

USPHS Commissioned Corps Engineering Officer's Recruiting Guidance

The EPAC Recruitment and Retention (R&R) Subcommittee encourages USPHS Engineers and other USPHS Advisory Officers to assist with recruiting new talented engineers to join the Commissioned Corps (CC). Included in this document are recommendations and resources for planning successful recruitment events. As a recruiter of USPHS Engineers, the EPAC expects recruiters to:

- Represent USPHS in a professional manner
- Gather all the needed recruitment materials
- Communicate with the EPAC Recruitment and Retention Subcommittee if clarification of materials presented here is needed or if access to additional materials is required

USPHS Engineers can be recruited (1) as part of the COSTEP process or (2) via direct hiring to active duty. As the COSTEP and general hiring process is very rigorous the assistance of candidates by current USPHS Commissioned Corps officers is needed. Recruitment events offer the opportunity for a direct connection to be established between the recruiter and potential candidates. This enables the recruiter to assist candidates in understanding the hiring process, the benefits of joining the USPHS CC, as well as to serve as a resource to them during the application process.

In preparing for a recruitment event, the following should be considered:

1. Determine the most appropriate contact:
 - a. Career Development Offices, Schools/Colleges of Engineering. Members of the EPAC R&R are working to create an ABET accredited University contact list. Consider directly contacting the career services department to set up a student informational meeting. Informational meetings are effective ways to provide information about the USPHS CC to a targeted audience.
 - b. Career fair organizers are a good resource for securing a promotion table, participating in panel discussions, or gaining access to the career event.
2. Event Dates:
 - a. Determine event dates for the career/health fairs, or professional organization meeting times.
 - b. Schedule a time with a school or local professional organization to give a presentation to their members.
3. The day of the event:
 - a. Arrive at least 30 minutes early to get set up and become familiar with your meeting space and with your host.
 - b. Wear the appropriate uniform for activity.

- c. Be prepared to talk with applicants from various backgrounds. The recruiter should be able to effectively address general PHS questions and direct the candidate to the right contacts in the USPHS CC for other professional categories.
- d. Have a medium (paper, tablet or computer) available for attendees to record contact information and program of interest (COSTEP or Corps).
- e. The recruiter should take notes regarding specific contact and follow-up needs.
- f. Recommend to candidates interested in USPHS CC to apply for job openings as a civilian civil service. Once established in the civilian civil service position, the candidate can apply for the USPHS CC during the engineer open application window.
- g. Provide the candidate with contact information or PHS web links so they can stay informed on PHS job openings and engineer open application window.
- h. Thank the host and leave contact information with them.

2) COSTEP Recruiting Tips

- a. Talk with student chapters of various organizations, professors, and career counselors to find undergraduates that still have a year or at least one semester of schooling remaining after the following summer.
- b. Arrange a time in early fall semester to inform students about COSTEP opportunities available the following summer. Let students know they need to apply by the end of November or early December to be considered for the summer positions.
- c. Follow up with students that want to pursue an application to COSTEP openings.
- d. Encourage students to apply for any openings in the US and not to limit themselves to a given location. Travel to and from the duty station is paid and reimbursed.

4. Gather documents from the following:

- a. USPHS Intro Video
<https://www.youtube.com/watch?v=jHqdHp1I8Ek>
- b. USPHS General Overview Presentation: This seemed to have been created with the intent for the user to edit the slide and provide a quick intro to USPHS.
https://dcp.psc.gov/OSG/engineer/documents/Engineer_Recruitment_Presentation_FINAL_1208_2021.pptx
- c. Best Kept Secret printed as a flyer (8.5 x 11) for distribution or as a poster (17x11) for a table display
https://dcp.psc.gov/OSG/engineer/documents/BKS_ENGR_05232018.pdf
- d. Seven Steps to become a Commissioned Corps Officer: This gives an overview of the application process
<https://sit.usphs.gov:455/media/3hvp3vfs/8-steps-to-become-a-u-s-public-health-service-commissioned-corps-public-health-service-officer.pdf>
- e. How to Apply

- <https://www.usphs.gov/apply-now/>
- f. COSTEP Programs
 - i. Senior Commissioned Officer Training and Extern Program (SRCOSTEP)
<https://www.usphs.gov/students/>
<https://www.ihs.gov/dsfc/recruitment/> ;
<https://www.bop.gov/jobs/students.jsp?jumpto=SRCOSTEP>
 - ii. Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP)
<https://www.usphs.gov/students/>
<https://www.ihs.gov/dehs/career/costep/>
 - g. Resources for Current Job Openings
 - i. Current USPHS vacancy list
<https://dcp.psc.gov/OSG/engineer/vacancies.aspx>
 - ii. USA Jobs
<https://www.usajobs.gov>
 - h. Appointment Standards
https://dcp.psc.gov/ccmis/ccis/documents/CCI2_3_1_01.pdf
 - i. USPHS Weight Standards
https://dcp.psc.gov/ccmis/pdf_docs/Commissioned%20Corps%20Retention%20Weight%20Standards.pdf
 - j. Salaries and Benefits
<https://www.usphs.gov/salary-and-benefits>
 - k. Uniformed Services Blended Retirement System
<https://militarypay.defense.gov/BlendedRetirement/>