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# Newcomer's Employment Orientation Guide



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## FAQs

1. ***Why can't non-US citizen spouses apply for every job (even if they have a work permit for employment in the States)?***
2. ***Why are so many local national citizens employed on the installation when so many spouses and family members of US service members are looking for work?***
3. ***Why can't 'ordinary resident' US citizens and dual citizenship-status persons apply for US citizen jobs?***
4. ***I've been out of the workforce for a while. How do I handle my domestic experience and volunteer work on my Résumé?***
5. ***I submitted my résumé for a job. Will I get any feedback from it, and how long will that take?***
6. ***Why does it take so long to hear back from an application?***
7. ***How do I prepare for an interview?***
8. ***A lot of jobs require specialized experience which I don't have. How can I get experience if no one will hire me?***
9. ***I have heard that it is important to keep a Résumé down to a single page. Is that true?***
10. ***How do I find out what's in the Position Description?***
11. ***How do I get the Pay Plan, Series and Grade information?***
12. ***How do I find out what the key words are?***
13. ***I heard the best way to qualify is to copy and paste the vacancy announcement into my Résumé. True?***
14. ***I am thinking about making a follow-up call to the hiring manager concerning an application I submitted. Is that a good idea?***
15. ***How do I find out who that person is?***
16. ***What's the difference between being a contract worker and a salaried employee?***

## Welcome to Bamberg!

Living and working in an OCONUS location presents unique challenges as well as opportunities. The city of Bamberg is a UNESCO World Heritage site that offers rich cultural experiences and an excellent quality of life. The local host-nation employment market is difficult for most US citizens to easily penetrate, however, due to linguistic, legal and even educational differences between Germany and the United States. This means that the best employment options for most US citizens are on the military installation.

Warner Barracks is a medium-sized Army Garrison that employs around 1,000 people within the walls of the installation in just about every career path you would find in a comparably sized town. The number one “industry” in this particular village is enabling the mission of the Garrison and the productive lives of the Service and Family members belonging to the Tenant Units. That means many jobs are administrative, social services, recreation, logistical and education-related. There are also a number of people employed in contract labor, child-care and even retail positions. The work force is composed of Department of the Army civilian employees, family members, retirees and residents from the host-nation. So no matter what your status or career interest it is generally possible to obtain meaningful employment that can generate an income and satisfy your long-term developmental needs.

Be advised that this guide is a general and *informal* tool for helping you to formulate an effective job search strategy in a very specific, and fluid, environment: the OCONUS location of USAG Bamberg. The material contained herein is current as of the date of distribution; however the reader should remember three very important things:

- 1) In real life change happens without notice, so contact the agencies referenced throughout this guide for the absolutely most current information.
- 2) The US Army functions in a multitude of legal and cultural environments world-wide, and what works in one location may not (and probably will not) work in another. There is no substitute for consulting local agencies specific to your location.
- 3) This guide is a general reference tool designed for the average needs of the US ID card holder relocating to the Bamberg area. Some things will be useful for your particular situation, some won't. Contact the Employment Readiness Program office for personal guidance and career planning!

USAG Bamberg's Army Community Service employees are military spouses, family members and former service members dedicated to providing outstanding support for the US ID card holders in the Warner Barracks military community. We understand from first-hand experience the challenges of military life, and it is our mission to provide real-life solutions for successful Army living. Good luck, and if you need assistance don't hesitate to contact your [ACS Employment Readiness office](#).

**Employment Readiness Program • Location: ACS Bldg 7029 Room 101  
Mon-Fri 0730-1200; 1300-1630 • Commercial: 0951-300-7777, DSN: 469-7777**

## 2. Bamberg Quick Facts

USAG Bamberg: <http://www.bamberg.army.mil>

Civilian Workforce Employers by size (SWAG)

- Department of the Army Civilian-Appropriated Funds: 416
- AAFES: 110
- Department of Defense Dependents Schools: 108
- Department of the Army Civilian-Non-appropriated Funds: 101
- DeCA: 53
- Contract: 193
- About 1,000 employees supporting a community of 6000!

Our Host Nation Community: Bamberg (<http://www.bamberg.info>)

- World heritage site with a population of 70,498.
- Workforce about 45,000 total with 16,700 in industrial, 9,500 in commerce and 16,300 in the service industry.
- Home to Otto Friedrich University (student population 8500)

Military Communities in the Region

- USAG Schweinfurt (about 34 miles): [www.schweinfurt.army.mil](http://www.schweinfurt.army.mil)
- USAG Hohenfels (81 miles): [www.hohenfels.army.mil](http://www.hohenfels.army.mil)
- USAG Grafenwoehr/Vilseck (83 miles): [www.grafenwoehr.army.mil](http://www.grafenwoehr.army.mil)
- USAG Ansbach (82 miles): [www.ansbach.army.mil](http://www.ansbach.army.mil)

## 3. About to PCS?

The single greatest tool for relocation assistance is the ACS Relocation Program (Commercial: 0951-300-7777), and perhaps the two best tools for assistance in general are the ACS Information and Referral program (0951-300-7777) and the USAG Bamberg home page ([www.bamberg.army.mil](http://www.bamberg.army.mil)).

In terms of employment planning you can't beat your ACS Employment Readiness Program (ERP). The ERP representatives are subject matter experts on the local employment picture, know every employer, and have navigated hundreds of people through every type of recruitment process employed on (and around) the installation. A single phone call (DSN: 469-7777) can jump-start your job search in Bamberg well before you leave the States. Since a number of local employers recruit partly (or wholly) through the internet, it makes an awful lot of sense to plan ahead and start your job search well in advance.

## 4. Immediately After the PCS

- Get computer and internet access as soon as possible. The internet is your best friend for conducting research and preparing yourself for a major relocation. E-mail is essential, particularly if you're moving between continents or across time zones (where telephone communication is difficult or expensive). Plus, much of your job searching and many applications will require some kind of web-based process. Many jobs will require a résumé, too, which is easy to put together IF you have a computer and some basic software applications. So your computer is an indispensable tool in your search for gainful employment in a new community. Your desktop still in transit with your household goods? Won't get internet hooked up 'til next month? No problem! There are a number of computers with internet capability available for public use on any military installation. You can find public computers in the Library, the Education Center and the Community Activities Center (all located in Bldg 7047). There are also a number of public computers in the Yellow Ribbon Room (across the street from the CAC) and the Bamberg Teen Center (Building). Between all of these facilities you can get free internet access every day, typically from 7:30 in the morning through 8:00 at night (with free wireless in the CAC).

- Contact the Employment Readiness Program Office. The ACS Employment Readiness Program representative is the subject matter expert on local employment opportunities and options, so this is a great place to begin your job search preparation. Send an e-mail (or call) to the ERP representative introducing yourself, describing the kind of work you are looking for and your arrival date. USAG Bamberg's Employment Readiness office also sponsors a weekly update of all regional job opportunities for US i.d. card holders—feel free request the most recent copy, or add yourself to the list of recipients. Also check out the Employment Readiness office's webpage (under the "ACS" section of "Services" on the Garrison's website). These vary in quality from installation to installation but most provide links, downloads, calendars and helpful job search resources.
- RELAX. Not all employers on the installation use the same recruitment process, but one thing they all have in common is that they take time. The AAFES employment process is normally much quicker than that for Department of the Army Civilian jobs, for example, but you shouldn't expect to be hired on the spot anywhere. It typically takes 2-6 weeks to get a job, and may take up to 4 months. Or even longer if you are not very aggressive in your job search (say you only apply to one job every six months), or you are looking for highly specialized employment conditions (extremely limited availability or very unique training). That's normal for any small community. However, despite its size, Warner Barracks is a fully self-sufficient community with a healthy cross section of jobs and careers. The chances are if you are patient, aggressive in your job search and have realistic expectations, then you will find what you are looking for or something pretty close to it. *If you've tried and you're not getting anywhere, don't get frustrated—get help! Call the Employment Readiness office and schedule an appointment for one-on-one assistance.*

### 5. What is your SOFA status?

The Status of Forces Agreement is the deal the US and host nation government that dictates the rights, obligations and rules that govern the conduct and management of US forces on foreign soil, including laws that govern hiring and employment. If you are a US ID card holder and want to work overseas, you need to know what those laws are (and how they affect you).

The biggest impact of the SOFA agreement is that Non-US citizens apply for Department of the Army civilian positions differently than US citizens do. This is because non-US citizens must be recruited in accordance with host nation law and there's a specialized process for managing these applications. To determine which vacancies you can apply for, visit: [http://cpolrhp.belvoir.army.mil/eur/employment/applicable\\_positions.htm](http://cpolrhp.belvoir.army.mil/eur/employment/applicable_positions.htm).

### 6. Department of the Army Civilian Positions

Job announcements for Department of the Army civilian positions open to U.S. citizens are listed on the DA's job vacancy announcement board (<https://cpolwapp.belvoir.army.mil/public/vabSelfNom/index.jsp>, or google: job vacancy announcement board). Civilian recruiting for non-US citizens is done through the Civilian Human Resource Agency website at: <http://cpolrhp.belvoir.army.mil/eur/employment/ln/index.htm>.

**Once you are on the vacancy announcement board web page**, define your job search. On the job vacancy search board, pick location "Germany" then select "Get Results". There are lots of other perimeters you could select to narrow your search on this page, plenty of keywords or button you could press, but resist the temptation. Narrow your search by location ("Germany") and the select 'Get Results'.

You can easily narrow the search the Internet Explorer 'find' function. Just press 'Ctrl' and 'F' keys simultaneously and the finder text box pops up on your screen. Type in the word "Bamberg", and press 'next'. The finder will scan the entire page of job listings for those listings with the words "Bamberg" in them, which, logically enough, are the jobs in Bamberg. It may take you a

few minutes to figure out all of finder's nuances, but you will eventually find all sorts of uses for this tool beyond the immediate application of your job search.

It is very helpful to know the installations in your region. While the goal is usually to work on the same installation where you are stationed, it could make a lot of sense to work on a neighboring facility. USAG Bamberg is within 100 kilometers of four other Garrisons, all of which are larger than Warner Barracks (and some of them are on the "enduring facilities" list, which Warner is not). USAG Schweinfurt, for example, is around 50% larger than Warner Barracks, and typically has half again as many vacancies. Now, you may not be inclined to drive the 50 km (about 30 miles) to Schweinfurt for a \$5/hour job but would you drive an additional 30-40 minutes a day for a job that is perfectly aligned with your career path—or one that pays \$15,000/year more? That's a calculation you have to make for yourself but opening up your search radius by as little as 30 miles can triple your total employment possibilities.

The job search results provide the Vacancy Announcement number (in blue), the job title, high & low pay grade for the position (usually the same), the location, and the closing date. Usually the most important information for narrowing your job search at this point is the job title and location. If the location works for you, and the job title is not completely outside of your area of consideration, then click on the blue vacancy announcement number to view the entire vacancy announcement.

### **7. The Job Vacancy Announcement**

It takes a little training to read a job vacancy announcement. If you're used to job announcements from commercial electronic job search boards, or even newspapers, then be prepared for a shock: the government job vacancy announcement is long. This can be a little intimidating but you should look on the bright side: that announcement is filled with information you can use to your advantage. You just have to know how to read it, what to look for, and be able to recognize those nuggets of information that are absolutely critical from those that are less than useless.

What most people read before making the decision to apply for a job, are: 1) Job Title, and 2) Pay. Okay, maybe the location (3), too, and perhaps a few lines out of the duties (4). Those are all important, of course, but you also need to read a little further before making your application decision.

Read the "Who May Apply" section first to determine if you are even eligible to apply for the position. This is important because your Résumé will not be reviewed if your status is not reflected somewhere under this section. Only one bullet has to apply to you, but AT LEAST one bullet should. So it helps to know your status so you can recognize which category you fall under.

Know what kind of position you are looking at! If the position is designated as "Permanent" then those who are Military Spouse Preference eligible are obliged to accept it if the job is offered—or the Military Spouse Preference will be withdrawn. You can lose your MSP by just turning down (or not showing up for) the interview for a Permanent position! This isn't true of "Temporary" positions—you can turn those jobs down all day long without any adverse consequences. Put Permanent positions are a whole different kettle of fish, and you should know what you're getting into when you apply for one.

Next, read the "Qualifications" section to determine if you are actually qualified for the job. This is the section where you will find those critical deal-killing phrases, like "Candidate must have PhD in Nuclear Physics", or "Must speak Farsi fluently". Your résumé will be checked thoroughly at least three times to determine if it reflects everything listed in the Qualifications section, so you must make sure that:

- a) You are qualified. There's a difference between being able to do a job and being qualified for it, and the human resource personnel who review your résumé will definitely know what that is. Seems simple, but many people overlook that one important factor and apply for jobs they are not qualified for out of an overdeveloped sense of optimism or a

lack of faith in the reviewing authorities to be thorough. Although it almost certainly true in the history of the government that people who were not qualified for a position were indeed hired, the odds are that won't happen to you. Your résumé is screened two times by the human resource personnel and one time by the hiring supervisor. And you can expect your qualifications to be verified during your pre-employment in-processing—people have been released retroactively (after they started working) for not successfully completing the 'pre-employment requirements'. This is frustrating for everybody.

- b) b) Your résumé demonstrates your qualifications. Lots of well-qualified people are not referred by the human resource personnel simply because their qualifications were not clearly expressed in their résumés. Your ability to express yourself clearly and in no uncertain terms will be critical to your ability to be reviewed and evaluated.

**Look for 'Screen Out Elements'.** These are specific qualifications that somebody (usually the supervisor over the job vacancy) has identified as critical to the successful performance of that job and will definitely be used to disqualify résumés that do not clearly demonstrate that element, whatever it is. For example, it may be essential that an administrative assistant for the Public Affairs Office be able to speak German fluently (because they have to coordinate activities with local national city officials), so there could be a phrase in the job vacancy announcement that reads: "Screen out element: must be able to speak German fluently". You can be absolutely sure that your résumé will be eliminated from consideration no matter how many years experience you have with Public Affairs or as an administrative assistant if you have not made your fluency in German 100% clear.

**Treat everything listed under the 'Qualifications' section as a 'screen out element' whether or not it is so labeled.** State your qualifications clearly and use words and phrasing similar to that employed in the vacancy announcement. If the announcement reads: "Must be able to lift 50 lbs.", then you should make darn sure that your résumé states, in plain English, that you can. There should be at least one sentence in there that specifically says: "Possess the capability to lift 50 lbs."—or something pretty close to that. And it probably shouldn't be the last sentence on the bottom of the résumé (they say they read every word, but who knows, they're only human).

**Remember to read the duties associated with the job.** The kinds of stuff they expect you to do in that position should be aligned with the kinds of stuff you have done in your work or educational history (or both). Generally speaking, the higher the pay grade, the more experience they expect. For example, a position in a lower pay grade (a GS-5, or NF-1, or YA-1, depending on the pay scale) may only want one year of specialized experience (specialized experience = experience doing the kinds of stuff written in the 'Duties' section of the vacancy announcement). A higher pay grade may want 2, 3 or 4 years, which means you actually have to demonstrate in your résumé that you have done the types of things listed under "Duties" for a period of time adding up to the minimum necessary time specified under the "Qualifications" section.

**Know exactly how much experience they are looking for.** Usually it will specify in the vacancy announcement ("Minimum 2 years specialized experience") but sometimes it will say something mysterious, like referencing an Office of Personnel Management Handbook standard. Whether or not you understand what they are saying, however, you should keep in mind that this is the standard against which you are being evaluated, so you should make every effort to find out what it means. You can actually go to the OPM website and look up that standard in the Handbook (or just google it), or you can call the Civilian Personnel Office or the Employment Readiness Program manager. As a very rough rule of thumb, GS-5 level wants to see one year of specialized experience, GS-7 two years, GS-9 three, etc. Many jobs, however, allow education and experience to be substituted and mixed, and much beyond the GS-9 level (or equivalent) there will be some type of mandatory college credit requirement for many career paths. Don't hesitate to clarify exactly what the requirements are for the job you are applying for, what the education requirements are, and what substitutions are allowed.

When you have determined that you're both eligible and qualified to apply then you should determine how you're going to apply. The application instructions are listed at the very bottom of

each vacancy announcement under the “How to Apply” header, and there are a few different methods employed depending on how the job is funded. This leads to the whole “Appropriated Funds” vs. “Non-Appropriated Funds” distinction, and this will come up a number of times, so you may as well know what it means.

### 8. What is the difference between AF and NAF jobs?

Appropriated Funds (APF or AF) jobs are DA jobs that are paid for by money provided by the Congress to the Army. My job (Employment Readiness Program Manager) is an example of an AF job--Congress appropriates the cash for my salary, gives it to the Army, who in turn give it to the Installation Management Command, who give it to IMCOM-Europe, who eventually deposits it into my bank account. NAF jobs are funded by the fees paid by the program's customers. For example, a customer goes into the bowling alley, pays for a few games, and the proceeds go into paying the salaries of the bowling alley employees (like a private business, which is the NAF model).

Why should you care about this? There are really a number of differences between these employment categories to an employee, but the major difference for an applicant is that you apply for these jobs differently. The different methods are spelled out in the “How to Apply” Section at the very bottom of the Job Vacancy Announcement. The NAF recruitment process is generally much faster since the processing is done locally, but the AF process can be easier once you have your Résumé in the Army's on-line Résumé database. For details on each process, go to the [Civilian Human Resource Agency's website](#) (which has downloadable application kits for each process), or contact the Civilian Personnel Offices at: AF 469-8812 (commercial: 0951-300-8812); NAF 469-7717 (commercial: 0951-300-7717); Local National Recruitment: 469-1630 (commercial: 0951-300-1630).

### 9. Determine Your Eligibility & Preference

**Figure out which employment category you fall under.** Remember, if your employment category is not listed under “Who May Apply” in the vacancy announcement, you will not be considered for the position. The civilian personnel office representative will weed your résumé out of the pile long before the hiring official gets to see them. The most common categories for this area are:

- **Military Spouse preference (MSP) eligible:** The spouse of an active duty military member (sponsor) of the U.S. Armed Forces who accompanies their military sponsor on a permanent change of stations (PCS) move. To receive preference, the spouse must be married to the military sponsor before reporting to the new duty assignment.
- **Family member preference (FMP) eligible (overseas):** The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a member (sponsor) of the U.S. Armed Forces or a U.S. citizen civilian employee (sponsor) of a U.S. Government Agency (including NAF activities) whose duty station is in a foreign area.
- **Family member no preference (FMNP) eligible (overseas):** Family members of locally hired DoD or NAF civilian employees, or A family member or spouse preference eligible who has lost military spouse or family member preference due to accepting or declining an offer of continuing employment.
- **30 percent Disabled Veteran (DAV):** You must have prior military service with a disability rating of 30% or more.
- **VRA eligible:** Disabled Veterans; or Veterans who have been awarded a Campaign Badge, Armed Forces Expeditionary Medal (AFEM), or Armed Forces Service Medal (AFEM); or Recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years.
- **VEOA eligible:** Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after substantially completing an initial 3 years active service may apply.



- **NAF Interchange eligible:** Currently serving on a NAFI position without time limitation or have been involuntarily separated from such appointment without personal cause within the preceding year.
- **Non Status Eligible** (including overseas limited and temporary employee): All applicants without personal competitive status.

### 10. How to Apply—Appropriated Funds

AF jobs are so easy to apply to it's crazy. First, you click on the "Self Nominate" link in the announcement, which sends you to the electronic 'Self Nomination Form'. Fill this page out, submit it, and you're done! It's almost impossible to fill out this page incorrectly—if you leave something out it won't let you submit (it just tells you what you need to do). Remember, though, that this Self-Nomination process does not work unless you ALREADY have a résumé in the Army's central Résumé database!

**Note on selecting the "Lowest Acceptable Grade":** normally you would just put it in the grade number that is displayed in the "line above ("Grade[s]"). Some vacancies, however, are used to recruit multiple positions, or could recruit one position over several possible grades. In this case, the 'Grade(s):' line should have a number range (like: 7/9/11, or 2/3) and it's up to you to determine what grade you want to be considered for. Read the "Qualifications" section in the vacancy announcement carefully—it should tell you what the qualifications are for each grade, and you can decide for yourself what grade you want to be considered for based on your qualifications. That's the number you should select in the "Lowest Acceptable Grade/Pay Band" box. Be advised, however, that even if you qualify at a lower grade, you will only be evaluated for the grade you select.

### 11. How to Apply—Non-Appropriated Funds

Usually you can apply by e-mailing or faxing your Résumé to the point of contact listed under the "How to Apply" section of the job vacancy announcement. Of course, that's just the beginning of the application process—you will have a number of forms to fill out, including the DA Form 3433-1, DA Form 3433-2 and others. You can download the complete NAF job application kit at: <http://cpolrhp.belvoir.army.mil/eur/employment/naf/index.htm>.

An alternate method for applying for NAF jobs—and the one I recommend—is to hand-carry your Résumé into the NAF civilian personnel office and give it to a the human resource personnel in person. Their office is located in Building 7486 (about a block from the flower shop). The CPAC personnel are very helpful and can provide you all the information and assistance you need. Once you know them, it's also pretty easy to contact them for follow-up information or seek individual advice. I always recommend face-to-face dealings anyway, but the folks in this office are pretty friendly and make everything a little easier.

### 12. Quick Guide to Building an Effective Résumé

Here's a step-by-step guide to creating an effective Resumix résumé. The process is comprised of five basic steps: Create, Collect, Order, Enter and Edit. It may not look so quick, but the next best thing is over 30 pages long!

A. Create an objective. Your objective is the job you want, example: "Vice-President in Charge of West Coast Digital Media Sales Operations for Sony, Inc." It is ideal if you know exactly what job you want and for whom you wish to work, but failing that the objective is just the *type* of job you want, like: "Human Resources Technician." If you're not even sure what kind of job you want, then take a step back and call the Employment Readiness office for career counseling (0951-300-7777). You're not ready for a résumé yet.

B. Assemble your information into one location. If you have all your information in one place, the actual data entry part of building your résumé normally takes less than two hours (depending on how much information you have). The type of information you need is pretty typical for just about any résumé, and includes:

- For work experience: Name of the organization and address of organization, dates of employment, job title, supervisor's name and point of contact, salary (only for US Government jobs, don't include salary information on non-USG Résumés). You should have a list of duties and accomplished performed during your employment. That information comes from performance evaluations (NCOERs, OERs, Counseling statements), training records, job vacancy announcements for similar jobs, The Dictionary of Occupational Titles (google: Dictionary of Occupational Titles).
- Education information: School name and location, dates of attendance, GPA, graduation date, Major/Minor (if applicable), brief description of classes or coursework.
- Additional information can include any information that you feel supports your objective (in other words anything that you think would help to convince a hiring manager that you are the right person for the job). Typically this includes specialized training (have your certificates of training on hand), licenses, awards (have your certificates of award handy as well). Having your DD214 on hand can be helpful as well.

C. Organize your information. First, categorize it--bunch your work information together on top, your education information in the middle, and all the other stuff on the bottom (grouped by category, like all training certificates together, awards together, licenses, etc). Then arrange each category chronologically (put the oldest stuff on top, the most recent stuff on bottom, and arrange everything in between in order by date).

D. Register and log on to the Army's Résumé Builder ("Resumix") at: <https://cpolst.belvoir.army.mil/public/Résumébuilder/builder/index.jsp>. The Résumé Builder creates a résumé that is then stored in a data base for applying to Department of the Army jobs. The beauty of the Army's Résumé builder is that it is free and it's easy to use—it's a basic fill-in-the-blank résumé template that can help you create a complete résumé in only a few hours.

E. Select the "Create a Résumé" option in the Résumé builder and enter the information you have into the appropriate data fields. Use the "Work Sheet" option (little blue link immediately above the data fields) to get a simple fill-in-the-blank work sheet. When you select the "insert into Résumé" option at the bottom of the data field, all the information you entered will be automatically inserted into the Résumé. It inserts every worksheet entry ABOVE the previous entry, so start with your OLDEST material and work your way toward your most recent material (the last stuff you put in), ordered by date.

F. Select the "Preview My Résumé" function to get an idea of what your final draft looks like. Place your computer's cursor at the bottom of the page and sweep it upward until your entire Résumé is high-lighted, right-click your mouse and select "Copy". Then open a new Word document, place your cursor in it, right click and select "Paste". The pasted document will look funny, so put your cursor on the little floating clip-board at the bottom of the text and select "Keep text only". This should make the text look like a normal document.

G. Edit the text.

- First, doing a spelling and grammar check. Make the appropriate changes to eliminate the errors. Green underlines indicating grammar errors can be okay—sometimes those squiggly green lines appear if you haven't included a subject (which is always "I" and is never included in the body of a résumé, even though it's not grammatically perfect). So if you put: "Prepared files", instead of "I prepared files", you did the right thing, but the green line will appear suggesting a grammar error. If you right-click on the green line and it tells you 'sentence fragment', that's okay. Ignore it.
- Then, edit your résumé for focus. Time to pull that objective statement out, go through your résumé line-by-line, and ask yourself if what you've written supports that

objective. That means that every line of your résumé should somehow provide evidence to support your application for that job, or help to explain why you personally are the right person for that job, or give a convincing argument that you will bring all sorts of glory and rewards to whoever hires you (based on past achievements and successes). When you are comparing your objective to what you've written in the résumé you should be able to clearly see what one thing has to do with the other. If you don't see a connection, then get rid of the sentence. Your résumé is focused when every word in it is aligned with the goal of achieving your objective. The exception to this rule is that you must provide whatever information they request of you, regardless as to whether it supports your objective or not. For example, even if your college degree had nothing to do with the job you are seeking, most employers request your education information, so you should provide it.

- Next, edit your résumé for readability. The idea is to break up big descriptions of previous duties and accomplishments so they don't look so much like one big run-on sentence of unrelated ideas. Many résumés look just like that and are difficult to read, so getting the useful information from the less useful information is a lot harder than it should be. Just looking at a résumé so constructed is discouraging to the reader, so you should take a few minutes to break down those big paragraphs into 3 or 4 (or more) bite-sized chunks. This means that you should categorize your sentences into groups of naturally related ideas, then separate those groups into paragraphs or "bullet points". What constitutes a naturally-related idea is in the opinion of the reader, but you can use a few general guidelines to help: first, you can categorize your sentences along the lines of "Knowledge, Skills and Abilities" (on paragraph for each). Or, you could follow the general groupings given in the vacancy announcement or position description (can't go wrong there). Or you can just brainstorm it and do what seems intuitively correct. Up to you how you do it, but you should do it, so get some assistance if you're not sure how to proceed on this one.

- Finally, get a second opinion. And get another opinion every time you update or change your résumé. Use people whose opinions (and language skills) you trust. Seek out people you know who actually have to read résumés (manager, supervisors, human resource folks) and ask them for their honest feedback. Don't fall too much in love with anything you've written and be receptive to criticism. Seek professional help from school counselors, the ACS Employment Program and the ACAP office.

H. Copy your edited text from the Word document and paste it back into Resumix. Remember, you have three data fields in the résumé builder, so paste only the information required into each field. The computer automatically inserts headings into the résumé (such as "Work Experience") so if you copy and paste those sections headers they will be in your Résumé twice. The computer also automatically imports your name and contact information from the registration page of Resumix, so don't copy and paste that information, either. Review the complete Résumé and make sure it looks how you want it to look.

I. Complete the Supplemental Data and submit the Resumix résumé to the database. If you're not sure about the answer to a question in the Supplemental Data section, use the "help" function at the top of the page—it's actually pretty helpful. If you're still unsure, call the CPAC office or the Employment Readiness office for help. Remember, every time you log out of this system the data you have entered is saved, but it is not entered into the central database in Ft. Belvoir until you actually click the "Submit" button (appears when you finish entering your Supplemental Data). You have to click that "Submit" button to have an active résumé in the database, and you have to click that "Submit" button to make changes to the résumé you already have in the database (if you have one).

J. Format your Word document to your liking and save. Your Word document is just a plain text document at this point, so you should take a few minutes to clean it up and make it a little more visually appealing. Use the attached résumé guide to get some ideas for professional-

looking formats and lay-outs. Remember, though, when it comes to dressing up your résumé, less is more. The idea is you want it to present a professional appearance: neat, clean, business-like. You absolutely do NOT want your format decisions to distract from the content, so stay away from fancy fonts, unusual bullet styles or color choices, and in particular leave out paste-in graphics. Again, make sure another set of eyes looks at this document before you send it anywhere.

- K. E-mail yourself the Word document résumé. Open your e-mail account, compose a new e-mail, attach the Word document résumé you just made, and e-mail it to yourself. You should be able to get access to your résumé 24/7, so e-mailing it to yourself guarantees access to it anywhere you can get on the internet (in other words, just about anywhere). Thumb drives can be lost, discs broken and hard drives go bad but you can keep an attachment to an e-mail alive in your e-mail inbox for years. Better than a bank vault!

**Follow up advice:** The résumé is only one step in the total recruitment process which includes networking, interviews, professional development and following up. People who consistently get job offers know something about all of these processes, and so should you. Also, learn from your mistakes. Take the feedback you get from online applications in the Resumix system to figure out what you did wrong each time and correct it for the future. This feedback is very valuable but many people don't use it for their benefit.

**Final note:** Résumé writing is not at all difficult (once you know how the process works) but it IS tedious. Preparing your résumé is as much a test of your ability to read and understand the requirements of the job you want as it is a challenge to your ability to demonstrate those requirements clearly in your résumé. You must be disciplined and thorough—go through the vacancy announcement LINE BY LINE, then go through your résumé LINE BY LINE, and make sure they closely match. If you follow these instructions precisely and possess the necessary qualifications then your résumé will almost certainly wind up in the hands of the selecting official (the hiring supervisor for the position).

**Recommended:** Kathryn Troutman's "Federal Résumé Guidebook" is the best on the subject, well worth the \$20 from Amazon, comes with a cd of résumé samples.

### 13. Managing Your Résumé on the Army Résumé Builder

The feedback you receive in the 'Status Tracking' section of the Army résumé builder (<https://cpolst.belvoir.army.mil/public/Résumébuilder/builder/index.jsp>) doesn't just tell you whether or not you got a job—it is also a helpful tool for managing your approach to the application process and increasing your effectiveness. Consistent feedback can reveal patterns that tell you something about how well you are reviewing the job announcement and applying that information in your résumé. Here is a basic overview of typical response times and what those responses can mean.

#### How long does it take to hear back about a Résumé?

Seventy percent of the referrals are made (and feedback is left in the 'Status Tracking' section of Answer) **within 30 days** of the closing of the job vacancy announcement. About 80% of the ultimate hiring actions occur with **60 days** of the job vacancy closing date. Over 7% took longer than 90 days (with 2% taking longer than 300 days!)—*and 35% were canceled before any hiring action took place.* [Results are from a sample of 35 responses over a 1-year period (Mar '06-Mar '07)]

#### Common Responses—and What You Can Do

•**Your résumé has been referred to the selecting official for consideration for this vacancy.**

So far so good--your Résumé passed muster with the computer scans and human resource people. It has been sent to the actual hiring supervisor for review. What you can do: Wait and see. You will be contacted by the human resource agency or hiring supervisor if they are

interested in further considering you for the position. If they make a hiring decision that does not include you, then you will receive an update in your 'Status Tracking' similar to the next bullet.

•**You were referred but not selected for this position.** You're doing everything you should be doing--you read the vacancy announcement thoroughly and prepared well. The hiring supervisor chose somebody else, but you were definitely in the pool of consideration. What you can do: nothing, unless you have a very good reason to believe that the candidate selected was chosen in violation of the law and hiring guidelines—for example, that person hired is not qualified for the position, or was not in the area of consideration. You may check with the EEO office or JAG (depending on the nature of the violation you believe has occurred) if you want to determine how to proceed with a complaint.

•**This recruitment action has been cancelled; no selection was made.** Sometimes jobs just go away (maybe the office got consolidated with another or eliminated, or the government just ran out of money), or vacancy announcements need to be changed. My analysis indicates that this happens as much as 35% of the time. What you can do: not much besides hope that they will repost the position at a later time.

•**You were not considered for this position because you were not among the group of applicants who were eligible to apply as specified on the vacancy announcement under "Who May Apply."** If you re-read the job vacancy announcement you should find that either none of the candidate areas listed apply to you (only one must apply to you, but at least one is required), or if they do apply, that you did not make it clear on your Résumé. What you can do:

- A. Review the 'Who May Apply' section of the vacancy announcement. If at least one of the bullet statements describes you, then:
- B. Review the supplemental information in your online Résumé. If your Résumé clearly states that you belong to one of the areas of consideration identified in the vacancy announcement under 'Who May Apply', then:
- C. Follow up with an email to the human resource agency. Use the 'Send an Email' selection in the "Answer" section of your Résumé builder and request a review of the decision (be sure to specify the vacancy announcement number in the email). Maybe they made a mistake.

•**You were not referred because your résumé does not reflect the specialized experience requirements as defined in the Office of Personnel Management's Qualification Standards Handbook and as summarized on the vacancy announcement.** This suggests you either missed something in the job vacancy announcement, there is an OPM requirement you did not meet, or you simply failed to show your qualifications in your Résumé. What you can do:

- A. Review the 'Qualifications' section of the vacancy announcement. If you meet all of the qualifications spelled out, then:
- B. Check the OPM website (<http://www.opm.gov/qualifications/index.asp>) for specific position Qualifications. This is a tedious search, and I've included a general table (bottom of the page) as a quick-reference but the bottom line is you don't really know all of the qualifications until you've read the vacancy announcement and checked with the OPM Handbook for the requirements of that specific classification. If you still believe you're qualified for the position, then:
- C. Check your Résumé thoroughly (including the 'supplemental information' section) to make sure it clearly states all of your qualifications. If you feel that it does, then:
- D. Follow up with an email to the human resource agency. Use the 'Send an Email' selection in the "Answer" section of your résumé builder and request a review of the decision (be sure to specify the vacancy announcement number in the email). Again, maybe they made a mistake—it happens. If they did make a mistake, they can add you to the referral list, or if it's too late for that job, they can give you the chance to be non-competitively placed in the next similar position that opens up.

*Always review the vacancy announcement thoroughly to make sure you can apply for the position ("Who May Apply" section) and have the necessary qualifications ("Qualifications" section). Then review your résumé (including supplemental data) to make sure your status and qualifications are clearly stated. Finally, if you still don't understand why you weren't referred for a job, feel free to send an email to the human resources personnel asking for an explanation of their determination--it's possible they make errors in as many as 2% of their evaluations.*

### 14. DoDDS

Department of Defense Schools are full-service schools that employ every job category that you would find in similar-sized CONUS institutions, including teachers, educational aides, administrators, technical support personnel and substitute teachers. DoDDS also employs over 10% of the total Bamberg workforce and is a major employer for Warner Barracks.

There are three distinct recruitment methods employed by the schools. Substitute teachers are all employed directly by the schools.

- **ELEMENTARY SCHOOL DSN: 469-7616**
- **HIGH SCHOOL BLDG 7643: DSN: 469-7630**

You can pick up an application package from the administrative office of each campus (Elementary School, High School). Return the completed package to the same place you picked it up.

The following positions are recruited regionally: Educational Aide, Monitor, Lead Monitor, Computer Assistant, Computer Clerk, Library Technician, Office Automation Assistant, Office Automation Clerk, School Clerk, Secretary, Transportation Assistant, School Support Assistant. **To download the application kit, go to: <http://www.bav-dso.eu.dodea.edu/>**

DoDDS teachers are recruited via the DoDEA central website at: <http://www.dodea.edu>.

### 15. AAFES

If your background is primarily food service or retail, if your experience is entry-level, or if immediate employment is a primary concern, then AAFES is by far your best bet. AAFES operates or oversees just about every retail operation on the installation (comprising over 10% of the total employment on the installation) including: the Post Exchange, the Shoppette, the movie theater, the book store, the Power Zone, Popeye's Chicken, Burger King, Pizza Hut, Baskin-Robbins, and Military Clothing and Sales. AAFES employs everything from customer service representatives to warehouse workers, can use part-time and flexible hour employees, can offer logistical support, hires non-US citizens and US citizens alike, and is one of the very few employers on the installation that can offer 24-hour schedules. For people with unique or niche needs, this can often be the best employment option, or at least an option of first choice. You can find out about AAFES job opportunities, and apply for them, by visiting their website at: <http://odin.aafes.com/employment/default.asp>. Or visit the AAFES Human Resource Office in Bldg 7120 or call: (civ) 0951-303159.

### 16. The Banks

Community Bank employs Local National and US citizens in customer service and teller positions. Pick up an application at the bank and return with a résumé. Community Bank is currently accepting applications for Tellers. Pick up applications at the bank (Bldg 7117, next to the Post Office) or apply online at: <http://careers.dodcommunitybank.com>.

Service Credit Union employs US citizens with good customer service skills and excellent credit. Pick up an application at the bank (Bldg 7290, next to Burger Kings. DSN: 469-7657, CIV: 0951-297940.

## 17. Contracting

### Regional Contracting Office

The Regional Contracting Office solicits and manages a number of contract positions that provide critical services for a variety of organizations on the installation. Contracts have been awarded recently for support positions in the Chapel, Army Community Service and the Public Affairs Office in such roles as administrative assistants, instructors, even piano players. Like the SKIES contractors, these positions aren't for regular salaried employees but instead for self-employed contractors providing functional services to the contracting organizations. The schedules range from full-time to part-time. The Regional Contracting Office website <http://www.usacce.army.mil/frc> frequently features requests bids on contract proposals—everything from piano players to garbage pickup! These are worth checking every few weeks—some agencies (such as ACS) fill several positions out of this website. If you have any questions how to fill out a contract proposal, or if you don't know exactly what a contractor is, then call the Employment Readiness office at 0951-300-7777, or contact the Regional Contracting Office at 0951-300-9383.

### SKIES

If you have a talent, the SKIES program is always looking for instructors to teach classes for children ages 8-18. There's no set curriculum, and the program is always looking for new, unique and challenging topics of instruction. Past classes included: horseback riding, ballet, piano, karate. SKIES has two kinds of instructors—regular NAF employees and contractors. The NAF jobs are advertised and recruited through normal NAF channels (see above).

You can be a contract instructor by approaching the program manager Archie Johnson (Commercial: 0951-300-7452) and proposing a course of instruction. It would help if you could explain why you are qualified to teach the subject (a résumé would be helpful here). Being a contract employee means you are not a salaried employee of the organization but instead a self-employed contractor. You don't get benefits, and are paid by getting a cut from the fees charged to the students. For example, say you wanted to give Native American folk-dancing classes (or wedding cake decorating). You might charge the students \$10/class, have three levels of instruction (beginning, intermediate and advanced), and meet each class once a week for one hour. With 10 students per class, that's \$300 total in fees, for which you might get 60%, or \$180. The other 40% goes to the program and covers overhead—like promotion, administration and location expenses. For 3 hours class time that comes to \$60/hour, minus taxes (which you must claim on file on your own). Of course you'll put time into preparation, so you're really working more than 3 hours. The exact percentage has to be worked out between you and the program manager, and the number of students you actually get depends on the popularity of your course of instruction. Plus you may have to charge an additional fee to cover the cost of materials, but you get the picture.

### Family Child Care

To register to be an in-home child care provider contact Central Registration at 0951-300-7716.

### Additional Contractors

- Aerotek: <http://www.aerotek.de>
- CACI: <http://www.caci.com>
- Computer Sciences Corporation: <http://www.csc.com>
- Allegis: <http://www.allegisgroup.com>
- Serco: <http://www.serco.com>
- CMSE: <http://www.cmse.net>
- DS2: <http://www.ds2.com>
- L3 Titan: <http://www.l-3com.com>
- Ponds: <http://www.pond-security.com>
- Red Cross: <http://www.redcross.org>
- SAIC: <http://www.saic.com/career>
- SKE GMBH: <http://ske-group.com/content/start.php>

### 17. Ed Center

Ed Center is home to several colleges and offers a number of contract positions as counselors, testers and instructors. For information on their recruiting needs, contact: **DSN: 0951-300-7715, CIV: 0951-300-7715**

- Central Texas College: 0951-300-7467
- University of Phoenix: 0951-300-9280
- University of Maryland University College: 0951-300-7466

### 18. Home Based Businesses

Working at home could prove to be the best option for generating income around your schedule and in accordance with your needs and abilities (of course, if your primary reason for working is to get the heck out of the house a few hours a day then this is not an option for you). However, if you have a talent or ability that can generate income within your domicile and you're disciplined as well as motivated, this could be for you. Past home-based business include: pet grooming, Pampered Chef, virtual customer service agents/assistants, writing, catering, insurance, real estate consulting, sewing and book-keeping. The internet is alive with leads, but be advised that a sizeable percentage of those leads are not perfectly legitimate. One source for leads that have been screened is the [Rat Race Rebellion](#) (google: rat race rebellion).

Military Spouses are eligible for free on-line training with the Virtual Business Owner's on-line training program (<http://www.vssciberoffice.com/>). "The purpose of the Virtual Business Training Program is to provide guidance for any individual who wishes to become self employed by bringing together entrepreneurial minds across time and space, teaching the various elements that are essential to becoming a successful virtual business owner, and providing an interactive online platform for information sharing, dialogue, empowerment, and mentoring. Though open to the general public, this program is available as a customized training solution for government agencies, corporations, and non profits."

#### Work-at-Home/Home-Based Business Resources

<http://www.ratracerebellion.com>  
<http://internet-work-at-home-jobs.com/links/index.html>  
[www.ahbbo.com](http://www.ahbbo.com)  
[www.bbb.org/library/workathome.asp](http://www.bbb.org/library/workathome.asp)  
[www.homeworkersnet.com](http://www.homeworkersnet.com)  
[www.portajobs.com](http://www.portajobs.com)  
[www.businessownersideacafe.com](http://www.businessownersideacafe.com)  
[www.networksolutions.com](http://www.networksolutions.com)  
[www.bplans.com](http://www.bplans.com)  
[www.franchising.com](http://www.franchising.com)

[www.sbaonline.sba.gov](http://www.sbaonline.sba.gov)  
[www.irs.gov/businesses/small](http://www.irs.gov/businesses/small)  
[www.business.gov](http://www.business.gov)  
[Work at Home Mom web-based magazine](#)  
[Work at Home Business Ideas](#)  
["Rat Race Rebellion" Online Web Magazine for Telecommuters](#)  
[Start Your Own Virtual Business Free Training for Military Spouses](#)  
[Ebay Store: www.ebay.com](#)  
[Craigslst: www.craigslst.org](#)

Remember, though, that while what you do to make money is up to you *how* you do it is the Army's business if you are using subsidized resources like government-funded quarters. So all home-based businesses in government quarters must be approved by the Commander. You can request a package to be emailed to you through the USAG Bamberg Garrison Commercial Affairs office. The email address is [Duane.Kozel@eur.army.mil](mailto:Duane.Kozel@eur.army.mil). Once completed, the package is then forwarded to the SJA (Legal) office for review. After the review is completed, the Garrison Commander may approve your business at his discretion. This process takes several weeks for final approval.

Please note the following checklist is intended for an HBB run on post by a family member of the U.S. Forces only. If the applicant wishes to run an HBB off post or if the applicant is a service member compliance with additional requirements will be necessary. See AER 210-70(19).



# USAG Bamberg Newcomer Employment Guide

Additional requirements exist when applying to operate off post or to people without SOFA status.

- (1) Signed (original ink) letter requesting permission to operate an HBB with:
  - (a) The proposed name of the business.
  - (b) Address.
  - (c) Telephone number.
  - (d) Type of business.
  - (e) Service or goods offered for sale.
  - (f) Proposed methods of contacting customers & advertising (provide copy of advertisement/flyer and list of posting locations)
  - (g) How services are to be conducted.
- (2) A signed copy of AE Form 210-70A.
- (3) Two (2) current passport-size photographs.
- (4) One copy of any retail or installment contracts in English and including a cancellation clause which states in bold, "The buyer may cancel the contract within 14 days after the date of the contract without penalty or obligation. The contract must be cancelled by giving written notice to [insert name and address of the commercial enterprise or self-employed vendor] by mail, telegram, or personal delivery. Mailing the cancellation notice within 14 days satisfies the term."
- (5) A catalog or list of goods and services offered by the vendor with descriptions, photographs and prices.
- (6) A photocopy of the applicant's valid passport.
- (7) A photocopy of the SOFA Identification Certificate.
- (8) A signed statement that no modifications will be made to Government-owned or leased quarters, or an explanation of proposed modifications.

## 19. Web-Based Resources

### Career Assessment

<http://www.analyzecareer.com/index.cfm?aid=256&action=home>  
<http://www.capt.org/>  
<http://www.outofservice.com/bigfive/>  
<http://www.assessment.com/>

<http://assessment.monster.ca/>  
[http://www.advisorteam.com/temperament\\_sorter/register.asp?partid=](http://www.advisorteam.com/temperament_sorter/register.asp?partid=)

<http://www.personalitytype.com/index.html>  
<http://www.knowyourtype.com/mbti.html>  
[www.flipdog.com](http://www.flipdog.com)

### Job Banks

<http://www.careerbuilder.com/>  
<http://www.businessweek.com/managing/index.html>  
<http://www.bestjobsusa.com/index-jsk-ie.asp>  
<http://www.careerjournal.com/>  
<http://www.careermag.com/JS/Form/SearchForm.asp>  
<http://www.collegecentral.com/ArticleList.cfm?CatID=CAR>  
<http://www.careershop.com/Index.asp>  
<http://www.collegerecruiter.com/>  
<http://www.collegejobboard.com/cjb/index.cfm?page=main&cfid=4682705&cftoken=42994996>  
[www.coolworks.com](http://www.coolworks.com)  
[www.corporategray.com](http://www.corporategray.com)  
<http://www.dice.com/>  
<http://www.employmentguide.com/index.html>  
<http://hotjobs.yahoo.com/>

<http://www.getthejob.com/default.aspx>  
<http://www.hireability.com/job-seekers/>  
<http://www.indeed.com/>  
<http://www.job.com/>  
<http://www.jobs.com/>  
<http://jobsearch.monster.com/>  
<http://www.jobbankusa.com/>  
<http://jobmarket.nytimes.com/pages/jobs/>  
<http://www.net-temps.com/>  
<http://www.nationjob.com/>  
<http://www.medzilla.com/cgi-bin/searchjobs>  
<http://www.nowhiring.com/>  
<http://www.spherion.com/>  
<http://www.usajobs.opm.gov/>  
<http://www.usjobboard.com://www.truecareers.com/jobseeker/includes/register.shtml>  
<http://www.worktree.com/index.cfm>  
<http://www.vault.com/index.jsp>

## **OCONUS Jobs**

<http://www.usajobs.opm.gov>  
[www.goabroad.com](http://www.goabroad.com)  
[www.overseasjobs.com](http://www.overseasjobs.com)  
[www.ctc.com](http://www.ctc.com)  
<http://www.halliburton.com/>  
[http://www.kbr.com/careers/about\\_kbr/index.aspx](http://www.kbr.com/careers/about_kbr/index.aspx)  
<http://www.titan.com/>  
<http://www.serco-na.com/>  
<http://www.saic.com/>

<http://www.dodcommunitybank.com/>  
<http://www.servicecu.org/>  
<http://www.ds2.com/>  
<http://odin.aafes.com/employment/default.asp>  
<http://www.bav-dso.eu.dodea.edu/>  
<http://www.usacce.army.mil/frc/default.htm>

## **Career Planning**

<http://www.acinet.org/acinet/>  
<http://www.analyzemycareer.com/index.cfm?auid=256&action=home>  
<http://www.10minuteRésumé.com/index.cfm?bhc&p=1>  
<http://careerplanning.about.com/>  
<http://www.careerjournal.com/>  
<http://www.careerresource.net/about.html>  
<http://www.careers.org/>  
<http://career-advice.monster.com/technology-skills/Home.aspx>  
<http://stats.bls.gov/iag/iaghome.htm>  
<http://www.job-hunt.org/job-search.html>  
<http://iccweb.com/>  
<http://www.jobhuntersbible.com/>

<http://www.job.com/>  
<http://jobstar.org/index.php>  
<http://www.karrass.com/>  
<http://online.onetcenter.org/>  
<http://mois.org/>  
<http://www.mycareereducation.org/index.asp>  
<http://www.bls.gov/oco/>  
<http://www.princetonreview.com/college/>  
<http://www.readyaimhired.com/>  
<http://www.Résuméresults.net/index.htm>  
<http://www.rileyguide.com/>  
<http://www.wetfeet.com/>  
<http://www.ritesite.com/Login/index.cfm>

## **References Verification**

<http://www.advantagescreenings.com/index.html>

## **Background & Credit Checks**

<http://www.employeescreen.com/>  
<http://www.efindouthetruth.com/>  
<http://www.equifax.com/home/>

<http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre34.shtm>

## **Résumé Distribution**

<http://www.hotRésumés.com/index.cfm?t=re&slogin.cfm>  
<http://www.atomicRésumé.com/jobseekers.htm>  
<http://www.job.com/my.job/sup/jsOn=1>

<http://www.putmyRésuméonline.com/pmrol/#>  
[www.mailmyRésumé.com](http://www.mailmyRésumé.com)  
<http://www.rocketRésumé.com/>  
<http://www.Résumézapper.com/index.cfm?rz=282>

## **Salary/Benefits Calculator**

<http://www.salary.com/>  
<http://www.collegegrad.com/jobsearch/Successful-Job-Offer-Negotiation/Evaluating-Your-Benefits-Package/>

<http://www.salaryexpert.com/>  
<http://www.salarynegotiations.com/>

## **Head Hunters**

<http://www.execagent.com>  
<http://www.cameron-brooks.com/>  
<http://www.cemjob.com/>

<http://www.lucasgroup.com/>

## **Clearance Jobs**

<http://www.clearedconnections.com>  
<http://www.clearancejobs.com>  
<http://www.securityclearance.computerjobs.com>

<http://www.washingtonpost.com/wp-srv/jobs/DC-security-clearance-jobs.html>  
<http://www.military.com/clearance>

## **Distance Learning**

[www.soc.aascu.org](http://www.soc.aascu.org) (Service Member's Opportunity Colleges)  
<http://distancelearn.about.com>  
[www.degreeinfo.com](http://www.degreeinfo.com)  
[www.uwex.edu/disted/home.html](http://www.uwex.edu/disted/home.html)  
[www.geteducated.com/index.asp](http://www.geteducated.com/index.asp)  
[www.alt.usg.edu/sort/html/sortlau1.html](http://www.alt.usg.edu/sort/html/sortlau1.html)

[www.degree.net](http://www.degree.net)  
<http://distance.gradschools.com>  
[www.gnacademy.org](http://www.gnacademy.org)  
[www.petersons.com/distancelearning/](http://www.petersons.com/distancelearning/)  
[www.usnews.com/usnews/edu/elearning/elhome.htm](http://www.usnews.com/usnews/edu/elearning/elhome.htm)  
[www.worldwidelearn.com](http://www.worldwidelearn.com)

## **Free Job Skills & Distance Learning Programs**

[www.barnesandnobleuniversity.com](http://www.barnesandnobleuniversity.com)  
[www.baycongroup.com](http://www.baycongroup.com)  
[www.OnlineLearning.net](http://www.OnlineLearning.net)  
[www.goodtyping.com](http://www.goodtyping.com)  
<http://www.free-ed.net/free-ed/>  
[www.seminarinformation.com](http://www.seminarinformation.com)  
[www.teleclass.com](http://www.teleclass.com)

## **20. Non-US Citizen Employment**

The SOFA agreement requires that the Department of the Army recruit all of its non-US citizen employees in strict accordance with the Host Nation labor laws. So, if you have a passport from a country other than the US, you can typically only be recruited through the vacancies listed on the Local National vacancy announcement board at: <http://cpolrhp.belvoir.army.mil/eur/employment/ln/index.htm>. Once you identify a vacancy that you are qualified and eligible for, you apply by filling out a 690-70A application form and snail-mailing it to the human resource office in Seckenheim. The address (and the forms) can be downloaded on that website.

The drawback for Non-US citizens is that even though the Department of the Army civilian workforce is split almost 50/50 between US and Non-US citizens, there is typically a much lower turnover in the local national workforce. So those jobs don't open up nearly as often as US citizen jobs. So what's a non-US citizen to do?

Citizens from NATO countries have a few more employment options than most non-US citizens. If your citizenship is with such a country, call the NAF CPAC (0951-300-7717) to find out what kind of jobs you can apply for.

If you are not from a NATO member state, there are still options for you on the installation. First, many contract positions will be open to non-US citizens. AAFES and Community Bank can hire non-US citizens. And naturally there is the option to pursue a home-based business opportunity if you are the self-motivated type.

Germans and EU citizens can always use the resources available on the local national economy as well. The Arbeitsamt (local work office) is located at Mannlehenweg 27 96050 Bamberg (Tel: 01801 / 555111). You can also check out the major regional employers (Bosch, Michelin, Siemens, Reebok), or try temporary employment offices such as Randstadt (Grüner Markt 14, 96047 Bamberg, 0951 297100).

**21. Personal Assessment Tools**

If you're not sure exactly what you want to do when you grow up, there are a number of free assessment tools to help you figure it out. Look in the links section under 'career development' for skills & interest profilers (like acinet's web-based profiler). The Department of the Army has also coughed up the \$\$\$ to develop the Army Spouse Career Assessment Tool for military spouses:

**ASCAT: Free to all military spouse, very effective commercial-quality assessment package. How to launch the ASCAT:**

Step 1: Go to the Army OnceSource Website: <http://aos.myarmylifetoo.com/skins/aos/home.aspx>

Step 2: Select: Education, Careers and Libraries

Step 3: Select: Spouses

Step 4: Select Army Spouse Career Assessment Tool

Step 5: Sign in to MALT (My Army Life Too) and then you can begin!

**22. Interviewing Checklist & Tools**

**Before the Interview**

- Conduct thorough research into the company and job by networking, online reading, and possibly calling the company receptionist to ask questions.
- Re-read the job description and be knowledgeable of the skills/abilities that they employer is seeking.
- Re-read your résumé and cover letter and rehearse "talking points" for each line of content.
- Practice and rehearse potential interview questions, possibly with a friend asking questions and providing critical feedback.
- Choose appropriate, professional "dress-for-success" attire, including pressed garments and polished shoes.

**During the Interview**

- Arrive at least 10-15 minutes early.
- Bring all relevant documents in a professional folder that are well-organized and quickly accessible, including your résumé, cover letter, transcripts, letters of recommendations, awards, and evaluations.
- Greet interviewer with a smile, firm handshake, and steady eye contact.
- Maintain awareness of body language – both yours and the interviewer's. Sit up straight or slightly lean forward, avoid crossing your arms, and maintain non-aggressive eye contact.
- When answering questions, avoid merely informing – engage the interviewer by not only explaining what you have done but highlighting achievements, contributions, and successes.
- Adjust to the interviewer's lead and interest by listening and being aware of his/her body language.
- If you can't think of how to answer a question, pause for a few moments, take a few breaths, and think through your answer.
- Show you're in tune with the interviewer by paraphrasing and focusing on key concepts.
- Answer questions briefly but thoroughly using evidence, anecdotes, examples, and factual data.
- Don't just say you can do the job; explain how you'll do it beyond expectation.
- Keep in mind the type of candidate, skills and abilities the employer is seeking and highlight how you meet those criteria.
- Ask appropriate, engaging questions, and avoid asking about time off and salary unless asked by the interviewer.
- Remember that one good question is worth two great answers.

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- Finally, remember to smile and maintain a genuine enthusiastic, confident attitude.

**After the Interview**

- Establish future contact—should I expect to hear from the company or should I follow-up?
  - Thank the interviewer for his/her time and consideration, smile, and offer a firm handshake.
- 
- End with a positive closing statement such as “I have really enjoyed this interview, thank you.”
  - Jot down notes about the interview and send a positive follow-up thank you letter as a reminder of your interest.

<b>HOW INTERVIEWERS RATE YOU</b>		
COMMON INTERVIEW ASSESSMENT STANDARDS OR REQUIREMENTS		
Interviewers face a certain level of risk when hiring, because employees who are hired, trained, and then perform poorly or must be terminated end up cost employers precious dollars and time. Employers know this and enter each interview or hiring situation with the need to prevent such losses. Show the interviewer that you can meet their hiring needs and reduce their perceived risk by presenting the prepared, professional you - both physically and verbally.		
		Score 1-5 & Comments
1	Appearance and dress is appropriate for work environment and level of position being sought.	
2	Presents self confidently and can communicate effectively.	
3	Demonstrates a thorough understanding of the job and the ability needed to perform the job.	
4	Possesses primary, secondary, and supportive skills needed for the job.	
5	Can make bottom line contributions such as cutting costs, increasing profitability and productivity.	
6	Past work history and current demeanor demonstrate reliability and trustworthiness.	
7	Past behavior indicates candidate will be successful in job.	
8	Has proven history of initiative, ability to work independently, and be a team player.	
9	Can handle level of stress or demanding situations occurring in the job.	
10	Has the mental capacity or alertness demanded by the job.	

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11	Educational background matches or is close to job requirements.	
12	Reviewing these factors, employer assesses how quickly you will be productive and effective on the job and the level of such productiveness.	
13	Employers assess combination of experience, education, skills, personal traits and perceived productivity to determine if they justify the salary being offered or negotiated.	

## INTERVIEW QUESTIONS: WHAT TO EXPECT

### # 1 Questions Asked Based On Your Résumé (and Cover Letter)

Example: I see that in your résumé (or cover letter) that you performed extensive administrative duties. Can you explain these duties further?

### # 2 Questions to Judge Your Skills and Experience

Example: If you were hired for this job, you would have to work with large, diverse groups. Do you have similar experience?

### # 3 Questions About Your Bottom-Line Contributions

Example: How have you helped cut purchasing costs, increased sales, or generated new business?

### #4 Questions to Assess Your Personality

Example: What kind of supervisor had you disliked most and why?

### #5 Questions to Assess Your Values

Example: What is more important to you, getting along with everyone or doing things right?

### #6 Questions to Assess Your Coping Style

Example: How would you prioritize answering a busy phone, a customer emergency, and preparing an extremely important package that must be sent in the next 10 minutes?

### #7 Questions About Your Work History

Example: I see you have 2 large gaps in employment, what are the reasons behind these gaps?

### #8 Questions About Education and Extracurricular Activities

Example: Describe your study habits and the grades you earned while in school.

### #9 Questions About Your References

Example: Can you tell me in what capacity each of these references knew you and why they are recommending you?

### #10 Questions About Your Salary

Example: The salary range for this job is \$38,000-\$46,000. What is your expecting starting pay rate and why do

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	you believe you're qualified at this starting salary figure?
<b>#11 Questions to Direct and Control Interviews</b>	
	Example: Does this position support executive management and staff?

**23. Building Your Portfolio**

Prepare a nice "I love me" book. This serves two purposes. It puts all of your significant documentation into one place, which is extremely helpful in the interview and in the employee in-processing. A thumb drive should be part of your "I love me book" if you have any computer skills. Usually I like to convert a lot of this stuff into .pdf format so a potential employer can see what I did without getting to keep the results.

First, carry your important paperwork with you and do NOT put it in your household goods. Luckily, many documents are scannable or in electronic format to begin with, so a good thumb drive can really reduce the amount of actual papers you have to lug around. So get a thumb drive. And back it up.

Documents you want to carry at a minimum in the original: ID cards, social security cards, driver's license, passports, official transcripts, DD214s (for former service members), VA physical evaluations, travel orders. There's other stuff, like prescriptions, powers of attorney and other legal documents, but this is strictly about employment-related items. *Many of these documents will be essential for you to be employed.*

Documents that can be digitized: All of the above (as back-ups, but make sure those files are encrypted). Tax returns are useful (go back at least five years, also encrypted). Work evaluations. Letters of recommendation and reference. Documents that definitely must be digitized: past Résumés. Having these things in paper format is worse than useless—you will have to update them anyway.

Your portfolio should be simple and professional looking (the leather binder is always appealing). It must contain multiple copies of your résumé and list of references; you need to be prepared to offer them to more than one person during an interview. Then it should contain any documentation of those things you mention in the résumé that will be influential in getting you hired: transcripts, certifications, licenses and awards. It should contain original copies of letters of recommendation. Finally, it should contain non-confidential evidence of work product, like Excel and Access databases you created (minus any proprietary or private information), newsletters and publications you helped design, computer-based projects (like PowerPoint presentations) you implemented that show what technically savvy person you are. Put them on the thumb drive or a CD to look really prepared (but only as a back-up; you need paper AND digits).

A really organized and polished portfolio is a value-added demonstration of your professionalism. You should take the time to prepare a good one.

**24. FAQs**

**1. Why can't non-US citizen spouses apply for every job (even if they have a work permit for employment in the States)?**

The SOFA agreement between the US and Germany states that non-US citizens can't be recruited according to US labor laws but instead have to be recruited in accordance with host nation laws. So even if you had a green card that worked for you in the States, we're not in the States and we must respect the terms of the SOFA agreement.

**2. Why are so many local national citizens employed on the installation when so many spouses and family members of US service members are looking for work?**

Quick answer: Because the SOFA agreement (see above) says so. The US has a deal with Germany dictating the terms under which US military installations can and must employ non-US

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citizens, and part of that deal is to provide a slice of the employment pie to the local economy. It's difficult to say exactly how big a slice of that pie really is since many of those non-US citizens are actually spouses and family members themselves. But it's clear that many Germans work on the Post and a number of them occupy positions that are pretty much set aside for local national recruitment (although many of those jobs can—and do—get filled by US citizens when local nationals can't be found to fill them).

The truth is that the effective operation of this (or any) military installation absolutely requires a stable cadre of employees who will be around for a while. Service members and their family members are generally only on the installation for 3 years, and even Department of the Army US civilian employees will typically rotate out after 5 years. By contrast it's entirely possible a local national employee could work in the same location for 10, 20, even 30 years. These long-term employees really keep the day-to-day operations of the Garrison rolling through changes of command, troop rotations and major unit movements.

### **3. Why can't 'ordinary resident' US citizens and dual citizenship-status persons apply for US citizen jobs?**

Again, it's the SOFA agreement. While it's difficult to find a clear explanation of the intent behind this particular rule, the human resource personnel and legal office have both confirmed that this is indeed iron-clad: if you confess that you have dual citizenship, or that you are an 'ordinary resident' (a US citizen who has registered your residency with the German government, worked on the economy and paid German taxes) then you can't apply for a US citizen job. Period.

Why? The only thing I've heard that makes any kind of sense is that this rule discourages 'double dipping'—in other words, it stops people from taking unemployment benefits from one system while being employed on the other (and conversely not paying taxes into the system they are drawing benefits from).

The solution? Ordinary residents can cure their status by returning to the States and being good taxpayers for one year. Dual citizenship, I don't know, exorcism maybe. Pick a country, renounce the other one on a stack of Bibles and burn the passport. Even that might not work, so call the law office and see what they recommend.

### **4. I've been out of the workforce for a while. How do I handle my domestic experience and volunteer work on my résumé?**

Employers and human resource personnel are really concerned that you have the knowledge, skills and abilities necessary to perform the work they need accomplished so you should feel free to draw on all of your sources of experience—even if it wasn't acquired during traditional "paid" work. Work is work, so domestic and volunteer work histories are perfectly valid (and fertile) sources of experience to demonstrate skills that you possess and have employed on a regular basis.

### **5. I submitted my résumé for a job. Will I get any feedback from it, and how long will that take?**

Finding out anything about the status of your application depends on what organization you submitted it to. Appropriated Funds jobs (the ones you find on the Army's Vacancy Announcement board and apply for by submitting an electronic 'Self Nomination' form) are supposed to leave you feedback concerning the ultimate disposition of your application in the "Answer" section of the Army's Résumé Builder. A survey of 70 self-nominations showed that in 50% of the cases a referral determination was made within 3 weeks of the closing date of the vacancy announcement. Another 25% were made within 45 day, so you should expect some kind of feedback within six weeks in 75% of the cases (of course, some feedback took six months or even longer). 2-3 months is typical but you should hear some kind of feedback within 3-6 weeks. If it's been longer and you haven't heard anything, you could send an e-mail through Answer, call the CPAC, or even get in touch with the office for which the position was advertised.

### **6. Why does it take so long to hear back from an application?**

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The length of time it takes to get some kind of feedback in regards to your application varies widely depending on the application process. Nonetheless, each and every vacancy announcement you see represents a personal triumph of somebody—and usually several people—to champion a recruitment action, get funding approved through multiple levels of authority, and navigate a number of subordinate actions and processes to create the vacancy announcement and get it posted on-line. The drama doesn't end there, either—once the job offer comes it is only a tentative offer, based on your (the candidate's) ability to meet all of the pre-employment requirements. That means that you can prove everything you claimed in your résumé and requires you to provide substantiating records (such as transcripts, orders, DD214s, etc) as well as successfully complete some kind of background check (with fingerprints) and perhaps even undergo a physical. It's a big deal to get hired, and the strange thing isn't that the hiring process takes so long, but that it happens at all!

### **7. How do I prepare for an interview?**

Use the tools provided under the 'interview' section of this guide, for one thing. Then, get coached! The Employment Readiness Office conducts classes and coaching for interviewing skills, and will put you through a number of different interview scenarios and provide interview preparation tools. Dressing tips, negotiating suggestions, what to expect, how to answer questions, and how to follow up. There is no better way to prepare for an interview and overcome that nervousness than practicing, and the Employment Readiness Office will put you through several realistic trial runs to give you a feel for the real thing.

### **8. A lot of jobs require specialized experience which I don't have. How can I get experience if no one will hire me?**

That's the vicious cycle facing entry-level employees but there are ways to break it. First (and perhaps the easiest on the military installation) is to build practical experience through volunteer opportunities. There is never enough money to hire all of the personnel a community the size of USAG Bamberg requires to maintain the excellent quality of life residents expect, so there is always room for dozens, even hundreds, of volunteers to perform essential functions. Almost any office, organization or activity would welcome free help, so it's really just a matter of identifying what skills you want to build, what organization on the Post uses those skills, and how to get in touch with the organization's supervisor. Volunteerism also provides many opportunities to meet and network with the very people you would be working with (and for) in your chosen career path. The **ACS Employment Readiness Office** (0951-300-7777/469-7777) can help identify your needs and assist you with translating your volunteer experience on your Résumé. The **ACS Army Volunteer Corps** (0951-300-7777) or **American Red Cross** (0951-300-1760) has information on the numerous volunteer positions available in the community.

### **9. I have heard that it is important to keep a résumé down to a single page. Is that true?**

For many of the recruitment processes you are dealing with on the installation an extremely short résumé will hurt you more than it helps. The number one complaint from human resource personnel is that there is not enough information in a Résumé to determine what a candidate has done (and consequently what they are qualified to do). The HR personnel will evaluate your Résumé against a position description—a paper that tells them what kinds of things the job entails, what kinds of skills are required, and what types of knowledge the candidate must possess. These PDs can easily run 1 ½ to 2 pages, so obviously if your résumé is less than that you're leaving something out!

### **10. How do I find out what's in the Position Description?**

PDs are found on the "FASCLASS" web page at: FASCLASS: Search for PD Library PD (google: "FASCLASS"). On the menu bar, select 'FASCLASS', then select 'Search Position Data'. Go to the 4th line, and enter the PAY PLAN, SERIES and GRADE information of the job you want the PD for (see below for info on how to obtain those). It really helps narrow the search if you know the Servicing CPAC (line 8)—for Bamberg jobs pick "Wurzburg Area Germany" as the CPAC. Select "Search" at the bottom, and you will be sent to the Search Results page—usually there's more than one job since many jobs share the same pay plan, series and grade number. Pick the job title that most closely matches the job title of the position you are interested in. If there's more

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than one, you have to go fishing and search through the position descriptions to find the PD that most closely matches the wording of the job vacancy announcement. Usually it's not the difficult for Europe region jobs since there aren't that many.

Once you have the PD you are looking at the tool the human resource personnel use to evaluate your résumé. Look at this PD and look at your Résumé and ask yourself, honestly, how you would evaluate your own résumé based on these criteria. If there's a lot of stuff in this PD that is not reflected in your résumé, then you have two choices. First, go back into your experience and start digging. If you have (or have done) the things listed in the PD but they are not in your Résumé, put them in using the guidelines provided in FAQ (copy-n-paste). If you don't have (or haven't done) a lot of the things listed in the PD, then you need to really ask yourself if you are qualified for that job. (See FAQ on transferrable skills).

### **11. How do I get the Pay Plan, Series and Grade information?**

These details are in the alphanumeric series on the "Position" line in the job vacancy announcement following the job title. It looks something like this: "Garrison Activities Program Manager, YA-0101-2". YA is the PAY PLAN, a series of 2-3 letters that designates what pay system the position belongs to (it could also read GS, WG, NF, YB, etc.). The next four numbers are the job series, and similar jobs share similar series codes (social services positions, for example, are generally '0101'). The last two numbers are the pay grade—it could be any number from 1-15 and designates the pay level for that job on that pay plan's pay scale.

### **12. How do I find out what the key words are?**

First, remember that the phrase 'key words' is not referring to secret passwords. Many people are afraid that their résumé will be eliminated from consideration by a heartless computer because they didn't include some critical insiders-only terminology in their résumé. Key words are just important words that tell the person reading your résumé that what you have done in the past qualifies you for what they need done in the job. These words are all over the PD and job vacancy announcement. Look at the Qualifications and Duties sections—those are nothing BUT key words!

Tenses and word form variations don't matter to the scan. The computer recognizes "analyze", "analyzed", "analyzing", "analytical", and "analysis". The key word scan (if employed, it doesn't have to be) is probably the least worrisome part of the recruitment process. They even review a sampling of the résumés that scored very low on the key word scan—so even if your résumé has absolutely no words in common with the PD and the job vacancy it might still be reviewed. Remember, though, that such a low score should be impossible if you are qualified for the job (and you're writing in English). Just make sure you are reviewing the qualifications and covering them in your Résumé—the key word scan will take care of itself.

### **13. I heard the best way to qualify is to copy and paste the vacancy announcement into my résumé. True?**

Well, if you're talking about literally copying the contents from the vacancy announcement and pasting it directly into your résumé, then no, that's not a good idea. There's a lot of junk in there that is appropriate to a vacancy announcement but inappropriate to a résumé. If you're talking about selectively copying from the duties and qualifications section into your résumé then the real question is: did you do those things, do you possess those qualifications? In other words, are you trying to perpetrate a lie in order to get a job, or are you trying to be efficient?

Efficiency is okay but be careful not to be lazy. Even if you have done all the stuff you are copying, these kinds of résumés all tend to sound the same, with the result that there is nothing special to distinguish yours from the pile. In fact, a few years ago one applicant was copying-and-pasting so much that the CPAC finally called her and begged her to stop.

However, the copying-and-pasting function on your computer isn't exactly worthless, either. There's no reason not to copy that vacancy announcement and PD into a Word document, break the contents down line-by-line, and start building action statements that incorporate each line. Use the same verbs the PD uses, but tailor that line to your experience with specific information

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from your work history. For example, if the line in the PD or vacancy announcement reads: “Operate 5-ton vehicle”, your tailored sentence could read: “Operated 5-ton cargo-and-troop carrying vehicle (valued at \$125,000 with equipment and tools) under extreme conditions for over 80,000 miles with zero losses or serious incidents. Maintained 100% operational readiness and awarded Driver’s Badge for superior performance (05/2006).” Now THAT’S the sentence you want in your résumé!

**14. I am thinking about making a follow-up call to the hiring manager concerning an application I submitted. Is that a good idea?**

All other things being equal, this tactic will be helpful more often than it is harmful—but you should be aware of the risks and limitations involved. I have known a number of people who employed it to great effect, but I also know of two situations in which the candidates felt they actually made their odds of selection worse. It takes a sense of personal judgment, sharp interpersonal skills, good timing and some luck. If you’re going to try this, remember a few things.

Number one: Generally speaking, anything that separates your résumé from the pack is a good thing. Most applicants are just names on paper to a hiring official, and there is always some advantage to be had if that official can place a face (or a voice) to your name. This is why networking is so important—anything that can provide a personal knowledge of you beyond that which is contained in your résumé is a confidence-building factor for the supervisor. It’s that “name recognition” factor in advertising.

However, this tactic is only effective if you have good interpersonal skills to begin with. If you are pushy, rude, brisk, tell inappropriate jokes, start gossiping, act overconfident (or lack confidence), then you could end up being remembered for all the wrong reasons.

**15. How do I find out who that person is?**

Finding out who the person responsible for the actual hiring decision in an organization is not too difficult since there are really only a handful of supervisors on the installation who have that authority, generally only one per organization. You can usually find out who that person is with a phone call or two. Get the name of the organization from the job vacancy announcement (it will be under the “Place of Work” line) and call ACS Information and Referral for a point-of-contact for that office. Ask the person who answers the phone who the supervisor for that office or position is (that’s typically the person you want to talk to) and ask for contact information for that person (phone or e-mail, whichever you prefer). It is helpful if you actually have a legitimate question or two about the position that you can use to engage that person—a professional-sounding, informed question that demonstrates you actually know something about the job. Again, use good interpersonal skills—be friendly with everyone you contact, even the lowly administrative assistant who answers the phone (you never really know who is answering the phone, anyway). Smile while you’re talking—sounds stupid, but, yes, people can tell from your voice—and practice good phone etiquette. If you e-mail, spell-check everything you do, and use plain text format (odds are fancy fonts, avatars and graphics will be filtered out or replaced by random characters).

**16. What’s the difference between being a contract worker and a salaried employee?**

The advantages of contracting are fivefold: first, it pays money and builds experience just like any job. Second, there is generally far less competition for contract positions than for typical salaried jobs. Third, there are typically none of the preference or citizenship requirements associated with other forms of employment (ability to perform the service and size of the bid are the primary selection criteria). Fourth, the total bidding process is actually more simple than most of the recruitment processes employed by just about every employer on the installation. Fifth, once you have mastered the contracting process and overcome the initial learning curve, it is generally much easier to apply for contracting positions in the future. Motivated contractors can generally stay employed on a consistent basis.

The disadvantages of contracting are also fivefold: number one is that the bidding process is so far out of most people’s experience that the very effort of learning it intimidates most people out of the trying (the paperwork is simple but it looks scary). Then, you have to manage the delivery of

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your services yourself. For example, if you want to take a month-long vacation, the responsibility is on you to make sure the terms of your contract are still met (so you might have to subcontract [ie., find someone else to do it] your work to make sure it is done in your absence). And you don't get benefits or get your taxes deducted from your pay--you have to track, claim and file your own taxes. Plus, you don't build seniority in the position. Whether you've been doing that contract position for two years, or ten, you can still be edged out from the slot the next time the contract comes open by someone who underbids you. Finally, these contracts will never offer logistical support—all you'll ever get for your trouble is money. If you're a spouse or family member, then that's not a problem (you get logistical support anyway), but for others that could be an issue.

The ACS Employment Readiness Program

The Army recognizes that employment one of the most significant quality-of-life issues for the military family and provides the ACS Employment Readiness Program to assist families with the challenges associated with the job search. Employment Readiness provides a full range of information and referral services and assistance in the areas of employment, training and volunteer opportunities. The services are designed to give all active duty, retired military personnel, DoD employees, their Family members (adults and teenagers) and eligible personnel a competitive edge in their search for employment. Services include job counseling, job search training, employment and educational information, information on volunteer opportunities, internet job search and assistance in resume writing and goal setting.

The purpose of this program is to help US ID card holders minimize the employment problems associated with relocation through a 3-step process:



1. [Sign Up](#) for Weekly Job Updates. This weekly e-mail provides a timely snapshot of all job opportunities for US ID card holders within a 100 kilometer radius of USAG Bamberg
2. [Register](#) for Classes. A variety of classes are offered. Contact the Employment Readiness office for dates.
3. Make an [Appointment](#) for specialized assistance tailored to your unique needs make an appointment for one-on-one assistance with an Employment Readiness representative. Schedule an appointment by calling 0951-300-7777 or stopping by the Employment Readiness office.

About Us

ACS Employment Readiness facilities are located in room 101 of the ACS Building (#7029 on JFK Blvd between the Health Clinic and JFK gym). Resources for customers on-site include computers, printers, fax machines, scanners and world-wide DSN. Office hours are 07:30-16:30 Mon-Fri (or by prior arrangement). Employment Readiness is closed on all Federal holidays. Contact an Employment Readiness representative via [e-mail](#) or call 0951-300-7777.



USAG Bamberg's Army Community Service employees are military spouses, family members and former service members dedicated to providing outstanding support for the US ID card holders in the Warner Barracks military community. We understand from first-hand experience the challenges of military life, and it is our mission to provide real-life solutions for successful Army living. Contact an ACS Information & Referral specialist by calling 0951-300-7777.

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