

NoCapeHeros

Federal Hiring Checklist: How to Get Referred

Before You Apply

- Understand Title 5 vs Title 38 vs Hybrid roles
- Identify your target GS level
- Review qualifications carefully

Resume Readiness

- New Federal 2-page Resume Requirements
- Include hours worked per week
- Include salary and duties
- Match job announcement language

Application Strategy

- Apply early (first 48 hours)
- Submit ALL required documents
- Follow instructions exactly

Questionnaire Strategy

- Answer honestly but confidently
- Ensure resume supports your answers
- Avoid overrating yourself without proof

Interview Preparation

- Prepare STAR method responses
- Use real examples
- Focus on results