



PHS Job Search Tips

Commissioned Corps Liaison Team
Department of Defense

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Disclaimer

These slides are

- – Intended to assist in this presentation/discussion.
 - Not intended for distribution as a primary source of information.
 - Not intended as reference material.

****There is a wealth of information that is publically available to help guide your search for a suitable position.**

PHS Job Search Tips: Bottom Line Up Front (BLUF)



- PHS has no detailers or career managers.
- **You, the officer, are responsible** for finding and securing your next position.
- Mobility is a keystone to career progression.

PHS Job Search Tips: Overarching Perspectives

- Several pathways to your next position.
- Finding a suitable position takes time.
- Apply to bone fide positions.
- Cooperation works better than competition.



Partner

=



Position

Outline

Seven tips to help you land your next job.

- 1 Get your mind in the game.
- 2 Research agencies & vacancies.
- 3 Tailor your resume/curriculum vitae.
- 4 “Package” yourself.
- 5 Interview.
- 6 Consider your next steps.
- 7 Prepare to PCS.



Photo source: NJCPA.com

PHS Job Search Tips: Get Your Mind in the Game.



- Soul search.
 - What do you want next?
- Review benchmarks & pillars.
 - What does the Corps expect?
- Manage expectations.
 - Reality of what is possible.


PHS Job Search Tips: Research Agencies & Vacancies



- Agency
 - Vision, mission, values, & culture.
 - Workforce mix & occupational categories needed.
 - Memorandum of agreement, if outside HHS.
- Vacancies
 - USA Jobs; Listservs (PACs, PAGs, others); Agency CC Liaisons; Professional networks; Direct Access.

Sample USA Jobs Vacancy Announcement

Overview | Duties | Qualifications & Evaluations | Benefits & Other Info | How to Apply


United States Department of Health & Human Services
Leading America to Better Health, Safety and Well-Being

Job Title: Supervisory Health Professions Coordinator
Department: Department Of Health And Human Services
Agency: Indian Health Service
Job Announcement Number: IHS-14-HQ-1050888-ESEP/MP

SALARY RANGE: \$124,995.00 to \$157,100.00 / Per Year
OPEN PERIOD: Tuesday, March 04, 2014 to Monday, March 10, 2014
SERIES & GRADE: GS-0301-15
POSITION INFORMATION: Full Time - Permanent
PROMOTION POTENTIAL: 15
DUTY LOCATIONS: 1 vacancy in the following location:
Montgomery County, MD [View Map](#)
WHO MAY APPLY: Candidates eligible under Indian Preference appointing authority; All Federal employees serving on a career or career-conditional appointment; Reinstatement eligible; Veterans Preference including Veterans Employment Opportunities Act of 1998 (VEOA); Interagency Career Transition Assistance Plan (ICTAP) eligible; Schedule A, and/or PHS Commissioned Corps Personnel
SECURITY CLEARANCE: Public Trust - Background Investigation
SUPERVISORY STATUS: Yes

A. Eligibility to apply (points to Job Announcement Number)

B. Occupational Series (points to GS-0301-15)

C. Grade Equivalency (points to 15)

D. Duty Location (points to Montgomery County, MD)

E. Sometimes explicit, sometimes not. (points to PHS Commissioned Corps Personnel)

F. When in doubt, reach out. (points to Agency Contact Info)

Right Panel: Dock
Go to section of this Job: ▾
Apply Online
Print Preview
Save Job
Share Job
Agency Contact Info
Job Announcement Number: IHS-14-HQ-1050888-ESEP/MP
Control Number: 363321000

PHS Job Search Tips: Tailor Your Resume/Curriculum Vitae (CV)



- Develop a short civilian-style resume or CV.
 - PHS CV format is for promotion board review, not necessarily for a hiring official.
- Tailor your resume/CV for each job.
 - Highlight what is relevant for that specific position.
- Focus on both duties and accomplished.

PHS Job Search Tips: “Package Yourself”



- Craft a clear, concise, & impactful cover letter.
 - Don't repeat your resume.
 - No more than one (1) page.
 - Develop a tailored cover letter for each job.
 - Minimize jargon and abbreviations.
- Submit additional documentation as required by the vacancy announcement.

PHS Job Search Tips: Prepare to Interview.



- Be prepared for different types of interviews.
 - Traditional
 - Behavioral
 - Case
 - Competency-based
 - Panel
 - Structured
 - Unstructured
 - Telephone
 - Others

PHS Job Search Tips: Prepare to Interview (cont.).



- Be prepared to answer some tough questions.
 - Tell me about yourself.
 - How long have you been with your current employer?
 - What is your greatest weakness?
 - Tell me about a situation where you didn't get along with a supervisor.
 - Describe a situation where you were part of a failed project.
 - What are your strengths?
 - How do you explain your job success?
 - What do you do when you are not working?
 - Why did you leave your last position?
 - Why do you want to work for this organization or program?

PHS Job Search Tips: The Interview



- Remain positive.
- Ask questions.
- Bring a list of references, if not already provided.
- Follow-up with a thank you note.

PHS Job Search Tips: Consider Your Next Steps



YES! I was offered the position.

- Assess whether it will be a good fit, based on what you learned from the interview.
- Do the “pros” of the position outweigh the “cons”?
- Will you be able to accept and live with any “cons” of the position?

UGH. This isn't working.

- Reassess your expectations, approach, materials, or skills.
- Cast a wider net.
- Seek training or coaching.
- Consider options outside of the Corps.

You've Been Hired!

Prepare to PCS



Notify

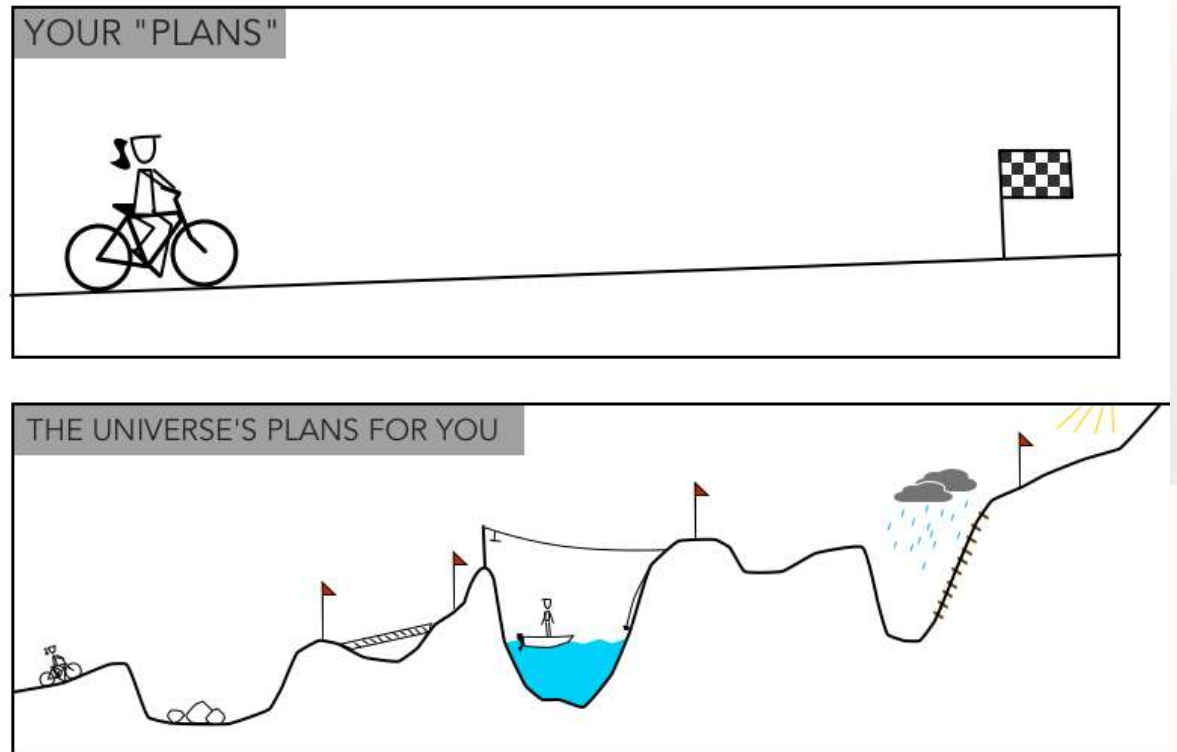
- Supervisor
 - Discuss a release date within 60 days of offer.
- Liaisons
 - Approves your release from the agency with program concurrence.

Requirements

- Transfer COER
- Coordinate with Leave Maintenance Clerks
- Out-process

PHS Job Search Tips: Final Thoughts

- Remain resilient.
- Do your homework.
- Tailor, tailor, tailor.
- Stay true to yourself.
- Gather lessons along the way.



DOGHOUSE DIARIES

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THANK YOU.

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