



Landing Your Next Duty Assignment (...takes more than luck!)

Considering your next career move? Obviously, we've all been successful in landing a PHS-acceptable federal position, but seeking a new job is never easy and depending on how often you do it, some things may fall off your radar. Here are some bits of information to aid in your search for a new position.

Tips/Resources:

- ✓ Start with a plan: What are you looking for in your next position? What are the qualifications for that/those position(s)?
- ✓ Utilize your network to make connections with people in agencies or offices in which you are interested in working; see if they have any current or anticipated vacancies.
- ✓ Not hiring now? Setup [informational interviews](#) to learn more about their group and make a connection that will help you stay on top of their list for future opportunities.
- ✓ Talk to mentors. Ask them for advice and to help you keep a lookout for opportunities that fit your skills and strengths.
- ✓ Keep an eye out for vacancies that align with your skills and career goals via:
 - [USA Jobs](#)
 - Listservs (e.g., [PAC](#), [PAG](#), Agency-specific)
 - CC Agency Liaisons
- ✓ Before applying, read the “Who May Apply” section. Not all postings are open to PHS Officers. When in doubt, reach out to the Agency contact for the position.
- ✓ Tailor your resume/CV to each position.
- ✓ Want more tips? Regardless of your category, check out [these](#) helpful resources.

Reminders:

- ✓ In addition to [Agencies within HHS](#), PHS Offices are stationed at many [Non-HHS Agencies](#).
- ✓ BE PATIENT! Finding a new position, especially within the federal system, can take time and finding the *right* position for *you* may take even longer.
- ✓ Finding right position > finding one right now



**Happy
Hunting!**

