



U.S. Office of Personnel Management Veterans Employment Program Office



OPM Veteran Employment Workshops

Workshops—June 2011

Getting the Job -This is a four part series that each month will give participants an opportunity to speak with individuals involved in the various aspects of the hiring process.

Federal Employment Process -This is a three part series. Participants will learn tips on resume writing, how to find and apply for jobs and how to have a successful interview.

- June 7— Getting the Job Part 1of 4—Talk to an HR professional about your application. What happens once you hit the send button? What is category rating and how does it affect your veterans preference? How are my qualifications determined?
- June 8—Federal Employment Process Part 1 of 3—Writing an Effective Resume. Learn tips to market yourself. Understand what information to include. Understand best practices. Learn how to communicate veteran specific information.
- June 9—Veteran Intern Programs. Learn about intern programs and military spouse hiring authority. This workshops is for Hiring Managers.
- June 15—Federal Employment Process Part 2 of 3—Find and Apply. Learn about federal careers, how to search for jobs and more.
- June 20—Meet David Dissinger, Veteran Employment Program Manager. Opportunity to learn about careers at the U.S. Department of Agriculture.
- June 22—Federal Employment Process Part 3 of 3—Interview Techniques. Learn what to do before, during and after an interview. Opportunity to practice what you learned. Participate in a mock interview.
- June 23—Careers at OPM. This month we feature the Federal Investigative Services Division. Learn what skills that make a good investigator, a typical day in the life of an investigator, and supporting positions within FISD.

| Mon | Tue | Wed | Thu | Fri |
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| To sign-up send an email vet_employment@opm.go Phone: 202.606.7305 1900 E Street NW Washington, D.C. 20415 | | 1 | 2 | 3 |
| Invasion of Normandy 1944 | Getting the Job Part 1 of 4 Talk to HR Profession- als 11:00am—12:00pm | Federal Employment Process Part 1 of 3 Resume Writing 8:30 am—10:00am | Workshop for Hiring Managers Veterans Internship Programs and Military Spouse Hiring Authority 8:30 am—10:00am | 10 |
| 13 | U.S. Army 1775 236 Years Old | Federal Employment Process Part 2 of 3 Find and Apply for federal jobs 9:00 am—11:00 am | 16 | 17 |
| Spotlight—Veteran Employment Program Manager U.S. Department of Agriculture 10:30 am—11:30 am | 21 | Federal Employment Process Part 3 of 3 Interview Techniques 8:30 am—3:00 pm | Careers at OPM Federal Investigative Services 9:30am—11:00am | 24 |
| 27 | 28 | 29 | 30 | |
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