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Veterans Can Continue Public Service in Civilian Careers – Searching for Jobs, Flexibility in Options

(seventh in a series of articles on veterans pursuing civilian careers)

Recent upgrades to USAJOBS – the one-stop source for federal job postings – provide enhanced options for applicants pursuing new jobs. The new features, combined with an applicant's flexibility in locations and occupations to be considered, improve options for job opportunities.

Flexible options typically appeal to veterans transitioning to federal civilian careers given their life in the military where relocating and learning new skills were the norm. The expanded USAJOBS search features allow applicants to create and save multiple searches, matching specific criteria including duty location, salary, job title and more. USAJOBS allows applicants to save up to 10 different job searches, allowing applicants greater flexibility in seeking and comparing job options. To create a saved search, applicants can run a job search and select the "Save this Search and email me jobs" link at the top of the job search results page. Applicants will be asked to name the search. Once these steps are complete, applicants will receive email notifications of new job opportunity announcements that meet the search criteria originally established.

USAJOBS also includes a flexible feature which enables applicants to make their resume searchable by HR professionals. Applicants are given that option under "My Account, Resumes." Applicants also can opt not to have their resumes searchable and only upload their resume for the specific job opportunity announcement they are pursuing.

Before searching for federal jobs, veterans should find out how their military occupational specialty or rating relate to federal civilian jobs. Maryland's mil2fed webpage (http://www.mil2fedjobs.com/mil_search.aspx) provides a crosswalk of military occupational specialties or ratings to civilian occupations by occupational codes, title, and position type (white collar or blue collar). The DON's Credentialing Opportunities Online webpage (<https://www.cool.navy.mil/>) also provides veterans with information on civilian occupations relating to their military occupational specialty or rating, collateral duty/out-of-rate assignment, or officer designator or collateral duty/assignment.



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Resume support is offered exclusively to veterans through TURBOTAP, the Transition Assistance Program (TAP) classes, resume writing courses offered by Fleet and Family Service Centers and tips provided by the Shipmates to Workmates program (<http://jobs.navair.navy.mil/sm2wm/Default.aspx>). Information also is available at www.fedshirevets.gov/ hosted by the Office of Personnel Management (OPM) and the DON Office of Civilian Human Resources (OCHR) webpage dedicated to veterans (<http://www.public.navy.mil/donhr/Employment/Vets/Pages/Default.aspx>). OCHR's webpage also provides tipsheets on how to setup the USAJOBS accounts, conduct searches and more. If, after working with the FFSC counselors, applicants have questions navigating the USAJOBS process, the OCHR Employment Information Center is available to answer questions via DONeic@navy.mil or 1-800-378-4559.

The DON remains committed to improving the applicant's experience, reducing the time to fill vacancies and securing quality candidates for DON positions. Civilian careers in the Department of the Navy offer real world challenges with real life rewards – careers where purpose and patriotism unite.

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