

## 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:

- |   |   |
|---|---|
| <input type="checkbox"/> Organize work space                  | <input type="checkbox"/> Read Local News Papers Want Ads    |
| <input type="checkbox"/> Search internet sites                | <input type="checkbox"/> Make phone calls to Network        |
| <input type="checkbox"/> Schedule Interviews                  | <input type="checkbox"/> Update Resume & Cover letters      |
| <input type="checkbox"/> Send out Resumes & Cover letters     | <input type="checkbox"/> Follow up with potential job leads |
| <input type="checkbox"/> Visit Employment Assistance Agencies |   |

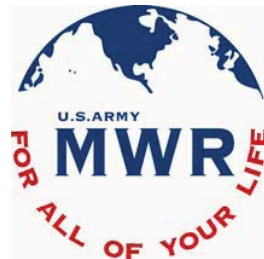
**Army Community Service  
Employment Readiness Program**  
4330 Conway Road  
Fort Drum, New York 13602

Phone: 315-772-9611 or 315-772-2737

Fax: 315-772-6965

E-mail: [drum.acsempread@conus.army.mil](mailto:drum.acsempread@conus.army.mil)

**Employment Readiness Program**  
315-772-9611/315-772-2737



**Educate  
Empower  
Employ!**

# Employment Readiness Program



**\*Educate \*Empower \*Employ**



## Welcome Packet

**Employment Readiness Program**

**315-772-9611/2737**

## Welcome to Employment Readiness Program

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, and 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 limited to:

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

Employment preparation and selection take 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 appointment or on a walk-in basis. Please feel free to visit our office at the ACS building or call (315) 772-9611 or (315) 772-2737.

### Employment Readiness Program.

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## Transferable Skills Continued

### Dealing with Data

- |                      |                        |                    |
|----------------------|------------------------|--------------------|
| _Analyzing Data      | _Negotiation           | _Detail Oriented   |
| _Investigating       | _Synthesizing          | _Recording Facts   |
| _Auditing Records    | _Calculating/Computing | _Evaluating        |
| _Counting, Compiling | _Taking Inventory      | _Financial Records |
| _Classifying Data    | _Researching           | _Budgeting         |

### Working with People

- |                      |                     |                 |
|----------------------|---------------------|-----------------|
| _Administrating      | _Being Sensitive    | _Being Tough    |
| _Being Pleasant      | _Helping Others     | _Understanding  |
| _Being Diplomatic    | _Persuading         | _Patient        |
| _Interviewing Others | _Being Tactful      | _Listening      |
| _Counseling People   | _Confronting Others | _Being Outgoing |
| _Being Tolerant      | _Supervising        | _Socializing    |
| _Trusting            | _Caring for Others  | _Having Insight |
| _Being Kind          | _Teaching           | _Negotiating    |

### Using Words, Ideas

- |                          |                         |                  |
|--------------------------|-------------------------|------------------|
| _Being Articulate        | _Editing                | _Corresponding   |
| _Writing Clearly         | _Designing              | _Inventing       |
| _Thinking Logically      | _Creating new Ideas     | _Researching     |
| _Speaking in Public      | _Communicating verbally | _Being Ingenious |
| _Remembering Information |                         |                  |

### Leadership

- |                          |                     |                    |
|--------------------------|---------------------|--------------------|
| _Arranging Factions      | _Making Decisions   | _Directing Others  |
| _Getting results         | _Motivating People  | _Planning          |
| _Exercising Self-Control | _Solving Problems   | _Being Competitive |
| _Delegating              | _Mediating Problems | _Explaining        |
| _Motivating Yourself     | _Running Meetings   | _Taking Risk       |
| _Negotiating Agreements  |                     |                    |

### Creative, Artistic

- |                      |                            |                 |
|----------------------|----------------------------|-----------------|
| _Appreciating Music  | _Performing, Acting        | _Being artistic |
| _Expressing Yourself | _Playing Instruments       | _Drawing        |
| _Dancing             | _Presenting Artistic Ideas |                 |

### Other Transferable Skills

- \_Driving or Operating Vehicles
- \_Assembling or Making Things
- \_Building, Observing, or Inspecting Things
- \_Constructing or Repairing Buildings

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!

*Information from: Seven-Step Job Search*

## Self- Management Skills

### Identify Your Self-Management Skills & Personality Traits

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>Good Attendance</b> | <input type="checkbox"/> <b>Am Honest</b>           | <input type="checkbox"/> <b>Intuitive</b>      |
| <input type="checkbox"/> <b>Arrive on Time</b>  | <input type="checkbox"/> <b>Follow Instructions</b> | <input type="checkbox"/> <b>Meet Deadlines</b> |
| <input type="checkbox"/> <b>Problem-Solving</b> | <input type="checkbox"/> <b>Am Hardworking</b>      | <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"/> Persistent            |
| <input type="checkbox"/> Assertive              | <input type="checkbox"/> Loyal                      | <input type="checkbox"/> Steady                |
| <input type="checkbox"/> Helpful                | <input type="checkbox"/> Efficient                  | <input type="checkbox"/> Physically Strong     |
| <input type="checkbox"/> Capable                | <input type="checkbox"/> Mature                     | <input type="checkbox"/> Tactful               |
| <input type="checkbox"/> Humble                 | <input type="checkbox"/> Energetic                  | <input type="checkbox"/> Practical             |
| <input type="checkbox"/> Cheerful               | <input type="checkbox"/> Methodical                 | <input type="checkbox"/> Prod of Work          |
| <input type="checkbox"/> Imaginative            | <input type="checkbox"/> Enthusiastic               | <input type="checkbox"/> Competent             |
| <input type="checkbox"/> Modest                 | <input type="checkbox"/> Reliable                   | <input type="checkbox"/> Independent           |
| <input type="checkbox"/> Expressive             | <input type="checkbox"/> Tenacious                  | <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"/> Natural               |
| <input type="checkbox"/> Responsible            | <input type="checkbox"/> Conscientious              | <input type="checkbox"/> Formal                |
| <input type="checkbox"/> Trustworthy            | <input type="checkbox"/> Informal                   | <input type="checkbox"/> Open-Minded           |
| <input type="checkbox"/> Self-Confident         | <input type="checkbox"/> Creative                   | <input type="checkbox"/> Optimistic            |
| <input type="checkbox"/> Versatile              | <input type="checkbox"/> Intelligent                | <input type="checkbox"/> Sincere               |
| <input type="checkbox"/> Humorous               | <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 and higher pay)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <b>Meeting Deadlines</b>  | <input type="checkbox"/> <b>Solving Problems</b>    | <input type="checkbox"/> <b>Responsibility</b>   |
| <input type="checkbox"/> <b>Planning</b>           | <input type="checkbox"/> <b>Speaking in Public</b>  | <input type="checkbox"/> <b>Managing Money</b>   |
| <input type="checkbox"/> <b>Managing People</b>    | <input type="checkbox"/> <b>Controlling Budgets</b> | <input type="checkbox"/> <b>Supervising</b>      |
| <input type="checkbox"/> <b>Meeting the Public</b> | <input type="checkbox"/> <b>Negotiation</b>         | <input type="checkbox"/> <b>Increasing Sales</b> |
| <input type="checkbox"/> <b>Writing Well</b>       | <input type="checkbox"/> <b>Organizing Projects</b> | <input type="checkbox"/> <b>Tech Skills</b>      |

**Bolded skills are considered essential for job survival.**

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

Programs and Services provided by ACS

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

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**—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**—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**—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**—772-2899

Volunteer opportunities \* Volunteer Registration.

### **Outreach Services**—772-5374/0509

Community Life Activates \* Special Events \* Community Center Forums \* Community-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**—772-6894/5196

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

## Job Search Information for Employment on Fort Drum

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

### Appropriated Funds (GS) Job Search

Appropriated Fund positions are for U.S Citizens only.

#### How to search and apply for GS jobs

1. Go to [www.cpol.army.mil](http://www.cpol.army.mil)
2. Click on Employment
3. Click on Search for Jobs
4. There are many different ways to search for jobs, ERP recommends searching by State (NY), this will insure all jobs listed on Fort Drum will show. To search for jobs located on Fort Drum only type **NEBN%** into the Announcement # box, however Medical Jobs many not show.
5. Read through the announcement paying close attention to the “Who May Apply” section.
6. If you do not have a resume saved in Army Resume Builder you must create a resume. (See below for instructions)
7. If you already have a resume saved in Army Resume Builder make sure it is up-to-date.
8. Once you are ready to apply for the position click on “Self Nominate” at the bottom of the page.
9. You can check your status by going into Answer in Army Resume Builder.

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

1. Go to [www.cpol.army.mil](http://www.cpol.army.mil)
2. Click on References and Tools
3. Click on Position Classification
4. Click on FASCLASS
5. Click on FASCLASS again
6. Select Search Position Data
7. In the CCPO ID box type **BN**, and the Position Title you are searching for. (this is the Fort Drum Code, and will bring up Position Description for positions located on Fort Drum).
8. Click Search
9. Click on JOBNUM for the job position you want more information on, this will give you the full Position Description, read over the description and see where you skills and abilities fit in.
10. Use the information from the Position Description to update your resume in Army Resume Builder.
11. Once you have updated your Resume in Army Resume Builder go to the announcement and “Self Nominate”.

## 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 rite better resumes.

## 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, your flyer. Your resume is a 'handout' that shows what a great asset and employee you would be to any organization.

#### Essential Job Search Data Worksheet

Use this worksheet to help you write your resume and answer interview questions.

Your name \_\_\_\_\_  
Date Completed \_\_\_\_\_  
Job Objective \_\_\_\_\_

#### Key Accomplishments

List three accomplishments that best prove your ability to do the kind of job you want.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### 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, that 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 that 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!

## Appropriated Funds (GS) Job Search Continued

**Army Resume Builder**—Creating Your Federal Resume

1. Go to [www.cpol.army.mil](http://www.cpol.army.mil)
2. Click on Employment
3. Click on Build a Resume/ View Status
4. New Users will need to register
5. Once you have registered, click on create/edit resume
6. 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'.
7. Once you have completed each section make sure you spell check, and spell check again!
8. Click on Preview Resume
9. Click on Save Resume Draft
10. Answer Preliminary Questions
11. Click Continue
12. Click on Next
13. Answer Supplemental Data questions
14. Click on Next
15. Answer Supplemental Data questions
16. Click on Next
17. Certify the information is correct in Applicant Certification
18. Click on Save Supplemental Data
19. Enter e-mail address for your resume to be sent to
20. 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—give 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.

## Non-Appropriated Funds (NAF) Job Search

Jobs funded through the Fort Drum Family, Morale, Welfare & Recreation (FMWR).

1. Go to [www.cpol.army.mil](http://www.cpol.army.mil)
2. Click on Employment
3. Click on Search for Jobs
4. There are many different ways to search for jobs, ERP recommends searching by State (NY), this will insure all jobs at Fort Drum will show. To search for jobs located on Fort Drum only type **NENAFBN%** into the Announcement # box.
5. Read through announcements paying close attention to the "Who May Apply"
6. To apply for NAF jobs you must submit a Resume and Job Application. ERP has NAF Job Applications in our office at the ACS building or you can obtain NAF applications from the Civilian Personal Advisory Center (CPAC) in Clark Hall.
7. Resume and Applications along with supporting data must be submitted to the CPAC office in Clark Hall, they can be dropped off, mailed or faxed.

### Civilian Person Advisory Center (CPAC)

Phone: (315) 772-5393

Fax: (315) 772-8058

10720 Mt. Belvedere Blvd, Room C2-14  
Fort Drum, New York 13602-5101

## Contractors & Businesses on Fort Drum

**AAFES:** AAFES Admin. Office, Bldg.T-2300. [www.aafes.com](http://www.aafes.com) (315) 773-5632

**Actus Lend Lease:** Fort Drum Mountain Community Homes - positions in maintenance, construction, and administration. [www.fortdrummch.com](http://www.fortdrummch.com) (315) 955-6800

**AmeriCU Credit Union:** [www.americu.org](http://www.americu.org) (315) 773-3943

**Honeywell:** various positions on Fort Drum. [www.honeywell.com](http://www.honeywell.com)

**Cornell Cooperative Extension (Jefferson County):** Positions at FMWR and the surrounding areas. [www.cce.cornell.edu/jefferson](http://www.cce.cornell.edu/jefferson) phone - (315) 788-8450 fax—315-788-8461

**Defense Commissary Agency:** Administration Office, Bldg. PI0730C. [www.commissaries.com](http://www.commissaries.com)

**Fort Drum Dining Facilities:** Contracted through the Jefferson Rehabilitation Center. [www.thejrc.org](http://www.thejrc.org).

**Key Bank:** [www.key.com](http://www.key.com) (315) 773-5631

**SERCO:** various jobs on Fort Drum [www.serco-na.com](http://www.serco-na.com).

**TW & Company:** Gate Guard positions. Apply through Dept. of Labor at The Workplace. (315) 772-2970

**General Dynamics:** various positions in Combat Systems, IS & Technology, Marine Systems, and Corporate on Fort Drum. [www.gdcareers.com](http://www.gdcareers.com)

## Employment Assistance Agencies

### The Workplace/Dept. of Labor

1222 Coffeen St.

Watertown, NY

(315) 782-9252

[www.labor.state.ny.us](http://www.labor.state.ny.us)

[www.jefflewisworkforce.com](http://www.jefflewisworkforce.com)

### Kelly Services

200 Mullin St.

Watertown, NY

(315) 788-4345

[www.kellyservices.com](http://www.kellyservices.com)

### Manpower

7550 State St.

Lowville, NY

(315) 376-6899

### Penski

Key Bank Bldg.

Watertown, NY

(315) 788-5627

[www.penski.com](http://www.penski.com)

## Local Job Search Sites & Local Employers

[www.jeffersoncomuntynewbeginning.com](http://www.jeffersoncomuntynewbeginning.com) ..... Jefferson Cty New Beginning  
[www.citywatertown.org](http://www.citywatertown.org) ..... City of Watertown  
[www.cs.state.ny.us](http://www.cs.state.ny.us) ..... Civil Service Exams  
[www.wdt.net](http://www.wdt.net) ..... Watertown Daily Times Newspaper  
[www.nnyads.com](http://www.nnyads.com) ..... Northern NY Classifieds  
[www.davincitimes.com](http://www.davincitimes.com) ..... DaVinci Project of Upstate New York  
[www.watertownnny.com](http://www.watertownnny.com) ..... Watertown Chamber of Commerce  
[www.jcfdc.net](http://www.jcfdc.net) ..... Jefferson County Job Development Corporation  
[www.co.jefferson.ny.us](http://www.co.jefferson.ny.us) ..... Jefferson County Human Resources  
[www.nccsa.com](http://www.nccsa.com) ..... North County Council of Social Agencies  
[www.stream.com](http://www.stream.com) ..... Stream International – local call center  
[www.tycohealthcarecareers.com](http://www.tycohealthcarecareers.com) ..... Tyco (Healthcare Manufacturer)  
[www.thearc.org](http://www.thearc.org) ..... The Arc  
[www.1000islandshelpwanted.net](http://www.1000islandshelpwanted.net) ..... Local Job Search Website  
[www.federalgovernmentjobs.us](http://www.federalgovernmentjobs.us) ..... Federal Jobs  
[www.usajobs.gov](http://www.usajobs.gov) ..... Office of Personal Management  
[www.postaljobs.com](http://www.postaljobs.com) ..... US Postal Service

### Medical Job Search Sites

[www.samaritanhealth.com](http://www.samaritanhealth.com) ..... Samaritan Medical Center  
[www.carthagehospital.com](http://www.carthagehospital.com) ..... Carthage Area Hospital  
[www.lcgh.net](http://www.lcgh.net) ..... Lewis County General Hospital

### Educational Websites

[www.attain.suny.edu/success.php](http://www.attain.suny.edu/success.php) ..... Jefferson County Attain Lab  
[www.sunyjefferson.edu](http://www.sunyjefferson.edu) ..... Jefferson Community College  
[www.boces.com](http://www.boces.com) ..... Board of Cooperative Education Services

### Job Search Engines

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