

Global Recruitment Tips

What is a Global Recruitment?

A global recruitment is the way NIH hires common positions such as Program Directors. A single announcement is created in USAJobs.gov and used by any Institute or Center with a vacancy. Applying to a global recruitment means that with a single application, hiring officials throughout the entire NIH will have access to your application.

Which announcement should I apply to?

There are many different hiring paths into the federal government. Generally, the global recruitment will post two announcements: one open to the [Public](#) and another open to [Federal Employees](#). If you're a U.S. Citizen or National, you can apply to jobs that are open to the public. If you are a current or former federal employee, you may qualify to apply for a position open to federal employees. The Federal Government offers unique hiring paths to help hire individuals that represent our diverse society. [Learn more about each hiring path and your eligibility.](#)

How can I prepare a successful application?

A successful application starts with your resume. You will have to create a Federal Resume, which is different than one-page resumes used in private industry and academic CVs. Unlike academic CVs which focus on your publication and grants record, a federal resume must also detail your past duties and accomplishments for each position listed in your federal resume. For example, your academic CV would list your academic positions. In a federal resume, you must also list your duties and accomplishments for each position. [Learn more about creating a federal resume.](#)

A successful application also consists of answering a questionnaire. You can preview the questionnaire prior to starting the application by going to the How to Apply section in the USAJobs.gov application. Your responses to the questions should mirror your resume. For instance, if you answer you are considered an expert in "Identify and recommend the program direction of new research," your resume should clearly indicate your skills, experience, and accomplishments in recommending new research. Consider carefully how your own experience has prepared you for this type of job, provide the evidence, and don't underestimate your abilities. [Learn more about the federal application process.](#)

How will hiring officials at NIGMS find me?

In the questionnaire, you will have the opportunity to write down your areas of scientific expertise. Your response is important, because NIGMS hiring officials are able to search this field in order to find candidates that may be a good scientific fit. It's also good idea to let the NIGMS hiring official know that you are applying, so he/she will know to look for your name.

How can I learn more about a specific position?

NIGMS is always recruiting. We encourage everyone to apply to every global announcement because vacancies are often approved after a global announcement closes, and NIGMS may not have the opportunity to provide advance notice. Please search public sites like [NIH Reporter](#) to learn more about the awards funded by the institute, and of course read the institute's website to get familiar with its research programs. [Learn more about NIGMS.](#)