



## MILITARY & FAMILY SUPPORT CENTER

# FAMILY EMPLOYMENT READINESS PROGRAM

4827 BOUGAINVILLE DRIVE, HONOLULU, HI 96818



### EMPLOYMENT ASSISTANCE

A variety of services and resources are available to assist our military and veteran population and their families. Services include individual appointments, classes, online job boards, and more.

### VOLUNTEER OPPORTUNITIES

New Place, New Connections! The first step is to sign up for the monthly Volunteer Opportunities class on Great Life Hawaii! Ask about volunteer opportunities at the MFSC offices or in the local community. Local agencies are looking for your expertise and assistance. Bulk up your resume, keep your skills fresh, give back to the community, network in your new home or gain skills to use towards a different career interest.

### INDIVIDUAL APPOINTMENTS

For in-depth assistance with any career, higher education, or volunteer concern, call the Centralized Schedulers. 808-474-0126/0129 or email [MFSC Hawaii@navy.mil](mailto:MFSC Hawaii@navy.mil).



### EMPLOYMENT RESOURCE CENTER

Located at MFSC JBPHH Moanalua Center, this self-service center is offered to service members and their families. It offers employment resources, access to our job board, and computers with internet and printing. \*\*\*

### CLASSES AND EVENTS \*\*\*

(Virtual and In-person options specified on schedule. Verify location before registering.)

**Acing the Interview:** Learn what is needed to have a successful interview! Position yourself as the best candidate, learn different interview techniques, practice interview questions and learn to avoid common pitfalls. Practice interviews are offered.

**Career Exploration:** Discover what may be the perfect career for you through personality assessments and career study. Focus on your strengths, avoid undesirable career aspects.

**Civilian Resume Writing:** Explore different types of private sector resumes and the basics of writing a resume and cover letter.



**Federal Employment 101:** Obtain details on the federal employment process, completing applications, navigating the website, as well as hiring preferences for different populations.

**Federal Employment 102:** Assistance in building the most effective federal resume in the most efficient manner. Best practices, samples, and guidance on personal drafts are offered.

**LinkedIn:** Employers seek information about candidates in different ways, social media included. LinkedIn is a centralized space for professional networking. This class leads attendees through LinkedIn and provides guidance on how to best utilize the site.

**Salary Negotiations:** Discussion of the basics of the imposing process of negotiating your salary, benefits, or any other part of your employment.

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### \*\*\* CURRENT HIGHLIGHTS

Throughout the pandemic, your local FERP team has ensured that services are still available via both virtual and in-person means including virtual or in-person appointments and classes. The computer resource center is available by visiting the MFSC front desk and signing in. In-person hiring events are tentatively scheduled for March and October. Contact us for updates and changes as they occur.

**Hiring Events:** Held bi-annually, the whole 2<sup>nd</sup> floor of the MFSC building is filled with 40+ employers, interview rooms, and if space allows, employment workshops and resume assistance are provided. \*\*\*

**In-Dependents:** Transitioning from high school to the next phase can be daunting. This bi-annual event is for high school students/graduates and at least one parent. It breaks down all the information one should know to move on successfully.

**Volunteer Opportunities:** A one-hour information session on how to volunteer within the JBPHH community and/or with MFSC directly. Takes place on every 3<sup>rd</sup> Thursday of the month at 1:30 PM.

**Military Spouse Employment Boot Camp:** Take this bi-annual class to experience the “basics” of each employment topic covered under the Family Employment (FERP) umbrella. One class where military spouses can collect foundational information on Interviewing, Resume Writing, Networking, Negotiating and much more!

**Employment Hot Topics:** A class that covers topics most requested throughout the different employment classes and appointments. This is an interactive workshop where students practice translating experiences, elevator pitches, quantifying skills and much more!

### MILITARY SPOUSE EMPLOYMENT PARTNERSHIP (MSEP)

MSEP is part of DoD's Spouse Education and Career Opportunities (SECO) initiative through Military OneSource. It seeks to strengthen education and career opportunities of military spouses. The site provides career exploration, education and training opportunities with options for specific needs such as funding and identifying academic, licensing, and credentialing requirements  
[www.facebook.com/DoDMilSpouse](https://www.facebook.com/DoDMilSpouse)  
<https://msepjobs.militaryonesource.mil>

### MILITARY SPOUSE PREFERENCE (MSP) PRIORITY PLACEMENT PROGRAM (PPP)

Active Duty Spouses seeking federal employment may qualify for this program with their PCS orders, marriage certificate, and the Self-Certifying Checklist. This may assist with obtaining a federal position ahead of general public applicants. For more guidance, contact a FERP specialist.



#### Army & Air Force Exchange (AAFES)

With over 43,000 AAFES positions, military spouses are well-posed to gain employment with this program. Take advantage of the Spouse Continuity Program, which can assist you to continue AAFES employment at your new location. Contact Human Resources.

[HRSC@aafes.com](mailto:HRSC@aafes.com)

AAFES is doing its part to combat unemployment rates among veterans. Over 10% of yearly hires are veterans.  
<http://odin.aafes.com/employment>



The NEXCOM Enterprise employs 14,000 associates worldwide. It partners with the DoD Military Spouse Employment Partnership (MSEP) and the Wounded Warrior Project. The Continuity of Employment Program helps associates find a new job within NEXCOM when a military member transfers.

<https://www.mynavyexchange.com/nex/work-for-us/military-spouses>



The official site for the federal employment. Access multiple search options, store up to five resumes and necessary documents, and explore hiring preferences. Receive E-Mail notifications about job searches, obtain application status information and access support information about the federal application process. <http://www.USAJobs.gov>



### NAF JOBS

Non-Appropriated Funds (NAF) jobs are available throughout your local military base. These jobs are listed on USAJobs and installation-specific websites. For direct links to the list of only JBPHH NAF jobs, visit: <http://www.jbphh.greatlifehawaii.com/jobs> for Navy NAF jobs. [www.NAFJobs.org](http://www.NAFJobs.org) for Air Force NAF jobs.

### FEDERAL CONTRACT EMPLOYMENT

Obtaining federal employment may take months. However, there are thousands of private sector companies who win contracts from the federal government to provide federal services. For guidance on how to find the companies hiring in your local military community, contact us.

### O\*NET ONLINE

A great website for career exploration, Department of Labor (DoL) information, and labor market research.  
<http://www.onetonline.org>

### CareerOneStop

A Department of Labor (DoL) program that offers a pathway to career success. Job seeking tools, online guidance, nationwide information, and more.  
<http://www.careeronestop.org>

### UNEMPLOYMENT INSURANCE

Military spouses who must leave a job due to PCS or separating/retiring military members can research their local unemployment office eligibility and benefit information.  
<http://labor.hawaii.gov/ui/>

### CERTIFICATION/LICENSURE ASSISTANCE

Need help with navigating the process of obtaining, funding, and/or transferring a certification or license? Call or email today!

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