

LESSONS LEARNED FROM A HEALTH SERVICES ASSIGNMENT ASSISTANCE PROGRAM (HSAAP) SUCCESS STORY

The HSAAP program actively assists new accessions and active duty Health Service officers navigate through job searches, locate suitable positions, and prepare to be competitive in the job market as Commissioned Corps Officers.

The best practices summarized here are highlights from a HSAAP-hosted brown bag on June 2015 featuring:

CDR Robert Windom, Senior Public Health Analyst at the Health Resources and Services Administration (HRSA) HSAAP Liaison since 2009

LT Jennifer Clements, Public Health Analyst at HRSA—HSAAP Participant 2014 & 2012.



HSAAP Liaison Perspectives

Understand the needs of the agency the officer is interested in and the needs of the individual you are assisting. Provide perspective and options based on your experience in the Corps and knowledge of different agencies and assignments.

Provide mentorship and support - this can alleviate stress during the job search.

Communication is key!

- Key Lessons**
- * Keep in touch with the officer or new accession you are assigned-lead the way.
 - * Meet the participants where they are and guide them to their own solutions.
 - * Provide perspective and options.

- Determine the frequency (daily, weekly, monthly) and type of communication (phone, email, in-person) that will take place between you and the officer.
- Set Outlook calendar reminders to follow up with the applicants/officers you are assisting to engage them on a regular basis.
- Develop email template for contacting agency liaisons to facilitate job/assignment search.
- Leverage existing resources such as the listservs, agency liaisons, and networking opportunities.

Participant Perspective

Stay connected!

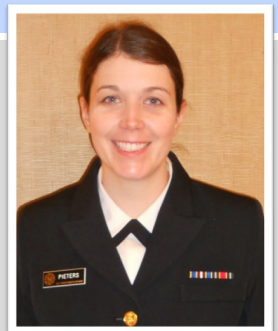
- With your HSAAP liaison and mentor, if you have one assigned to you.
- Agency liaison and others who are assigned to the agency of interest.
- Maintain contact and follow up with any open items or questions.

Leverage available opportunities

- JOAG Shadowing Day.
- Community service opportunities.
- Informal interviews (liaison or mentor and others can help connect with individuals who work in the agency of interest).

Know what you are looking for, personally and professionally, as you search for a position.

Participants should have a good idea of what they would like regarding a career path but realize they may need to be flexible.



Key Lessons

- * Know what you want. Try to be as specific as possible realizing that you may have to make compromises.
- * Know a direction you would like to move toward regarding your career.
- * Be proactive and persistent.
- * Take ownership of search.
- * Flexibility is important.
- * *Networking matters!*