



EVALUATION AND SUMMARY OF TRAINING

FEDERAL JOB SEARCH CERTIFICATION TRAINING PROGRAM SUMMARY AND REQUEST FOR EVALUATIONS

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Day 1:

Morning:

Introductions and then we began...

Intro to the Training Program:

Ten Steps to a Federal Job - Kathryn Troutman's one hour version using the colorful PowerPoint and the Jobseeker Guide as a handout. Optional handout could be copies of the PPT.

Tips for trainers:

This 60 or 90-minute PPT presentation can be used as a briefing or introduction to Federal job searching. It is recommended that you offer additional break-out courses on particular steps that are the most challenge for the Federal jobseeker.

Classroom Exercise: Introduced the very popular "**Accomplishment Freewriting**" warm-up lesson. Participants start writing first thing in the class so that they will be thinking positively about themselves throughout the presentation and recognize the importance of their accomplishments.

Classroom Exercise: Also introduced the popular **Core Competencies Lesson (Step 4)** Ask participants to check of one or two of the competencies from the Jobseeker Guide that represent their skills. This is popular for military, family members of all levels!

Afternoon:

KSA Writing with the CCAR and the KSA Builder (Step 7 Lesson)

Role-playing interview with our brave volunteer who told her excellent prison career counseling story. We also interviewed each other using the on-line KSA Builder.

This lesson is designed to help counselors and trainers teach KSA writing to job applicants. Also to help them remember and write about their best accomplishments for resumes, interviews and personal satisfaction. KSA writing is typically extremely difficult for jobseekers and dreaded by everyone. BUT ... KSAs and success stories can get an applicant Best Qualified, get interviews, get hired and impress everyone! We need to turn this negative situation around here!

Classroom Exercise: You can use the **KSA CCAR** exercise page from the Jobseeker Guide for training in classrooms without computers. Participants can write their own CCAR in 3 to 4 minutes, then share their examples with groups of 2 to 4. This is a great interactive way to have participants write their success stories and learn from others! Don't forget to ask them to "smile" if their story is a true accomplishment and one that makes them proud!

Finding Keywords in Vacancy Announcements (Step 5 Lesson)

On-line lesson using a vacancy announcement "duties" section to analyze keywords. Trainer copy and pasted the duties section into a Word file. Opened up the duties write-up in order to analyze and find the keywords which can be used in the electronic or Federal resume.

Classroom Exercise: Trainers can demonstrate this on or off-line. Jobseekers can use this technique to analyze keywords to improve Resumix success! You can also copy a vacancy announcement for each participant and ask them to underline the keywords!

Day 2:

Morning / Afternoon:

Review the Federal Hiring Process, Ligaya Fernandez, Sr. Human Resources Policy Analyst, www.mspb.gov (Step 2 Lesson)

PowerPoint program with handouts covering the entire Federal human resources hiring process, including special hiring authorities discussion.

Ligaya presented the new PowerPoint program on the new, upcoming DOD Personnel System.

This informative and in-depth presentation is designed to give trainers and counselors background in Federal human resources hiring process. The goal is to give counselors solid information so that they can answer more questions in specialized Federal human resources, as well as better understand vacancy announcements for jobseekers.

Afternoon:

1. Electronic Resume Writing Lessons (Step 6 Lesson)

Handout: The Defense Logistics Agency's Resumix Handout

Nouns, Hats and Skills

Creating your outline for your electronic resume - using keywords for the outline. Interviewed the class for nouns that represent your job. This is a very popular training lesson that can be taught to classes to get them to "think nouns (and verbs)" and to create an outline with more keywords for their resume "duties" section. It is very interactive and easy lesson for any class level. This is the beginning of building their "skills bucket"

Trainer's materials: The DLA Resumix handout (which you can customize for your agency), The CD from the Electronic Federal Resume Guidebook for the Skills Buckets and Case Studies; and Key Words from Vacancy Announcements

Classroom Exercise: Have participants make a list of nouns and verbs that represent their "hats" that they wear in their current job. The exercise page from the Jobseeker Guide can be used for this, or the DLA handout that is customized for your agency.

2. Finding Federal Vacancy Announcements (Steps 3 and 8)

Applying for Federal Jobs (various on-line application systems)

This lesson can be demonstrated by the instructor in job search classes.
www.usajobs.opm.gov - Kathryn demonstrated her favorite ways of searching this site, including searching for ALL JOBS in order to see all job titles that could be appropriate for jobseekers. This method of search is also recommended by USAJOBS website managers.

www.avuecentral.com - website managing recruitment for about 15 agencies and vacancy announcements for other agencies, as well. Submit your resume one time and apply for all jobs on this site.

www.dla.mil (the resume builder will produce a list of key words after you submit your Resumix to their database)

www.quickhire.com - the off-the-shelf program used by more than 60 agencies. Their "agency list" takes the jobseeker straight to the agency's QuickHire on-line application

page.

www.donhr.navy.mil - Navy Resumix pages - open continuous announcements

Day 3:

Electronic Resume Writing Using the On-Line Templates from the CD-ROM (Step 6)

Hands-on Writing with Computers: Using computers, participants used the "replace text" format to draft their electronic resume. Writers used the outline approach for writing their "duties" section of their electronic resume and began to "fill in the outline" of their skills in the class.

These lessons are demonstrated and described more fully in the Electronic Federal Resume Guidebook.

This lesson was designed to teach trainers how to "get started with writing" a Federal resume. Also demonstrated the ease of using a template to draft an electronic or Federal resume. Useful for career counselors and trainers in giving jobseekers independence in writing a draft of their electronic resume.

Vacancy Announcement Analysis and Resume Assessment Lesson (supports Steps 2 and 3)

In pairs, participants reviewed actual Federal job applicant's resume and vacancy announcement. Using a check sheet, the teams determined if the applicant could successfully apply for this Federal job. If not, why not. And if so, what could be done to improve the Federal application so that the applicant would be highly competitive.

This lesson was designed to give you hands-on practice in assessing an application for a client. A typical service in a career center is to analyze a client's resume against a chosen announcement. Our Federal job service should include a review and recommendation on the "match" between the applicant's qualifications and the announcement.

WRAP-UP:

Ten Steps to a Federal Job - Review of the job search process and program
by Kathryn

TEN STEP TRAINING AT YOUR CAREER CENTER!

Program Review and Brainstorming - How the Ten Step training program can be used in career center training programs! Brainstorming and ideas for program curriculum, length of courses, marketing ideas, handouts to be used and number of courses to be offered.

Thank you everyone! Good luck with your Federal Job Search Training.