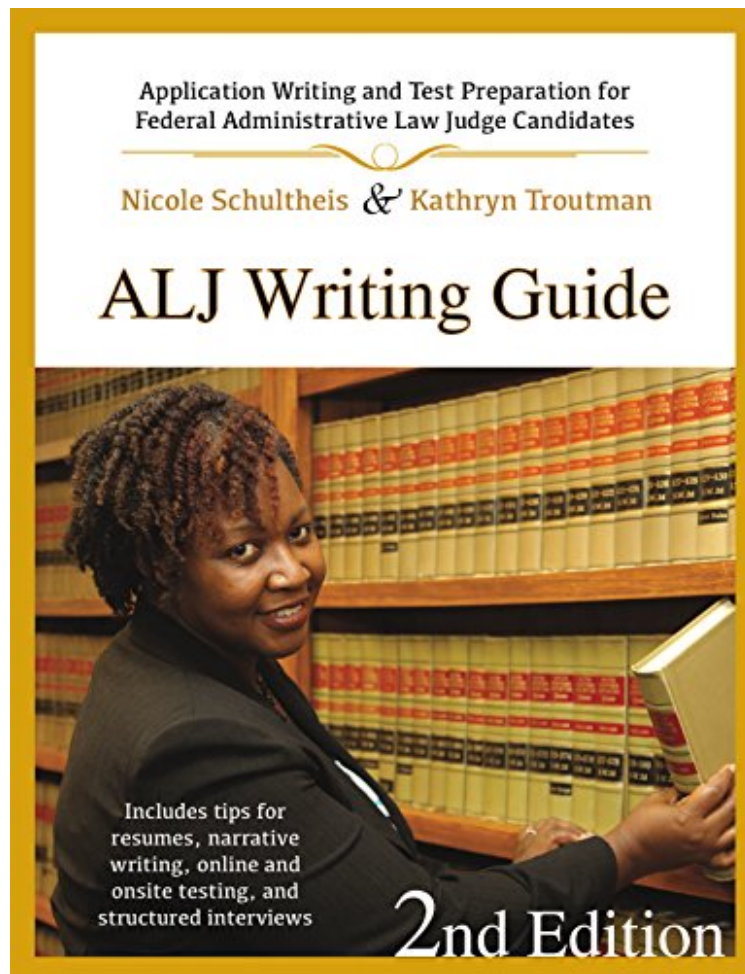


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ALJ Writing Guide: Application Writing and Test Preparation for Federal Administrative Law Judge Candidates

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virtually no guidance on taking the examination, gives an overview of the ALJ position, and is basically worthless for anyone really looking for help. It is definitely overpriced.

The 2016 ALJ Announcement is coming. Its precise contents are unknown. However, the qualifications for the position are known, as is OPM's history of screening ALJ candidates. We also know how positions requiring similar skills are screened and evaluated, across civilian government. The 2nd Edition of the ALJ Writing Guide reviews the changes in ALJ hiring since 2009, including the innovative 2013 ALJ exam. It includes: * Sample federal resumes for ALJ candidates * Sample qualifying administrative law and litigation narratives * Definitions for all 13 competencies tested in 2013 * OPM did not provide definitions in the 2013 announcement. Central to federal hiring is the testing of behaviorally-based competencies, typically by evaluating examples of a candidate's past performance. The ALJ Guide, 2nd Edition, walks readers through the process of accomplishment writing, helping candidates become their own best advocates in developing narratives that address the factors OPM is most likely to assess. These narratives provide rich source material and an opportunity to practice for written and oral questions that may arise in the ALJ assessment. The ALJ Writing Guide 2nd Edition is the best available resource for any attorney who would like to compete for a slot on the Administrative Law Judge register and ultimately be selected for an ALJ position.

About the Author Nicole Schultheis holds a B.S. in Biology (MIT) and a J.D. from Boston University. After completing an appellate clerkship, she practiced trial law for 25 years, with cases ranging from employment law to mass torts. In 2005, she began to engage in broader forms of advocacy and strategic communications. She has helped 100s of attorneys and other senior candidates compete successfully for federal positions, including many aspiring ALJs.