

REVISED 8/31/09

**MSHA IS SEEKING CANDIDATES FOR  
COAL MINE INSPECTOR POSITIONS**

**\*\*\* JUST LISTED \*\*\***

**Coal District 3 Pre-registration continues for the job screenings in Morgantown, West Virginia, until October 28, 2009. See the November 2009 monthly event schedule for advanced registration and job screening locations.**

**Coal District 7 Pre-registration continues for the job screenings in Barbourville, Kentucky, until November 2, 2009. See the November 2009 monthly event schedule for advanced registration and job screening locations.**

**\*\*UPCOMING\*\***

**Updates will be posted on the website as soon as dates and locations are confirmed.**

**New Math Test Preparation Guide has been added to  
our website at**

**<http://www.msha.gov/Inspectors/InspectorsInternProgram.asp>**

Vacancy announcements can be found under "Jobs at MSHA" at [www.msha.gov](http://www.msha.gov).

As dates and locations are determined for Coal Job Screenings, our website will be updated. If you are interested in opportunities as a Metal/Nonmetal Mine Inspector, please see [Metal/Nonmetal Upcoming Events](#) on our website.

We offer health, life, and long-term care insurance; a stable retirement program, including a tax-deferred savings plan; generous annual, sick, and holiday leave; a 40-hour work week; travel reimbursement; and flexible spending accounts for medical and dental expenses.

### **DON'T WAIT - PREPARE NOW!!!**

**Our website includes a new Math Test Preparation Guide. The new guide is only 14 pages and includes sample math problems and a sample math test. Please review this guide. We want you to be able to take the math test feeling confident and at ease.**

#### **1. Prepare your application**

You must create a user account and at least one Federal resume at [www.USAJOBS.opm.gov](http://www.USAJOBS.opm.gov).

It is important for you to remember that we need specific examples of work that you have performed. Your resume should state the specific duties you

performed and what actions you took. Give examples of when you performed work in mining, mine engineering, or conducted on-site mine safety and health inspections. Give examples of work situations where you gained the knowledge of transporting materials and workers, ventilating closed spaces, performing ground control and roof control duties, handling and storing hazardous materials, practicing worksite safety, and reviewing worksite environmental conditions that affect the health of workers and/or the prevention of accidents.

Don't worry about how long your resume is. It is better to have more information than not enough. Keep in mind that if you make it through the testing and interviewing process, your resume is the only information that the manager making the selection will see. It is in your best interest to provide the manager with enough information to make an informed decision.

## **2. Prepare for the math and writing tests - New Math Preparation Guide available!**

Math and writing guides are available on MSHA's Inspector Career Intern Program website. Review the guides and practice. You will be given 60 minutes to complete these tests, so we recommend practicing in a timed environment. Please be aware that although formulas will be provided to you during the math test, you will not be permitted to use a calculator.

## **3. Keep Checking the MSHA Website**

Seating for employment screenings will be limited, so advance registration is strongly encouraged. To pre-register you will need to apply to the specific vacancy announcement for the locations you are interested. Schedules are posted on our website at [www.msha.gov](http://www.msha.gov).

## **4. Interview Instructions**

We have recently added interview instructions to our website. This provides instructions and general information on what to expect during the structured interview.

## **5. Questions and Answers**

I have already taken the math and writing tests. How do I schedule an interview? What are the physical requirements for an Inspector? Do I qualify for an Inspector position?

For answers to these questions and more, visit the Inspector Career Intern Program website at

<http://www.msha.gov/Inspectors/InspectorsInternProgram.asp>