



## Health Services Professional Advisory Committee

### Career Development: Enhancing Your CC Career



October 2013

- A. **INDEX CARD**—use this as a focusing tool to put your **top 3 things to work on**—e.g., completing and faxing in an “HSO-formatted” CV to your eOPF every year NLT mid-Dec—during the next 4-12 weeks.
- a.
  - b.
  - c.
- B. **PROMOTION PREP BINDER**—the “a” through “c” resources are crucial for promotion success!
- a. **Promotion Checklist 2014**  
[[http://ccmis.usphs.gov/CCMIS/promotions/2014\\_Promotion\\_Year\\_Checklist.aspx](http://ccmis.usphs.gov/CCMIS/promotions/2014_Promotion_Year_Checklist.aspx)];
  - b. **HSO Promotion Benchmarks**  
[[http://ccmis.usphs.gov/CCMIS/PDF\\_docs/HSO%20Benchmarks%202014.pdf](http://ccmis.usphs.gov/CCMIS/PDF_docs/HSO%20Benchmarks%202014.pdf) or  
<http://ccmis.usphs.gov/CCMIS/promotions/PY2014.aspx>];
  - c. **OFRD Readiness Checklist**  
[[http://ccrf.hhs.gov/ccrf/Readiness/Basic\\_Readiness\\_Checklist.pdf](http://ccrf.hhs.gov/ccrf/Readiness/Basic_Readiness_Checklist.pdf)]; and
  - d. **Work On It** section—e.g., preparing your Continuing Education summary sheet to fax into your eOPF; including the syllabus and overview for certification you are working on; etc.
- C. **WRITTEN GOALS [1-Year, 5-Year and 10-Year]** prepare your mind for upward mobility. Enhance your goals and career success by reading quality, non-fiction leadership and growth books!  
--Consider using **S.M.A.R.T. Goals** [<http://topachievement.com/smart.html>]
- NOTE:** S.M.A.R.T. Goals are Specific, Measureable, Achievable, Realistic and Timely.
- D. **ACCOUNTABILITY PARTNER**—select another Commissioned Corps officer to keep you focused; you might give them a copy of your Index Card (see “A”).
- E. **MUST HAVE CAREER ENHANCEMENT BOOKS**
- a. **Great career book-1: “48 Days to the Work You Love”;**
  - b. **Great career book-2: “Start: Punch Fear in the Face, Escape Average and Do Work that Matters”;** and
  - c. **Great networking book: “The Power of Who: You Already Know Everyone You Need to Know”.**