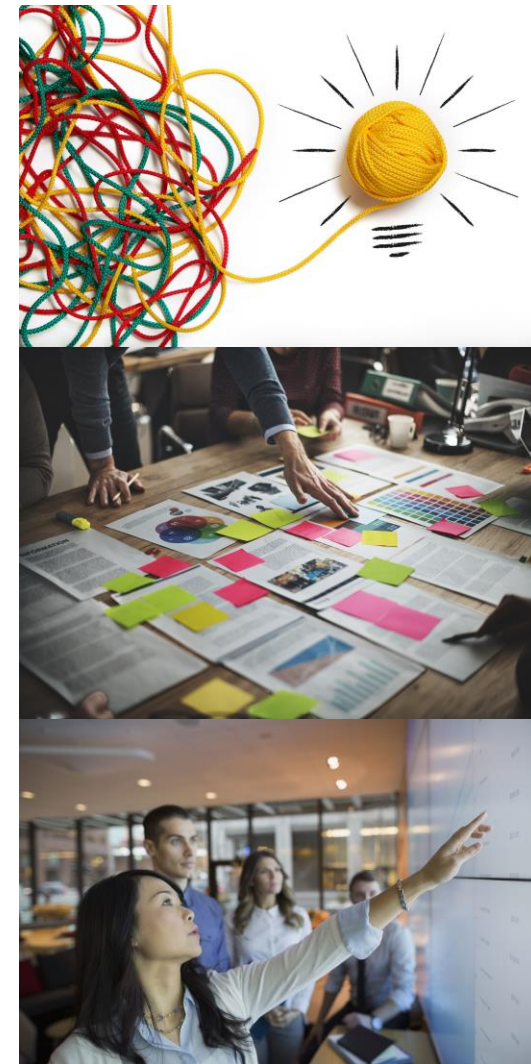


Career Exploration

A partnership of USAID & OPM



Agenda



Identify the *how* & *why* of Career Exploration



Career Planning & Assessment



Job Search Strategies



Keys to Success

***“Do what you can,
with what you have,
where you are.”***

-Theodore Roosevelt

Career Exploration Myths

Career Planning: True or False?



1. Career testing will tell me exactly which occupation is right for me.
2. I'll only have to do career planning once in my life.
3. I already know everything I need to know about my profession of choice.
4. I don't have enough time to spend on career planning.
5. I should look for an occupation in high demand right now.

***"A year from now, you may wish
you had started today."***

- Karen Lamb, Author

What is Career Exploration?



A woman reviewing work documents with an employee.

A process used to explore:

- New opportunities
- Your skills & abilities
- Potential job requirements

Occupations with the Largest Job Growth

Table 1.4 Occupations with the most job growth, 2023 and projected 2033 (Numbers in thousands)

2023 National Employment Matrix title	2023 National Employment Matrix code	Employment, 2023	Employment, 2033	Employment change, numeric, 2023–33	Employment change, percent, 2023–33	Median annual wage, dollars, 2023 ^[1]
Total, all occupations	00-0000	167,849.8	174,589.0	6,739.2	4.0	48,060
Home health and personal care aides	31-1120	3,961.9	4,782.4	820.5	20.7	33,530
Software developers	15-1252	1,692.1	1,995.7	303.7	17.9	132,270
Cooks, restaurant	35-2014	1,434.2	1,678.6	244.5	17.0	35,780
Fast food and counter workers	35-3023	3,734.1	3,946.5	212.5	5.7	29,540
General and operations managers	11-1021	3,630.1	3,840.5	210.4	5.8	101,280
Registered nurses	29-1141	3,300.1	3,497.3	197.2	6.0	86,070
Stockers and order fillers	53-7065	2,864.7	3,033.3	168.6	5.9	36,390
Medical and health services managers	11-9111	562.7	723.3	160.6	28.5	110,680
Financial managers	11-3031	837.1	975.3	138.3	16.5	156,100
Nurse practitioners	29-1171	292.5	427.9	135.5	46.3	126,260
Laborers and freight, stock, and material movers, hand	53-7062	3,004.8	3,130.6	125.7	4.2	37,660
Medical assistants	31-9092	783.9	901.9	118.0	15.0	42,000
Construction laborers	47-2061	1,401.2	1,516.6	115.4	8.2	45,300
Management analysts	13-1111	1,018.3	1,126.2	107.9	10.6	99,410
Computer and information systems managers	11-3021	613.5	720.4	106.9	17.4	169,510



U.S. Office of
Personnel Management

Assessing Your Career Paths

3 Self-Assessment Steps



Abilities



Interests



Preferences

Identify your Abilities

Identify your Abilities



List skills



Ask



Test

Identify your Abilities: examples



List skills

Technical

- MS Office (3)
- Writing (5)
- Research methods (4)
- Programming (2)
- Software / systems
- Processes
- Data visualization
- Teaching / training
- Analysis
- Design

Relational

- Communication
- Adaptability
- Rapport building
- Negotiating
- Collaboration
- Teamwork
- Problem-solving
- Leadership
- Conflict resolution
- Decision-making

Identify your Abilities



List skills



Ask



Test

Identify your Career Interests

Identify your Interests



List skills

Technical

- MS Office (3)
- Writing (5)
- Research methods (4)
- Programming (5)
- Software / systems
- Processes
- Data visualization (4)
- Teaching / training (3)
- Analysis (5)
- Design (3)

Relational

- Communication (5)
- Adaptability (4)
- Rapport building (5)
- Negotiating (4)
- Collaboration (3)
- Teamwork (3)
- Problem-solving (4)
- Leadership (3)
- Conflict resolution (2)
- Decision-making (2)

Career Interests Categories

<i>Realistic</i>	<i>Investigative</i>	<i>Artistic</i>	<i>Social</i>	<i>Enterprising</i>	<i>Conventional</i>
<ul style="list-style-type: none"> • Prefer to work with their hands. • Tend toward outdoors. • Athletic or mechanical abilities. 	<ul style="list-style-type: none"> • Enjoy observation. • Learners. • Problem solving abilities. 	<ul style="list-style-type: none"> • Innovative & intuitive. • Prefer unstructured environments. • Creative abilities. 	<ul style="list-style-type: none"> • Energized by working with others. • Enjoy helping & training. • Communication abilities. 	<ul style="list-style-type: none"> • Drawn toward influencing. • Leadership & management. • Organizational and financial abilities. 	<ul style="list-style-type: none"> • Fascinated by datasets and appreciate instructions. • Detail-oriented & reliable. • Numerical abilities.

Image based on Holland Codes or the Holland Occupational Themes, a theory of careers and vocational choice, based upon personality types, initially developed by American psychologist John L. Holland

Look at your Network



Colleagues talking, clapping, and shaking hands in groups.

Useful tools:

- Friends & colleagues
- LinkedIn
- Attend events
- Search

Identify your Career Preference

Preferences

CHALLENGE	Learning new skills or information, self-development
CREATIVITY	Doing things in a new way, inventing things, or developing different approaches or methods
HELPING OTHERS	Doing things for others, building a better world
INCOME	Making a high salary
INDEPENDENCE	Being your own boss, deciding how and when to do your work
OUTDOOR WORK	Working outside, in different types of weather
PRESTIGE	Doing work that is seen as important, and for which people admire and respect you
PUBLIC CONTACT	Providing information to the public, talking to people outside your organization
SECURITY	Having stable employment, steady income, not worrying about being laid off
VARIETY	Doing many different activities, not doing the same things all the time
WORKING IN A GROUP	Working with others, being cooperative, getting to know co-workers
LITTLE PHYSICAL ACTIVITY	Doing work that requires very little physical activity (not much lifting or carrying)
WORKPLACE	Working in an office, remotely, or hybrid

Questions?

Job Search Strategies



Organizing your search

Organizing your job search

GOALS	STEPS/TASKS	ESTIMATED TIME TO COMPLETE	DUE DATE					
Goal1: Update resume	Updation of resume	1 hour	10/06/2020					
	Introducing career services for review	0.5 hours	2 nd week of Jun 2020					
	Make further changes	1 hour	2 nd week of Jun 2020					
	Text here	Xx hours	Week	Mon	Tues	Weds	Thurs	Fri
Goal 2: Apply to 3-4 jobs in the specific filed	Check online databases for positions	2-3 hours	1	30 second elevator pitch, LinkedIn, Indeed, E-mail Connections, 2 Applications	Update Resume, Identify Key Search Words, Coaching Session, GlassDoor, Company Websites	Target Company List, LinkedIn, Indeed, 5 Applications, Network Event	Interview Stories, Ladders, GlassDoor, Target Companies, Recruiters, 3 Applications, Face/Face	Interview Stories, Face/Face Meeting , Call Day, Follow Up, Reach out to Connections - 5 touches
	Find specific interested organization	1-3 hours						
	Text here	Xx hours						
Goal 3: Build and maintain network	Update LinkedIn account	1-3 hours						
	Reach out to new contacts	1-2 hours						

Spreadsheet of goals and steps and time to complete, and portion of a weekly calendar with tasks per day.

Online Searches

[illegible]

Spreadsheets with alternating yellow & white rows.

Launching your search

Where are jobs found?



Online



Professional
Associations



Your Network

Online Searches

Websites & Apps:

- LinkedIn
- Indeed
- Glassdoor
- CareerBuilder
- Dice
- FlexJobs

Government focused:

- USAJobs
- State & local employment services
- Civic Match
- FedsForward



Person holding a cup of coffee, while writing in front of a laptop.

Professional & Community Associations

- Alumni associations
- Chambers
- Community boards/councils
- Trade associations



5 people sitting around a conference table.

Look at your Network



Colleagues talking, clapping, and shaking hands in groups.

Useful tools:

- Friends & colleagues
- LinkedIn
- Content creators
- Informational interviews

Reach Out to Your Contacts



Person waving while seated at a desk.



Two people talking, sitting at a table outside a café.

Hi Jose,

It's been a while. Hope you've been well. I saw that you have been consulting with some international start-ups. That sounds exciting!

You may remember we were both part of that HR Innovators cohort 3 years ago. I'm reaching out because I know you are a respected leader in HR and thought you might be able to help. Since we last spoke, I earned my SHRM credentials and moved into the public sector where I've been part of a team implementing a government-wide virtual onboarding program. It's been a rewarding experience, and now I am actively looking to discover my next career move. After much thought, I believe the next growth role for me is a Senior HR Director for tech companies with a global workforce.

I am curious who you might know in this space who you'd suggest I speak with. I welcome any other insights you'd be willing to share that might help with my search. If you're up for it, we could even catch up over coffee. What's your availability late next week?

*With many thanks,
Molly*

Leverage LinkedIn



Completed profile



Compelling headline



Highlighted skills



Engagement

LinkedIn



Ryan Reynolds 

Part-Time Actor, Business Owner

New York, New York, United States · [Contact Info](#)

4M followers · 29 connections



[See your mutual connections](#)

[Join to view profile](#)

[Message](#)



[The Creative Ladder](#)



[Kitsilano Secondary School](#)



[Websites](#)

About

I've been acting for three decades now, which might be described as "a proven track record" or "delivering consistent results" on LinkedIn. I'm currently on a sabbatical to spend time with family and attempt being a 9-to-5 professional.

Informational Interviewing

Dear *[Name of recipient]*,

[Write how you heard about the organization or recipient]. [Type of work they do] is particularly interesting to me because *[why it's of interest]*. I would welcome the opportunity to learn more about your work. Could we schedule a 15-20 minute informational interview in the next few weeks?

I appreciate your time and thank you for your consideration.

Best wishes,

[Your name]

*Template adapted from Indeed Career Guide, www.indeed.com



1 image of person typing; 1 image of person in a virtual call; 1 image of two people having coffee

Mentorship



Mentor listening to her mentee.



Mutual respect



Tailored guidance



Growth

Handling the Ups and Downs

Are you feeling...

Discouraged?

Anxious?

Disorganized?

Resentful?

Overwhelmed?



Man with laptop, in office, rubbing his eyes with one hand

Keys to Success

1. One step at a time.



2. Get organized.



3. Quiet the unhelpful noise.



Keys to Success

4. Access support.



5. Self-compassion.



6. Make time for you.



Federal Career Transition Programs

Interagency Career Transition Assistance Plan (ICTAP)

Process

Employee must apply for ICTAP eligible position

Selection Priority

Provides selection priority for surplus employees.

Federal Agencies

Priority for jobs in other Federal agencies.

Local Commuting Area

Jobs within the local commuting area are included.



Eligibility. . .



Displaced Employee

Must be a displaced or former displaced employee.



Type of Service

Must be in the Competitive Service.



Type of Appointment

Career or career conditional appointment required.



Performance Rating

Fully successful or greater performance rating.

When does Eligibility for Selection Priority Begin?

- On the date the agency issues the RIF separation notice
- On the date the agency issues an advanced notice of proposed removal for declining a transfer of function or directed reassignment to another commuting area

When does eligibility for ICTAP expire?

One Year

One year after involuntary separation, at the earliest.

Career Appointment

When you receive a career or career-conditional or excepted service appointment without time limit in any agency

Eligibility Requirements

When you no longer meet eligibility requirements.

How Selection Priority Works for ICTAP

- Agencies post vacancies
- Employees apply
- Agencies determine if well qualified
- Eligible applicants block other selections (must clear RPL first)

Selection Priority - ICTAP

1

Not Well-Qualified

If not well-qualified, qualifications must be reviewed.

2

Second Review

Qualifications must be reviewed by a second party.

3

Advised Results

Applicant must be advised of the results of second review.

Typical Questions from Employees

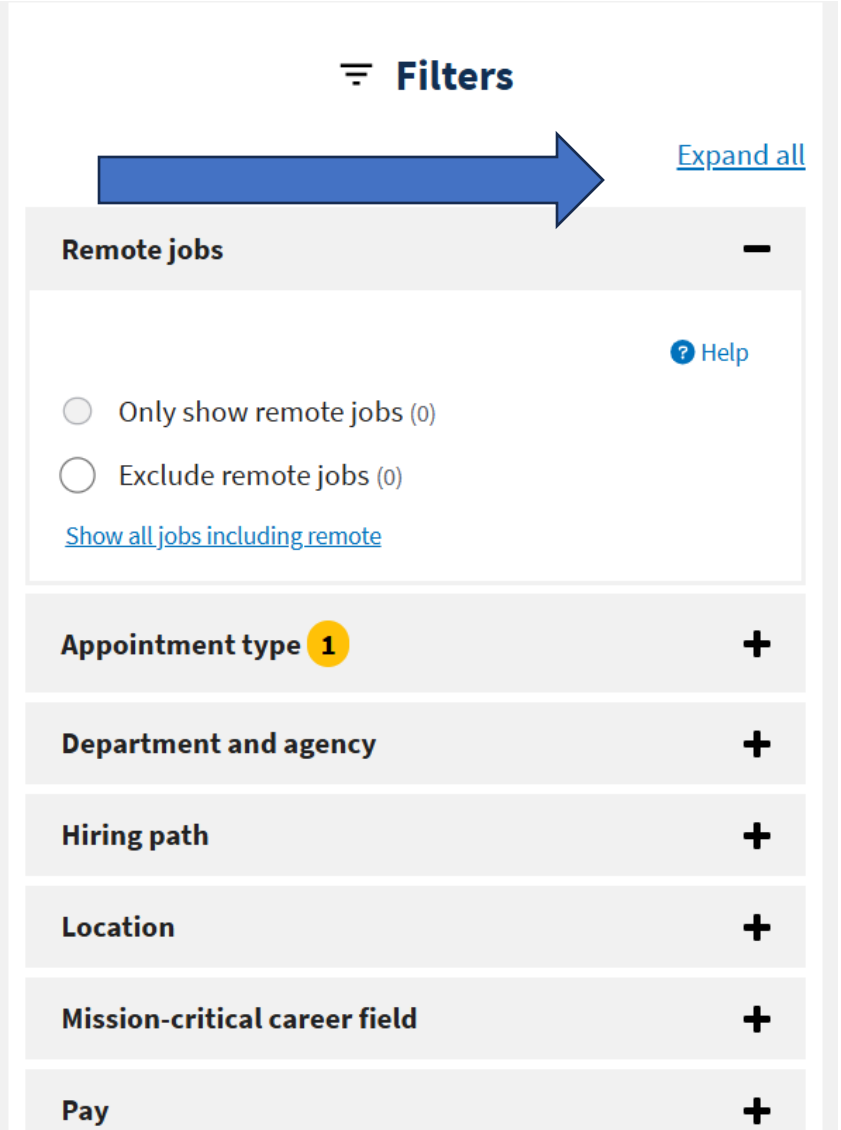
- How do I register for this program?
- How do I get hiring preference using these programs?
- What happens if I'm not found well qualified?
- Do I get priority for every Federal job?
- What are my chances of getting a job this way?
- Does my local commuting area change if I move?

USAJobs

Career Transition Filter


Filtering by CTAP/ICTAP

- First click the “Expand all” hyperlink to bring up more choices.



Filters

[Expand all](#)



Remote jobs 


[? Help](#)


☐ Only show remote jobs (0)


☐ Exclude remote jobs (0)


[Show all jobs including remote](#)


Appointment type  

Department and agency 

Hiring path 

Location 

Mission-critical career field 

Pay 


Filtering by CTAP/ICTAP

- Next scroll down to the appropriate selection and check Career transition (CTAP, ICTAP, RPL) to populate the job listing.





Hiring path 1


[? Help](#)


☐  Open to the public (5)


Federal employees (79)

☐  Competitive service (12)


☐  Excepted service (2)


☐  Internal to an agency (24)


☒  Career transition (CTAP, ICTAP, RPL) (30)

☐  Land & base management (11)


Armed forces (32)

☐  Veterans (12)

☐  Military spouses (13)

☐  National Guard & reserves (7)

Filtering by CTAP, ICTAP & RPL

- Following those steps would populate your search with the jobs that have been marked for CTAP, ICTAP, and RPL and identified with this symbol. 

Human Resources Specialist (Human Resource Specialist)

Justice, Bureau of Prisons/Federal Prison System

Department of Justice

Littleton, Colorado

 Open 03/13/2025 to 04/03/2025

Starting at \$63,134 Per Year (GL 07-09)

Permanent • Full-time



 Save Job

Human Resources Specialist (Human Resource Specialist)

Justice, Bureau of Prisons/Federal Prison System

Department of Justice

San Diego, California

 Open 03/13/2025 to 04/03/2025

Starting at \$64,682 Per Year (GL 07-09)

Permanent • Full-time



 Save Job

Human Resources Specialist (Human Resource Specialist)

Justice, Bureau of Prisons/Federal Prison System

Department of Justice

El Reno, Oklahoma

 Open 03/13/2025 to 04/03/2025

Starting at \$49,739 Per Year (GL 05-07)

Permanent • Full-time



Resources

- OPM Employee Guide to Career Transition
 - [Employee Guide to Career Transition](#)
- OPM Workforce Reshaping Handbook
 - [Workforce Reshaping Handbook](#)

***“Have a dream. Have a passion.
Know that there's no such thing
as an overnight success.”***

- Christiane Amanpour

Questions?

***“Start where you are.
Use what you have.
Do what you can.”***

-Arthur Ashe