



# Interview



Fort Polk  
ARMY COMMUNITY SERVICE  
EMPLOYMENT READINESS

**Where  
Career Success  
Begins**

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FB-Fort Polk Employment-Readiness



**EmploymentReadiness**  
PROGRAM



*Where  
Career  
Success  
Begins*



## Employment Readiness Program (ERP)



The Employment Readiness Program offers information and referral services and assistance to military Spouses; active duty military; retired military; active Guard and Reserve; DoD civilians; and all immediate Family Members in the areas of employment, training and volunteer opportunities. The services are designed to give you the competitive edge necessary to secure employment and advance your career. Services include hiring events, career counseling and training, employment and education information, volunteer opportunities, internet job search and assistance in resume writing and goal setting.

ERP offers a Virtual Career Library, a 3D digital career library featuring over 6,000 pages of comprehensive job search education and career guidance resources. The Virtual Career Library also includes the following:

- Virtual career classroom
- Hiring and Employment news videos
- Digital career books
- College and career school finder
- Career exploration videos
- Virtual job bank, and more.

ERP also offers a downloadable App which features the following tools:

- Military Spouse Programs
- Conducting job searches
- Interview tips
- Information on Resume writing styles

App is available for Smart phones (e.g., iPhones and Android), using the following platforms: Apple App Store, Blackberry App World and Google play.

### For Federal job searches visit:

[www.USAJobs.gov](http://www.USAJobs.gov)

**Hiring Events** - The Army Community Service (ACS) Employment Readiness Program proudly hosts/sponsors hiring events on and off the installation. Hiring events such as job fairs, and employer visits, offer golden opportunities for military Spouses to network with employers and potentially land interviews or jobs. *(The participating employers are committed and dedicated in hiring military Spouses.)*

### 10 Steps to a Federal Job :

This 3 day class teaches you how to navigate the USAJOBS system and write a correct federal resume. CPAC provides training on Military Spouse Preference and the EO 13473 on the last day.

## Resources and Information:



### Military Spouse Employment Partnership (MSEP):

An expanding partnership between military Spouses seeking employment and corporate businesses committed to providing meaningful and portable careers. Military Spouses are encouraged to visit [www.MSEPjobs.militaryonesource.mil](http://www.MSEPjobs.militaryonesource.mil) to find employment opportunities and post resumes.



### Military Spouses Career Advancement Account Program (MyCAA):

The program is offered to eligible military Spouses as part of the Office of the Secretary of Defense, Spouse Education and Career Opportunities (SECO) program.

- Eligibility restricted to spouses of active duty E1-E5, W1-W2, and O1-O2 serving on Title 10 orders.
- Financial assistance limited to \$4,000
- Financial assistance must be used three years from the start date of the first class.
- Financial assistance may only be used for an Associate Degree, occupational license or credential.
- Visit [myseco.militaryonesource.mil](http://myseco.militaryonesource.mil)

