

JOB SEARCH PROGRAM
WEEK ONE (10-1-14)
October 6 - 10, 2014



Career Transition Center
 Foreign Service Institute
 U.S. Department of State

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>October 6, 2014 K-1109/1503</p> <p>8:00 – 8:45 Registration & Networking</p> <p>8:45 – 9:30 Welcome & Introductions Ray Leki, FSI Transition Center Director</p> <p>9:45 – 10:45 Psychology of Transition Helen Jones LCSW MED/ECS</p> <p>10:45 – 11:45 Setting the Stage for Your Experience in the Job Search Program Dr. Catherine McCormick, CTC</p> <p>11:45 – 4:00 PM Introductions, Library, Lunch break – Small Groups Counselors (see room schedule) MY GROUP MEETS IN ROOM _____</p> <p>Note: To Receive Messages at FSI FSI Registrar's Office Room F-1245 Phone (703) 302-7137 or 7144 Fax (703) 302-7152</p>	<p>October 7, 2014 K-1109/1503</p> <p>9:00 - 10:15 Legal Restrictions after Retirement James Peters, J.D. USAID</p> <p>10:30 – 12:00 Suggestions and Advice from JSP Graduates Panel</p> <p>1:15 – 4:00 Getting Started: Small Group with JSP Counselor (see room schedule) MY GROUP MEETS IN ROOM _____</p> <p>Assignment 1: During JSP, conduct two information interviews for review in small group sessions. One of the two information interviews can be with a JSP colleague—bios distributed this week.</p>	<p>October 8, 2014 K-1109/1503</p> <p>9:00 – 10:15 Federal Government Work After Separation Panel</p> <p>10:30 – 11:45 Security Clearances after Separation Darrelle Washington (DS/SI/PSS)</p> <p>12:00 – 1:00 Networking Lunch Room E-2120 <i>Ask a colleague or find an affinity group!</i></p> <p>1:15 – 4:00 Networking and Your 30-Second Summary Debra Moore Thompson, Career Counselor/Trainer</p> <p>JSP-only Computers Available all week Rooms E-3115 & E-3120</p> <p>COPIER CODES: 1. Room E-3104.1 – Enter 0-5-7-0-2. 2. Overseas Briefing Center & other FSI venues: Enter 0-5-7-0-2</p>	<p>October 9, 2014</p> <p>9:00 – 4:00 Twenty-Year Journey and How Does Personality Influence Transition? Mid-Sized Groups (see room schedule) MY GROUP MEETS IN ROOM _____</p> <p>Assignment 2: Bring your MBTI Report; & 20-Year Journey to tomorrow's Individual Scheduled Consultation (ISC):</p>	<p>October 10, 2014</p> <p>8:00 – 5:00 Individual Scheduled Consultation (ISC) with your Small Group Counselor (see room schedule) MY APPOINTMENT: TIME _____ ROOM _____</p> <p>9:00 – 5:00 Time for Independent Work Before/After ISC (information interview; research, resume)</p> <p>1:00 – 3:00 PM OPTIONAL: Tips & Help with MSWord Becky Bluhm – SAIT Business Applications Division F-3211</p> <p>Complete Survey for Week One</p>



Access from State Department Computer Account ONLY
SharePoint Site: <http://fsi.m.state.sbu/sites/tc/CTC/JSP/JSP2/default.aspx>

**JOB SEARCH PROGRAM
WEEK TWO
October 13 - 17, 2014**



**Career Transition Center
Foreign Service Institute
U.S. Department of State**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>October 13, 2014</p>	<p>October 14, 2014 Room K-1109/1503</p>	<p>October 15, 2014 Room K-1109/1503</p>	<p>October 16, 2014 Room K-1109/1503</p>	<p>October 17, 2014</p>
<p>NO CLASS</p>	<p>9:00 – 11:45 Creating a Complete Portfolio - From Business Cards to Resumes Mary G. Boss, International Career Trainer & Coach</p>	<p>9:00 - 11:45 Capturing Your Skills & Articulating the Accomplishments Mary G. Boss, International Career Trainer & Coach</p>	<p>9:00 – 10:20 How Not to be De-Selected in the Hiring Process Thomas Morris, III, Morris Associates</p>	<p>9:00 – 2:30 Resume & Cover Letter Evaluations - Small Group Workshops Counselors (see room schedule) MY GROUP MEETS IN ROOM _____</p>
<p>COLUMBUS DAY HOLIDAY FSI is CLOSED</p>	<p>12:00 – 12:45 Networking With Mary Boss on Retiring Overseas Room K-2110</p>	<p>1:00 – 4:00 PM Resume Development Small Group Workshops Counselors (see room schedule) MY GROUP MEETS IN ROOM _____</p>	<p>10:30 – 11:45 Short-term/Part Time Work Panel NEW DATE! 12:00 – 12:45 USAID Alumni Assn. (Optional)</p>	<p>9:00 – 11:45 For all Spouses/Partners Transition Issues-Life After the FS Faye Barnes, AAFSW Room E-2118</p>
<p>JSP-only Computers Available this week Rooms E-3115 & E-3120</p>	<p>1:00 – 4:00 Linked In (linkedin.com) for Networking Margaret Dikel, Technology Consultant</p>	<p>Assignment 4: Bring 10 copies each of draft Resumes & Cover Letters to Small Groups on Friday.</p>	<p>1:00 – 2:30 PM Ten Issues for Financial Well-Being in Retirement Q/A session with a Financial Planner (optional) Everette Orr, CFP Orr Financial Planning LLC</p>	<p>12:30 – 3:30 Optional: Individual Brief Consultations with Helen Jones, Social Worker Room C-3108 (no appt. needed)</p>
	<p>Assignment 3: Bring, Skills Summary, Accomplishment Statements & 20 Year Journey materials to Small Groups tomorrow afternoon.</p>		<p>2:30 – 5:00 Independent Work (resume, self-marketing materials, information interviews)</p>	<p>2:45 – 4:00 Optional: Travel/Transportation Information Session Mette Beecroft DOS Transportation & Travel Mgmt. Room K-1109/1503</p>
			<p>Bi-Weekly Report for Pay Period 20 due to Room E-2103 by COB</p>	<p>Complete Survey for Week Two</p>



**JOB SEARCH PROGRAM
WEEK THREE
October 20 - 24, 2014**



**Career Transition Center
Foreign Service Institute
U.S. Department of State**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>October 20, 2014 Room K-1109/1503</p> <p>9:00 – 11:00 Interviewing Skills Overview Tom Stowell Stowell Consulting</p> <p>11:15 – 12:15 Guided Meditation for Stress Relief Peter Kovach</p> <p>1:00 – 5:00 Individual Scheduled Consultations Counselors (see room schedule) MY APPOINTMENT: TIME _____ ROOM _____</p> <p>12:30 – 4:00 OPTIONAL Individual Brief Appointments DoS HR/RET Counselors Rooms C-4108 & C-4112</p> <p>Assignment 5: Bring MBTI Report, 20-Year Journey to your ISC today, or tomorrow, as scheduled.</p>	<p>October 21, 2014</p> <p>9:00 – 11:45 Preparing for Difficult Questions Small Group Workshops – Counselors (see room schedule) MY GROUP MEETS IN ROOM _____</p> <p>1:00 – 5:00 Individual Scheduled Consultations JSP Counselors (see room schedule) MY APPOINTMENT: TIME _____ ROOM _____</p> <p>12:30 – 4:00 OPTIONAL Individual Brief Appointments DoS HR/RET Counselors Rooms C-4108 & C-4112</p> <p>Assignment 6: E-mail second draft of Resume to Small Group Counselor by 5pm today.</p>	<p>October 22, 2014 Room K-1109/1503</p> <p>9:00 – 10:15 Non-Profits, Think Tanks, Professional/Trade Associations Panel</p> <p>10:30 – 11:45 NGOs and International Development Panel</p> <p>12:00 – 1:00 Networking Lunch Room E-2120 <i>Ask a colleague or find an affinity group!</i></p> <p>1:00 – 2:15 PM Chair Yoga for Discovering Your Passion Michelle Neyland Certified Wellness Coach and Yoga Instructor</p> <p>2:30 – 4:00 PM Exploring New Frontiers Using Social Media (for your transition/job search) Kathleen Smith ClearedJobs.Net</p>	<p>October 23, 2014 Room K-1109/1503</p> <p>9:00 – 11:45 Negotiation Strategies for your Transition Marianne Goodwin, Goodwin International LLC</p> <p>12:00 – 1:00 DACOR--Dacor Bacon House Foundation Briefing Q & A (Optional)</p> <p>1:00 – 4:00 Online Strategies and e-Tools for Transition Susan Musich, Passport Career</p> <p>JSP-only Computers Available this week Rooms E-3115 & E-3120</p>	<p>October 24, 2014</p> <p>9:00 – 10:45 Resume Critiques-- Small Group Workshops MY GROUP MEETS IN ROOM _____</p> <p>11:00 – 4:00 Practice Interview-- Small Group Workshops Counselors (see room schedule)</p> <p>Assignment 7: Students bring 30-second summary, 3 copies of resume, Interview Scenario & Answers to Difficult Questions to Small Groups</p> <p>Complete Survey for Week Three</p>



**JOB SEARCH PROGRAM
WEEK FOUR
October 27 - 31, 2014**



**Career Transition Center
Foreign Service Institute
U.S. Department of State**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>October 27, 2014 Room K-1109/1503</p> <p>9:00 -10:15 Exploring Mediation and Mediator Training Panel</p> <p>10:30 – 11:45 Advice from Corporate and Non-Profit Recruiters Panel</p> <p>12:00 – 12:45 American Foreign Service Association (AFSA) Briefing/Q&A session (Optional)</p> <p>1:00 – 2:20 Higher Education (universities, community colleges, Encore Learning) Panel</p> <p>2:40 – 4:00 Teaching English as a Second Language (TESOL) & Second Career (K-12) Teaching Panel</p> <p>2:00 – 4:00 PM Last Minute Resume Critiques/Job Fair Questions Optional (first come first serve) Room K-2508</p>	<p>October 28, 2014 Note: D-1103 (morning)</p> <p>9:00 – 10:20 Financing/Marketing a Small Business Timm Johnson Small Business Development Center</p> <p>10:40 – 12:00 Talking with Small Business Owners Panel</p> <p>1:00 – 4:00 Job Fair Employers TBA Rooms K1109/1503</p> <p>1:00 – 5:00 Individual Recorded Interviews (see interview schedule) Rooms C-3108; C-3112; C-4108; C-4112; F-1616</p>	<p>October 29 2014 Room K-1109/1503</p> <p>9:00 - 10:20 Writing and Publishing (memoirs, blogging, fiction, non-fiction, technical) Panel</p> <p>10:40 – 11:45 Incorporating Volunteer Work into Your New Lifestyle Panel</p> <p>1:00 – 2:10 OR</p> <p>2:20 – 3:30 Help Sessions—Your LinkedIn.com Profile F-3305 & F-3211 (optional; sign up in advance)</p> <p>1:00 – 5:00 Individual Recorded Interviews (see interview schedule) Rooms C-3108; C-3112; C-4108; C-4112; F-1616</p> <p>JSP-only Computers available this week Rooms E-3115 & E-3120</p>	<p>October 30, 2014 K-1109/1503</p> <p>9:00 – 10:30 Establishing a Consulting Practice Panel</p> <p>10:50 – 11:30 Tell Us What You Think Staff</p> <p>11:30 – 11:45 The Association for Diplomatic Studies & Training's Oral History Project Chris Sibilla Executive Director</p> <p>1:00 – 5:00 Individual Recorded Interviews (see interview schedule) Rooms C-3108; C-3112; C-4108; C-4112; F-1616</p> <p>1:00 – 5:00 Independent Work (Information Interview Report; final resume, self-marketing materials)</p> <p>Bi-Weekly Report for Pay Period 21 due to Room E-2103 by COB</p>	<p>October 31, 2014</p> <p>9:00 – 10:45 Wrap-up & Small Groups JSP Counselors (see room schedule) MY GROUP MEETS IN ROOM _____</p> <p>Assignment 8: Bring information interview reports, final resumes to small groups.</p> <p>11:00 – 11:45 Room K-1109/1503 Final JSP Session Acting DG Hans Klemm</p> <p>11:45 – 12:00 Group Photo</p> <p>12:00 – 1:00 Wood Lobby Appreciation Reception Sponsored by DACOR Guests: AFSA; USAID Alumni Assn; PDAA, FARNOVA</p> <p>1:00 – 5:00 Individual Recorded Interviews (see interview schedule) Rms. C-3108 & C-4112</p> <p>Complete Survey for Week Four Best wishes for your unique transition!</p>



**JOB SEARCH PROGRAM
WEEK FIVE
November 3 - 7, 2014**



**Career Transition Center
Foreign Service Institute
U.S. Department of State**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
November 3, 2014	November 4, 2014	November 5, 2014	November 6, 2014	November 7, 2014
	<p>JSP-only Computers Available this week Room E-3115</p>			



Access from State Department Computer Account ONLY
SharePoint Site: <http://fsi.m.state.sbu/sites/tc/CTC/JSP/JSP2/default.aspx>

WEEKS SIX - NINE

All Participants

All participants are encouraged to find local resources to assist them in their job searches wherever they locate following the Job Search Program. See *Resource Guide Introduction* for suggestions, under Transition Assistance. All participants may continue to consult with CTC staff if they wish.

Participants remaining in the Washington area are also encouraged to attend the following scheduled meetings at FSI to discuss their progress and to share information:

Wednesday November 12, 2014 JSP Follow-up Group Meeting in Room **E-2118**
10:00 AM – 12:00 noon

Tuesday, November 25, 2014 JSP Follow-up Group Meeting in Room **E-2118**
10:00 AM – 12:00 noon



Foreign Service Participants Payroll Procedures for April

During the second month of the Job Search Program, FS participants are expected to work daily on their career transition program. FS participants must continue to submit Biweekly Reports during this second month up to their retirement date.

Thursday, November 13: Bi-Weekly Report for Pay Period 22 (11/02/14 - 11/15/14) due to E-2103; FSICTC@state.gov, or fax, 703-302-7416.

Wednesday, November 26: Bi-Weekly Report for Pay Period 23 (11/16/14 - 11/29/14) due to E-2103; FSICTC@state.gov, or fax, 703-302-7416.

Thursday, December 11: Bi-Weekly Report for Pay Period 24 (11/30/14 - 12/13/14) due to E-2103; FSICTC@state.gov, or fax, 703-302-7416.

EMAIL to CTC staff: FSICTC@state.gov
FAX to CTC staff 703-302-7416



Staff members of the Career Transition Center are always available to assist any JSP participant!



JSP Participant ASSIGNMENTS – October 2014	DUE
<p>Create a LinkedIn profile (linkedin.com) during the JSP. You will find that LinkedIn is essential for networking purposes, whether your goals include full time, part time work, consulting, entrepreneurship, or volunteer work. If you are a LinkedIn user already, the session on October 14th will provide more strategies. (Your colleagues in prior JSPs HIGHLY RECOMMEND that you create a profile, no matter what your goal.)</p> <p>During the Job Search Program, we have two sessions on LinkedIn:</p> <ul style="list-style-type: none"> October 14th “LinkedIn (linkedin.com) for Networking” October 29th Optional Help sessions, 1:00 - 2:10 PM OR 2:20 – 3:30 PM (with CTC staff) Sign-up sheet will be provided during week two. 	<p>October 31, 2014</p>
<p>Assignment # 1: Conduct two “Information Interviews” during the JSP; prepare a brief reports. One information interview can be with a JSP peer (see your colleagues’ bios, distributed in week one). See guidance in Week One JSP textbook. Prepare to discuss your interviews throughout your small group sessions.</p>	<p>All small group sessions</p>
<p>All Foreign Service and Civil Service participants: Submit your Bi-weekly Reports**: For Pay Period 20 For Pay Period 21</p> <p>**For everyone in JSP, bi-weekly reports provide us a record should bureaus ask us to account for your time while in JSP. The bi-weekly also serves as a record of your job search/transition activity. In addition, for all State personnel coming from overseas, bi-weekly reports serve as TATEL time sheets.</p>	<p>10/16/14 10/30/14</p>
<p>Assignment # 2 Bring the following to your first Individual Consultation on Friday.</p> <ul style="list-style-type: none"> 20 Year Journey (started in October 7th session) Values Exercise (started in October 9th session) MBTI Step II (form Q) with Facets Report (distributed in October 9th session) 	<p>October 10, 2014</p>
<p>Submit your Evaluation of Week One (link sent in email on Friday afternoon).</p>	<p>By Monday of Week Two</p>
<p>Assignment # 3 Bring the following to Small Group meetings:</p> <ul style="list-style-type: none"> 20 Year Journey Materials (started in October 7th session) Values exercise (started in October 9th session) Skills Summary and Accomplishment Statements (started in October 15th session) 	<p>Small Groups meet on October 6, 7, 9, 10, 15, 17, 21, 24, and 31.</p>



Submit your Evaluation of Week Two (link sent in email on Friday afternoon).	By Monday of Week Three
Assignment # 4 Bring the following to your small group meeting on October 17 th : <ul style="list-style-type: none"> • 10 copies of your first draft resume • 10 copies of your first draft cover letter 	October 17, 2014
Assignment # 5 Bring the following to your second Individual Consultation <ul style="list-style-type: none"> • 20 Year Journey (from October 7th and 9th) • MBTI Report (from October 9th) 	October 20, OR October 21, 2014
<ul style="list-style-type: none"> • Assignment # 6: E-mail second draft of resume to small group counselor by 5pm. 	October 21, 2013
Assignment #7: Bring the following to your small group meeting on October 24 th <ul style="list-style-type: none"> • 30-Second Summary (started on October 8th in Networking session) • 3 copies of your latest revised resume • Scenario for your practice interview (form) • Draft responses to "Difficult Questions" 	October 24, 2013
Submit your Evaluation of Week Three (link sent in email on Friday afternoon).	By Monday of Week Four
Submit your Evaluation of Week Four (link sent in email on Friday afternoon). ***NOTE: we need all feedback for program review and evaluation meetings on November 3 rd . Please submit your feedback each week in our brief surveys so that we can consider your suggestions and feedback.	No later than Monday of Week Five (November 3, 2014)
Foreign Service Only: Submit your Bi-weekly Reports, by email to FSICTC@state.gov or by fax, 703-302-7416, or drop off by COB, E-2103 Pay Period 22 Pay Period 23 Pay Period 24	11-13-14 11-26-14 12-11-14

