

Employment Readiness Program



***Educate *Empower *Employ**



Welcome Packet

Employment Readiness Program

315-772-9611 / 2737 / 1090



Find us on
Facebook

Live Job Bank with job descriptions
Federal and Civilian resume tips
Virtual career fair announcements

www.facebook.com/fortdrumemployment

Welcome to Employment Readiness Program (ERP)

Employment Readiness hopes to provide you with information on employment opportunities in the Fort Drum/Watertown area. Army Community Service (ACS) and Employment Readiness Program (ERP) are designed to assist Family members in gaining employment and continuing employment.

ERP offers weekly job listings, volunteer opportunities, personal development workshops, individual counseling sessions, and job skills training. In addition, ERP will assist you in learning how to prepare your employment portfolio including applications, resumes and cover letters.

To prepare for employment it is helpful to hand-carry important items with you. Examples include but are not limited to:

- Resume
- Job Description
- Official School Transcripts and Certifications
- Information on Previous Employers
- Last Performance Appraisal

Employment preparation and selection takes a considerable amount of time and work. When you are ready to start your employment journey, consider us for your first step. You will find eager representatives to assist you through appointments or on to be scheduled by contacting ERP. Please feel free to visit our office at the ACS building or call (315) 772-9611 or (315) 772-2737.

Table of Contents

| | |
|---|-------|
| Army Community Service | 3 |
| Federal Employment Information | 4-6 |
| Employment Assistance & Job Search Websites | 6-7 |
| Army Spouse Employment Partnership (ASEP) | 8 |
| Army Spouse Career Assessment Tool | 9 |
| Resume & Cover Letter Writing | 10 |
| Networking & Why it is so important | 11 |
| Don't forget about the Interview | 12-13 |
| YES, You do have skills! | 13-15 |
| Planning Your Job Search | 16 |

Army Community Service (ACS)
(315) 772-6556/6557

Programs and Services provided by ACS

Employment Readiness Program (ERP)—772-9611/ 2737 / 1090

Care development services for Army Families * One-on-One employment counseling
* Employment classes and workshops * Job listings * Resume & Cover Letter Writing
* Federal Employment System * Interviewing Skills * Computers, Internet, Fax &
Copy Machines.

Relocation Readiness Program (RELO) —772-6566/6553/6902

Relocation Assistance * Leading Closet * Drum Family & Community Connection
* Drum Family Welcome Tour * Hearts Apart * International Spouse Support Group
* Citizenship & Immigration Assistance.

Information & Referral (I&R) —772-6556/6557

Information & Referral Desk * Family Lounge & Kitchen Area * Baby Bundles
* Women, Infant & Children (WIC).

Army Family Team Building (AFTB)—772-6710

AFTB Workshops & Classes.

Army Family Action Plan (AFAP)—772-6710

You can Make a difference.

Mobilization & Deployment (MOBDEP)—772-2848

Deployment Cycle Training and Resources.

Family Advocacy Program (FAP)—772-6929/4244/2279

Parent Education Workshops * New Parent Support Program * Stress & Anger
Management Workshops * Domestic Violence and Child Abuse Prevention Education
* Fort Drum Sexual Assault Prevention & Response Program.

Exceptional Family Member Program (EFMP)—772-5476

Support Group Meetings * Respite Care * Special Needs Accommodation Process.

Army Volunteer Corps Program (AVCC)—772-2899

Volunteer opportunities * Volunteer Registration.

Outreach Services—772-5374

Community Life Activates * Special Events * Community Center Forums * Commu-
nity-wide garage sales * Clothing giveaways * Facilitator Training.

Army Emergency Relief (AER)—772-6560/6555/2855

No Interest Loans * Grants to Soldiers & Families for verifiable emergency needs
* AER College Scholarship Program.

Financial Readiness Programs (FRP) —772-5196/0050

Individual financial planning & counseling * Budgeting & account management
classes * Dept liquidation assistance * Consumer advocacy/complaint resolution
* Family Subsistence Supplemental Allowance (FAAS).

Survivor Outreach Services (SOS) - 772-8934

Purpose: to deliver on the Army's commitment to Families of the Fallen.

Soldier & Family Assistance Center (SFAC) - 772-7781

Information broker/clearing house for Warrior in Transition (WTU) Soldiers and their
Families. Equips and aids warrior in Transition in making life-changing decisions as
they transition back to duty or to civilians life. Clark Hall P-10720

Job Search Information for Employment on Fort Drum

There are three different ways to working on Fort Drum, Appropriated Funds (GS), Non-Appropriated Funds (NAF) and Contracting positions.

Searching for Jobs using Army Civilian Service

1. Go to www.armycivilianservice.com
2. Click on Army Job Search
3. This will take you to <http://armycivilianservice.usajobs.gov>
4. In **WHAT** type—Fort Drum
5. Refine your results by clicking on Jobs for U.S Citizens **OR** Jobs for Federal Employees
6. Read through Job Search Results—these jobs will be in the Fort Drum area, not all jobs will be on Fort Drum
7. Once you have found a job you are interested in click the blue job title for more information
8. Click **'Apply Online'**
9. You must have a USAJOBS account, if you do not create one.
10. Follow steps to apply for job to see how to apply for the opening

*Appropriated Fund (AF) jobs require the use of Army Resume Builder (see below for instructions). If you already have a resume saved in Army Resume Builder make sure it is up-to-date.

*Non-Appropriated Fund (NAF) jobs require a 'civilian' resume, cover letter and application. Send all information to:

Civilian Personal Advisory Center (CPAC)
10720 Mt. Belvedere Blvd, Room C2-14
Fort Drum, New York 13602-5101
Phone-(315) 772-5393 Fax- (315) 772-8058

11. You can check your status by going into Answer in Army Resume Builder (see below for more information).

Finding Position Data Information—it is recommended once you have found a position you would like to apply for, that you enter key words and phrases into your resume by using the Position Data Information.

1. Go to www.cpol.army.mil
2. Click on Tools & Reports
3. Click on FASCLASS
4. Click on FASCLASS again
5. Select Search Position Data
6. In the CCPO ID box type **BN**, and the Position Title you are searching for (this is the Fort Drum Code, it will bring up the Position Description for positions located on Fort Drum).
7. Click Search
8. Click on JOBNUM for the job position you want more information on. This will give you the full Position Data Read over the description and see where you skills and abilities fit in.
9. Use the information from the Position Data Description to update your resume in Army Resume Builder.
10. Once you have updated your Resume in Army Resume Builder, go to the announcement and click "Apply".

Appropriated Funds (GS) Job Search Continued

Army Resume Builder—Creating Your Army Federal Resume

1. Go to www.armycivilianservice.com
2. Click on How To Apply
3. Click View My Status
4. Click Resume Builder/Answer
5. New Users will need to register
6. Once you have registered, click on create/edit resume
7. ERP recommends using the “Worksheet” for each section when building your Army Resume. You are less likely to leave important information out if you complete the ‘worksheets’.
8. Once you have completed each section make sure you spell check, and spell check again!
9. Click on Preview Resume
10. Click on Save Resume Draft
11. Answer Preliminary Questions
12. Click Continue
13. Click on Next
14. Answer Supplemental Data questions
15. Click on Next
16. Answer Supplemental Data questions
17. Click on Next
18. Certify the information is correct in Applicant Certification
19. Click on Save Supplemental Data
20. Enter e-mail address for your resume to be sent to
21. Click on submit—changes submission and data upload may take up to 24 hours to show on your resume

Answer—view status of resumes submitted

- Status Tracking—gives you status of jobs you have applied for. A different response will indicate how far your resume made it through the system, for more information call the ERP office.
- Self Nominator History—shows all jobs you have applied for. Clicking on the Announcement # will give you the basic job description.
- View Resume—allows you to view your resume. If you made recent changes they may not be shown for up to 24 hours.
- View Supplemental Data—allows you to view your supplemental data. If you made changes they may not be shown for up to 24 hours.
- Send Mail—allows you to send mail to CPAC’s main office. (if you think you should have “made” the list, send mail, they could have made a mistake)

Searching & Applying for Jobs using USAJOBS.com

1. Go to www.usajobs.gov
 2. Sign In or Create an Account – remember your information!
 3. You will Sign into ‘My Account’ – Your account has many great aspects
 - *Save up to 5 resumes (to be used for NON Federal Jobs)
 - *Save past job searches *Save jobs of interest
 - *Save important documents *See your application status
 4. Click on Search for Jobs (top left of screen)
 5. In **WHAT** type—Fort Drum
 1. Refine your results by clicking on Jobs for U.S Citizens **OR** Jobs for Federal Employees
 2. Read through Job Search Results—these jobs will be in the Fort Drum area, not all jobs will be on Fort Drum
 3. Once you have found a job you are interested in click the blue job title for more information
 4. Click ‘**Apply Online**’
 5. You must have a USAJOBS account, if you do not create one.
 6. Follow steps to apply for job to see how to apply for the opening (refer to page 4 for more information)
- **Note**** Some Army Federal Jobs will require you have a resume in Army Resume Builder see pages 4-5, other jobs require a ‘civilian’ resume and/or application check for more information on the company website.

Contractors & Businesses on Fort Drum

AAFES— www.aafes.com
Fort Drum Mountain Community Homes - www.fortdrummch.com
AmeriCU Credit Union— www.americu.org (315) 773-3943
Defense Commissary Agency— www.commissaries.com
Key Bank— www.key.com (315) 773-5631
SERCO— www.serco-na.com.
General Dynamics— www.gdcareers.com
SRI— <http://sri-hq.com>
Indtai Inc—www.indtai.com
Honeywell—www.honeywell.com
Spectrum Healthcare Resources— www.shrusa.com
Chugach Alaska Corporation—www.chugach-ak.com

Employment Assistance Agencies

The Workplace/Dept. of Labor
1000 Coffeen St., Watertown
(315) 782-9252
www.jefflewisworkforce.com

Kelly Services
200 Mullin St., Watertown
(315) 788-4345
www.kellyservices.com

Manpower
7550 State St., Lowville
(315) 376-6899
www.manpower.com

Penski
Key Bank Bldg, Watertown
(315) 788-5627
www.penski.com

Local & National Job Search Sites

www.wdt.netWatertown Daily Times Newspaper
www.avuecentral.com..... Avue Central
www.usajobs.gov..... Office of Personal Management
www.jeffersoncountynewbeginning.comJefferson City New Beginning
www.citywatertown.orgCity of Watertown
www.cs.state.ny.us Civil Service Exams
www.nnyads.comNorthern NY Classifieds
www.watertownnny.com Watertown Chamber of Commerce
www.jcfdc.netJefferson County Job Development Corporation
www.stream.com Stream International – local call center
www.tycohealthcarecareers.com Tyco (Healthcare Manufacturer)
www.thearc.orgThe Arc
www.1000islandshelpwanted.net Local Job Search Website
www.federalgovernmentjobs.usFederal Jobs
www.postaljobs.com US Postal Service
www.labor.state.ny.us NY State Department of Labor
www.drumcountrybusiness.comDrum Country Business

Human Services in Jefferson County

www.nccsa.com North County Council of Social Agencies
blogs.cce.cornell.edu/jeffersonCornell Cooperative Extension
www.thejrc.orgJefferson Rehabilitation Center

Medical Job Search Sites

www.samaritanhealth.comSamaritan Medical Center
www.carthagehospital.com Carthage Area Hospital
www.lcgh.net Lewis County General Hospital

Educational Websites

www.attain.suny.edu/success.php Jefferson County Attain Lab
www.sunyjefferson.edu..... Jefferson Community College
www.boces.com Board of Cooperative Education Services

Job Search Engines

www.militaryspousejobsearch.org Military Spouse Job Search
www.localjobsavailable.net Local Jobs – Job Search Engine
www.jobsearch.spouse.military.com Military Spouse Career Center
www.jobvertise.com Jobvertise
www.myarmyonesource.com Army Spouse Employment Partnership
http://regionalhelpwanted.com/seaway-jobs/Regional Help Wanted
www.hightechny.comNew York High Tech Job
www.northcountrynow.com North Country Now
www.northstarweb.org/jefflewis Northstar Community Career Web
www.indeed.com Indeed

Military Spouse Employment Partnership (MSEP)



Your Job. Your Career. Your Move.

What is MSEP? The Military Spouse Employment Partnership (MSEP) is developing partnerships with local, national and international businesses to support the workforce needs of both the military spouses and the companies with which we partner. Through MSEP, not only does the military spouse benefit, but so do our company partners. For more information go to: www.myarmyonesource.com

Local Fort Drum MSEP Partners

| | |
|--|---|
| www.att.com - AT&T | www.lowes.com - Lowes |
| www.commissaries.com - Commissary | www.homedepot.com - Home Depot |
| www.ssa.gov - Social Security Administration | www.sri-hq.com - Strategic Resources Inc. |
| www.tjx.com - TJX Companies, Inc (TJ Maxx) | www.lockheedmartin.com - Lockheed Martin |
| www.searsholdings.com - Sears Holding Corporation | www.bankofamerica.com - Bank of America |
| www.yourverizoncareer.com - Verizon Wireless | www.dishnetwork.com - Dish Network |
| www.hrblock.com - H&R Block | www.walmart.com - Walmart |
| www.aafes.com - AAFES | www.citigroup.com - Citi |
| www.manpower.com - Manpower | www.starbucks.com - Starbucks |
| www.cpol.army.mil - Army Civilian Personnel Office | www.gd-ots.com - General Dynamics-OTS |
| www.jacksonhewitt.com - Jackson Hewitt | www.redcross.org - American Red Cross |
| www.kellyservices.com - Kelly Services | www.emergentcs.com - Emergent Contact Solutions |

National MSEP Partners

For a list of National Partners Employers go to:
www.myarmyonesource.com

Army Spouse Career Assessment Tool

The Career Assessment Tool is a comprehensive resource to assist you in achieving greater clarity and direction for career decision-making.

How to get started:

1. Go to Army One Source www.myarmyonesource.com
2. Click on Education, Libraries, Career tab
3. Click on Spouses
4. Click on Army Spouse Career Assessment Tool
5. If not a member, Register Now! OR If you are a member sign into your account
6. Set up your register page be sure to click on (I am a Spouse)
7. Next you will be directed to the Career Assessment Tool – Career Profile Page
8. You will be given a brief overview for each selection of the assessment tool as you select each **(Vision, Values, Temperament, Interest/Skills, and Career Profile)**
9. Click on counselor feedback to interact with your local ERP manager
10. Take as much time as you like for each section just save and continue at your leisure. Use each assessment to assist you with updating your resume and beginning a skills language base for preparing for interviews

Assessments and Exercises

Identify the seven key characteristics about yourself by assessing:

| | |
|------------------------------|------------------|
| Your Values | Your Temperament |
| Your Personality Preferences | Your Skills |
| Your Talents | Your Interests |
| Your Fascinations | |

Values, Temperament, Personality and Interest/Skills have assessments. When you complete and submit the answers, you will get immediate results from the assessments. Don't forget to explore the career selections after you have finished the interest assessment. **Vision** is an area where you can journal what you want to be. Imagine what would happen if your goals were achieved!

Complete at Your Own Pace

Most of the assessments take between 5-15 minutes. You can complete individual assessments then submit them. You always have the opportunity to review or change the assessment later. All of the assessments do not have to be completed at one time. Since the Career Assessment Tool is available 24x7 you can work on this at your own pace. Remember that you must submit a completed assessment before it is saved.

Personalized Career Profile

All of your assessment and exercise results are combined into your own customized internal Career Profile report. The more assessments and exercises you complete, the more detailed and complete your career profile will be.

Finally...

The Career Assessment Tool is about helping you find a career you can be passionate about. Once your level of self-awareness is heightened you will find career opportunities that will seem they were created just for you.

Resume & Cover Letters

If you need additional assistance writing your resume or cover letter contact the Employment Readiness Office, we have computer software and workshops to assist you!

Your Resume

If your looking for employment you should ALWAYS have an updated resume. Your resume represents you! It is your calling card, your advertisement, your brochure and your flyer. Your resume is a 'handout' that shows what a great asset and employee you would be to any organization.

Your Resume Should Have 5 Main Sections, Sometimes More!

- **Contact information:** Name, address, phone numbers & e-mail address
- **Summary of Qualification:** List of 5-8 of your top skills
- **Educational information:** Where, when, what degree, any other highlights
- **Work History:** Where, when, who and job duties
- **Reference:** Have a list of 3 personal & 3 professional references ready to hand out

Tips for a Terrific Resume

- Make it professional and attractive
- Target your resume; focus on employer's need
- Highlight accomplishments; weave in "Key Words"
- Proofread & Proofread again!
- Be truthful & make it your own

Your Cover Letter

Who needs a cover letter? Everyone who sends out a resume!

What does a cover letter do? A cover letter introduces you to a potential employer. It tells them that you are interested in the opening they have, you have sent your resume, and it is your first chance to grab their attention.

What makes a good cover letter?

1. NO spelling or typing errors. Have someone proof read your letter before you send it out, then have another person proof read it!
2. Show you know something about the company and the industry, do a little research! You want to show them you know who they are and what they do, this will help sell you!

Networking & Why it is so Important!

What is Networking? A network is an interconnected group of supports who serve as resources for your job search and ultimately for your career.

- Some great network contacts might include people you meet at business and social meetings who provide you with career information and advice.
- Networking is an essential part of your job search!
- Most people love to talk about themselves and their jobs and are willing to give realistic and free advice!
- Just ASK—Every opportunity is a Networking opportunity!!

Keys to Networking

1. **Be Prepared**—Define what information you need and what you are trying to accomplish by networking. Your purpose is to get to know people who can provide information regarding careers and job leads. Know yourself, your education, experiences and skills and, you want to be able to talk yourself up!
2. **Be Targeted**—Identify your network: maybe family members, friends, neighbors, classmates, bosses, co-workers, community groups; you never know if you do not ask! Attend meetings of organizations in your field of interest and get involved! ****VOLUNTEER****
3. **Be Professional**—Ask your networking prospects for advice, not for a job. Your network should be a source of career information, advice and contacts.
4. **Be Patient**—Networking takes time, you have to get to know one another and build a relationship.
5. **Be Focused on Quality**—It is better to have a few meaningful conversations than 50 hasty introductions. Have your business (networking) cards ready!
6. **Be Referral Centered**—The person you are networking with may not have a job opening, but he or she may know someone who is hiring. The key is to exchange information and expand your network by obtaining additional referrals each time you meet someone new. Remember to mention the persons name who referred you; but don't forget to ask first!
7. **Be Proactive**—Stay organized and track your networking meetings. Keep a list of your contacts and update it frequently with the names of any leads given to you.
8. **Be Dedicated to Networking**—Most importantly, networking should be ongoing. You will want to stay in touch with contacts over the long haul not just when you need something. Make networking part of your long-term career plan, you never know when you will be asked for career advice.

Dos & Don'ts of Networking

- Do keep one hand ready for a firm handshake
- Do bring copies of your resume
- Don't tell them your life story; you are dealing with busy people, so get right to the point; don't be shy or afraid to ask for what you need

Information from: The University of Texas at San Antonio

Social Networking

Social networking can be a powerful job search tool. ERP offers workshops on Facebook, LinkedIn and Finding a job using Social Networking, for a schedule please contact our office.

Tips to remember for Social Networking

What you put online is online so be careful what you post
Employers are searching you on Social Networking sites

Find ERP on Facebook and become our fan for employment information and Job Postings—<http://www.facebook.com/fortdrumemployment>

Don't forget about the Interview!!

Interviews are one of the most important parts of your job search and planning. If you do not prepare for the interview, you will most likely NOT get the job!

Interviews should be easy, because who knows more about you than YOU! However, many people get very nervous when it comes to interviewing, so make sure you do your homework and Prepare!

Ten Rules of Interviewing

1. **Keep your answers brief and concise**—unless asked for more information
2. **Include concrete, quantifiable data**—include measurable information and details
3. **Stress your key strengths**—be comfortable and confident about your skills and strengths, your not bragging you are selling yourself!
4. **Prepare five or more success stories**—tell a story at the end of an interview to leave them with you shinning!
5. **Put yourself on their team**—Do your homework know about the company and what they do
6. **Image is often as important as content**—insure you and your papers look nice (*how to dress for your interview*)
7. **Ask questions**—good questions require advance preparation, (*Questions to Ask Employers*)
8. **Maintain a conversation flow**—a dialogue instead of a monologue
9. **Research the company, product lines and competitors**—helps you decide if you are interested in the company and prepares you for your interview
10. **Keep an interview journal**—write a brief summary of what happened at each interview, what went well and what you need to work on

Non-Verbal Communication Project Confidence & Enthusiasm:

- Smile
- Firmly shake hands
- Sit up and lean slightly forward
- Use hands to gesture
- Keep your hands away from your face
- Breath normally; Nod occasionally
- Make eye contact, but don't stare
- Don't cross your arms across your chest
- Keep your hand out of your pockets
- Try not to 'fidget'
- Be extra courteous
- Show respect for the manager's position & tell them you want the job and have a reason you want the job
- Have a good sense of humor
- Become a story teller, sell yourself

Don't forget about the Interview!!

How to Dress for your Interview

Whenever you meet someone new, you size them up and, in about a minute you can decide whether or not you like them. Hiring managers are good at sizing people up too. They see lots of job applicants and they can tell in a flash who'll fit in and who won't. You want to show them YOU fit in!

- Get a good nights sleep
- Take a shower, shampoo your hair, use deodorant
- Brush your teeth
- Trim your nails
- Chose a simple hair style
- Avoid strong perfumes or colognes; avoid a lot of makeup—less is more
- Shave
- Avoid trendy fashions
- Dress one step higher than the cloths you would wear to the job—the classic white—collar outfits
- Check your cloths—make sure they fit and look good, insuring they are freshly pressed
- Avoid excessive jewelry
- Avoid bright colors, loud fashions and patterns that clash
- Empty your pockets

Top Interview Questions

1. Tell me about yourself.
2. Describe your ideal job.
3. What can you offer us?
4. What do you consider to be your greatest strength and weakness?
5. Where do you see yourself in 5 years?
6. In which activities do you participate in? (college/volunteer)
7. What classes in your major did you like best/least? And why?
8. What job-related skills have you developed?
9. What did you like best and least about your last employment?
10. Have you ever done any volunteer work?
11. How do you think your former supervisor would describe you and your work?
12. Be prepared to role play or solve a problem

Questions to Ask Employers

1. Please describe the duties of the job for me?
2. What would a normal day be like working at this job?
3. What kinds of assignments might I expect the first 6 months?
4. Does your company encourage further education?
5. Do you have plans for expansion?

What to do After the Interview

- **Send a Thank-You Note**—Mail and e-mail a thank you note, shows you really want the job
- **Evaluate the Interview**—Write in your interviewing journal how the interview went and what to do the same & different for your next interview

Information from: The University of Texas at San Antonio & The Job Hunting Handbook

**So, think you don't have any Job Skills?
THINK AGAIN!**

YES, You do have Skills!

Knowing what you are good at is an essential part of doing well in a job interview, writing a good resume, and other pieces of the job search puzzle. Knowing your skills will also lead you to a job you love!

Most people are not good at recognizing or listing their skills, use this brochure to identify your skills.

Employers look for employees with many different types of skills. To be an effective employee you must know your skills and be able to explain them to potential employers.

Skills Employers Want

Most of the skills employers want are either self-management or transferable skills. Of course, specific job related skills remain important, but basic skills form an essential foundation for success on the job.

Top Skills Employers Look For:

1. The ability to learn new things
2. Basic academic skills in reading, writing, and computation
3. Good communication skills, including listening and speaking
4. Creative thinking and problem solving
5. Self-esteem, motivation, and goal setting
6. Personal and Career development skills
7. Interpersonal/negotiation skills and teamwork
8. Organizational effectiveness and leadership

Identify Your Skills

Being aware of your skills is important in your job search! Knowing your skills and having a good skills language will also help you throughout your job search. A solid skills language will help you handle interviews and write better resumes.

Self- Management Skills

Identify Your Self-Management Skills & Personality Traits

- | | | |
|---|---|--|
| <input type="checkbox"/> Good Attendance | <input type="checkbox"/> Am Honest | <input type="checkbox"/> Intuitive |
| <input type="checkbox"/> Arrive on Time | <input type="checkbox"/> Follow Instructions | <input type="checkbox"/> Meet Deadlines |
| <input type="checkbox"/> Problem-Solving | <input type="checkbox"/> Am Hardworking | <input type="checkbox"/> Decisive |
| <input type="checkbox"/> Coordinating | <input type="checkbox"/> Results-Oriented | <input type="checkbox"/> Team Player |
| <input type="checkbox"/> Mentoring | <input type="checkbox"/> Culturally Tolerant | <input type="checkbox"/> Multitasking |
| <input type="checkbox"/> Friendly | <input type="checkbox"/> Discreet | <input type="checkbox"/> Patient |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Quick-Learning | <input type="checkbox"/> Spontaneous |
| <input type="checkbox"/> Good-Natured | <input type="checkbox"/> Eager | <input type="checkbox"/> Assertive |
| <input type="checkbox"/> Loyal | <input type="checkbox"/> Helpful | <input type="checkbox"/> Efficient |
| <input type="checkbox"/> Capable | <input type="checkbox"/> Mature | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Energetic | <input type="checkbox"/> Practical | <input type="checkbox"/> Cheerful |
| <input type="checkbox"/> Pride of Work | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Competent |
| <input type="checkbox"/> Reliable | <input type="checkbox"/> Independent | <input type="checkbox"/> Well-Organized |
| <input type="checkbox"/> Motivated | <input type="checkbox"/> Resourceful | <input type="checkbox"/> Industrious |
| <input type="checkbox"/> Flexible | <input type="checkbox"/> Thrifty | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Formal | <input type="checkbox"/> Trustworthy | <input type="checkbox"/> Open-Minded |
| <input type="checkbox"/> Self-Confident | <input type="checkbox"/> Creative | <input type="checkbox"/> Optimistic |
| <input type="checkbox"/> Intelligent | <input type="checkbox"/> Dependable | <input type="checkbox"/> Original |

Carefully review the above list and select at least five self-management skills you feel are most important to you, and share these with any potential employers!

Bolded skills are considered essential for job survival.

Transferable Skills

Identify Your Transferable Skills

(Skills needed for jobs that require a large amount of responsibility)

- | | | |
|--|---|--|
| <input type="checkbox"/> Meeting Deadlines | <input type="checkbox"/> Solving Problems | <input type="checkbox"/> Responsibility |
| <input type="checkbox"/> Planning | <input type="checkbox"/> Speaking in Public | <input type="checkbox"/> Managing Money |
| <input type="checkbox"/> Managing People | <input type="checkbox"/> Controlling Budgets | <input type="checkbox"/> Supervising |
| <input type="checkbox"/> Meeting the Public | <input type="checkbox"/> Negotiation | <input type="checkbox"/> Increasing Sales |
| <input type="checkbox"/> Writing Well | <input type="checkbox"/> Organizing Projects | <input type="checkbox"/> Tech Skills |
| <input type="checkbox"/> Analyzing Data | <input type="checkbox"/> Detail Oriented | <input type="checkbox"/> Auditing Records |
| <input type="checkbox"/> Calculating/Computing | <input type="checkbox"/> Evaluating | <input type="checkbox"/> Financial Records |
| <input type="checkbox"/> Researching | <input type="checkbox"/> Budgeting | <input type="checkbox"/> Helping Others |
| <input type="checkbox"/> Being Diplomatic | <input type="checkbox"/> Interviewing Others | <input type="checkbox"/> Counseling People |
| <input type="checkbox"/> Confronting Others | <input type="checkbox"/> Supervising/teaching | <input type="checkbox"/> Caring for Others |
| <input type="checkbox"/> Having Insight | <input type="checkbox"/> Being Articulate | <input type="checkbox"/> Corresponding |
| <input type="checkbox"/> Thinking Logically | <input type="checkbox"/> Creating new Ideas | <input type="checkbox"/> Speaking in Public |
| <input type="checkbox"/> Arranging Factions | <input type="checkbox"/> Motivating Self/Others | <input type="checkbox"/> Solving Problems |
| <input type="checkbox"/> Delegating | <input type="checkbox"/> Running Meetings | <input type="checkbox"/> Taking Risk |
| <input type="checkbox"/> Expressing Yourself | <input type="checkbox"/> Presenting Artistic Ideas | <input type="checkbox"/> Being artistic |

Carefully review the above list and select at least five transferable skills you feel are most important to you, and share these with any potential employers!

Bolded skills are considered essential for job survival.

Planning Your Job Search

The more time you spend on your job search each week, the less time you will likely remain unemployed. Schedule time in your day to conduct your Job Search!

Plan your Job Search Week

1. How many hours are you willing to spend each week looking for a job?

2. Which day of the week will you spend looking for a job? _____

3. How many hours will you look each day? _____

4. At what times will you begin and end your job search on each of these days? _____

Having a specific daily schedule is very important for job seekers, this will help you stay productive during your job search. Once you have determined what day and amount of time you will be dedicated to your job search, do not allow anything to break that schedule. Plan on it, and make it happen! It is good to make a list of what you plan on accomplishing during your job search. Some items on your list could be:

- Organize work space
- Search internet sites
- Schedule Interviews
- Send out Resumes & Cover letters
- Visit Employment Assistance Agencies
- Read Local News Paper Want Ads
- Make phone calls to Network
- Update Resume & Cover letters
- Follow up with potential job leads

**Army Community Service
Employment Readiness Program
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Fort Drum, New York 13602**

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