



PARTNERSHIP FOR PUBLIC SERVICE

Preparing for Your Government Career Advising Appointment

Complete this worksheet before your appointment to help your advisor provide the most relevant guidance. Taking time to identify your interests and questions in advance can help make your session more productive.

Explore all of the Partnership's resources at [GoGovernment.org](https://gogovernment.org) and download the [GoGovernment one-pager](#) quick reference guide.

START HERE

What brings you to this appointment? (Check all that apply)

☐ Exploring Public Service Generally

☐ Interested in Federal Government

☐ Interested in State Government

☐ Looking for Internships

If You're Exploring Public Service Generally

Visit the following page to help narrow your search:

- [Explore Your Passion for Public Service](#)

Reflect on these questions before your appointment:

- What issues or causes matter most to you?
- What skills do you most enjoy using?
- Do you prefer policy, operations, research, communications, technical work or another type of role?
- Are you more interested in federal, state, or local impact?

Questions for Your Advisor

1) _____

2) _____

3) _____

If You're Interested in Federal Government

Federal government careers span hundreds of agencies and thousands of roles across policy, science, technology, communications, public health, national security and many other fields. Before your appointment, take time to explore the federal hiring process, review job requirements and learn how federal resumes and applications differ from those in other sectors. This can help you identify areas of interest and prepare more targeted questions for your advisor.

Think about these areas before your appointment and explore the following resources:

- Visit [Explore Federal Government Careers](#)
- Explore 3-5 [Federal Career Guides](#)
- Which federal agencies or departments interest you?
- Have you explored [USAJOBS](#)?
- Are you aware of hiring pathways for [Special Populations](#)?
- Tips on [writing a federal resume](#)
- [Working in Federal Government](#)

Questions for Your Advisor

- 1) _____
- 2) _____
- 3) _____

If You're Interested in State Government

State government careers can be a strong fit if you are interested in issues that directly affect communities, including education, transportation, health, housing, environment, technology and public safety. Because hiring systems and application processes vary by state, it can be helpful to explore opportunities in the state or states where you hope to work before your appointment. Reviewing these resources can help you better understand state government careers and prepare questions for your advisor.

Consider these questions before your appointment:

- Visit [Explore State Government Careers](#)
- Explore 3-5 [State Career Guides](#)
- [State Application Process](#)
- Which state(s) are you interested in working for?
- What policy areas interest you at the state level?

- Are you open to relocating for opportunities?
- Have you researched your target state's hiring process?
- Does your target state require a civil service exam?

Questions for Your Advisor

- 1) _____
 - 2) _____
 - 3) _____
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If You're Looking for Internships

Internships can be one of the best ways to explore public service, build professional experience and clarify your career interests. Before your appointment, review internship search tools and think about factors such as timing, eligibility, location, compensation and the types of experiences you hope to gain.

Clarify your internship goals:

- Explore the [Public Service Internship Finder](#)
- Visit [USAJOBS Federal Internship Portal](#)
- What level of government interests you? (federal/state/local)
- What's your preferred timeline? (summer/fall/spring)
- Do you need academic credit or paid positions?
- When do you plan to apply?

Questions for Your Advisor

- 1) _____
 - 2) _____
 - 3) _____
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Before Your Appointment Checklist

- ☐ I've identified my main area(s) of interest
- ☐ I've explored the resources most relevant to my interests
- ☐ I've prepared at least 2-3 questions for my advisor
- ☐ I've brought my resume (if applicable)
- ☐ I'm ready to discuss my timeline and next steps