selection decisions
- Interviews may be requested
- Decision process will remain open for a long duration and selection decisions may occur throughout the duration (not all at once)

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Job Offers

- Salary
  - Federal agencies are not permitted to use non-federal salary history to set pay for new civil servant hires. Salary will be set based on factors such as:
    - Relevant experience, skills, and qualifications of the candidate
    - The responsibilities and requirements of the position
    - Pay of current employees and recent hires in similar roles
    - Current labor data

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Job Offers Continued

- Leave Accrual
  - Enhanced Annual Leave Credit provides a higher rate of leave accrual based on non-federal experience directly related to the duties of the position
- Employee benefits
  - Information can be found at https://www.nasa.gov/careers/life-at-nasa/

- Selected candidates will have 2 days to accept or decline the offer

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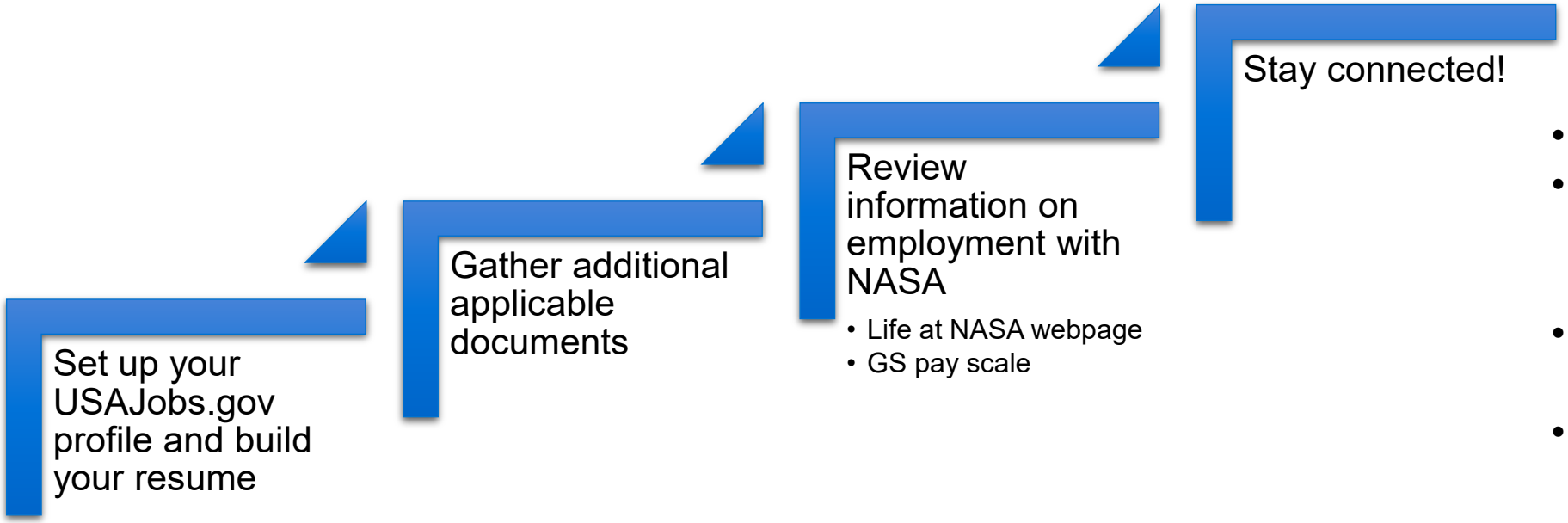
Next Steps



Tips for Success

- Prepare resume early
- Match resume to specialized experience
- Apply to all qualifying series
- Monitor postings daily

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Q&A/Resources

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- Restoring NASA's Core Competencies - NASA
- Life at NASA - NASA
- Careers: How to Apply & Working With NASA - NASA
- General Schedule
- Careers – NASA
- USAJOBS - The Federal Government's official employment site
- USAJOBS Help Center - Get started with USAJOBS

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Resources: Federal Benefits

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Comprehensive Benefits Package:

- Federal Employees Health Benefits (FEHB) Program
  - Offers over 200 different health insurance plans
  - Explore plans here: FEHB Plan Information
- Federal Employees Group Life Insurance (FEGLI)
  - Use the FEGLI Calculator to determine coverage and bi-weekly premiums
- Federal Employees Retirement System – Further Revised Annuity Employees (FERS FRAE):
  - FERS FRAE – Mandatory Contribution of 4.4% of your basic pay
  - Social Security – Mandatory 6.2% deduction
  - Thrift Savings Plan (TSP)
    - Agency Matching – up to 5%
      - 100% for the first 3%
      - 50% for the next 2%
    - Rollovers from eligible retirement plans
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Flexible Spending Accounts (FSAs)
  - Set money aside to pay for out-of-pocket expenses

Annual Leave and Sick Leave

NASA Employees Benefit Association (NEBA)

- Basic and Optional Life Insurance Coverage
- Voluntary Accidental Death and Dismemberment (AD&D)
- Voluntary Benefits
  - Dependent Life Insurance
  - Auto and Home Insurance
  - Legal Plans
  - Critical Illness Insurance
  - Accident Insurance
  - Pet Insurance
  - Hospital Insurance
  - Cancer Insurance

Visit the Metlife | NEBA website for more information

For additional information regarding Federal benefits, review the OPM New/Prospective Employee Guide.

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