



MILITARY & FAMILY SUPPORT CENTER

FAMILY EMPLOYMENT READINESS PROGRAM

4827 BOUGAINVILLE DRIVE, HONOLULU, HI 96818

Employment Assistance

The Family Employment Readiness Program (FERP) provides a variety of services and resources to assist military spouses, family members, active duty military members, and veterans. Services include individual appointments, classes and hiring events. Resources include computer and internet access, websites and literature, and federal and private sector employment information. The Military and Family Support Center at Joint Base Pearl Harbor Hickam is here to provide these services directly to you.

Volunteer Opportunities

New Place, New Connections! 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. Contact the MFSC Volunteer Coordinator today!

Individual Appointments

For an individual appointment for resume assistance, career/transition counseling, or help with volunteer possibilities, visit or call the MFSC Front Desk and ask for the Centralized Schedulers. Main MFSC #:808-474-1999; Centralized Schedulers Direct Lines: 808-474-0126/0129

Employment Resource Center

Located at MFSC JBPHH Moanalua Center, this self-service center is offered to service members and their families. It offers employment information, job search resources, local job announcements, and five computers with Internet and printing.



Classes and Events

Hiring Events: Held bi-annually, the entire 2nd floor of the MFSC Building is filled with over 40 employers, rooms for immediate interviews, and if space allows, workshops are provided on different employment concerns such as LinkedIn, Salary Negotiations, Resume Reviews, etc.

LinkedIn: Employers seek information about candidates in traditional & current means, 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.

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 and learn strategies.

Civilian Resume Writing: This class provides students with information on different types of private sector resumes and the basics of writing a resume and cover letter. Attendees will gain the tools to write a resume on their own and learn where further support can be found.

Federal Employment 101: The federal employment process can feel confusing. We will help you navigate the USAJobs website and understand the application process from start to finish. Learn how to build a competitive application. We will also cover topics such as hiring preferences and programs for veterans and military spouses. For in-depth federal resume assistance request an appointment via the Centralized Schedulers (808-474-0129/0126)

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. Mock interviews can be coordinated as well.

Part Time Money Makers (PTMM): PTMM can help you discover creative ways to earn supplemental income and/or save money you didn't know you had! This course will cover legitimate, remote employment opportunities; leveraging your hobby into a money maker, and quick-start income opportunities and money saving apps. We will also help you identify red flags for scams and determine your entrepreneurial potential.

Spouse Employment Symposium: Sponsored by Hiring Our Heroes, part of the U.S. Chamber of Commerce Foundation, and the Military Officers Association of America, this FREE annual event takes place in October – in Hawaii. Any job seeking service member, veteran, and/or spouse are invited to attend. Gain insight into LinkedIn, receive a free LinkedIn profile photo session, meet with different employers, and receive guidance from networking and other experts in the field. This all-day event is worth the time investment. Registration is required: www.hiringourheroes.org/events.

Military Spouse Preference (MSP) Priority Placement Program: Spouses of active duty (AD) military members & full time National Guard/Reserves may be eligible for Military Spouse Preference Priority Placement. To be eligible, spouses must reside within the commuting area of sponsor's permanent duty station (PDS); provide proof of marriage to the AD member, proof of military member's AD status & other documentation required by the vacancy announcement to which you are applying; & must meet all pre-employment criteria & be eligible for immediate noncompetitive appointment to a position in the competitive service. To utilize MSP build/post a resume to the USAJOBS profile & upload essential documents, including the Military Spouse PPP Self-Certification Checklist which must be included with each job application. For more information & FAQs, visit: <https://www.dcpas.osd.mil/EC/Advise>

Certification/Licensing Reimbursement

For information about reimbursement towards entrepreneurship or certification/licensure costs, contact the MFSC @ 808-474-1999.

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 funding programs, and assists spouses in identifying academic, licensing, and credentialing requirements. This program offers employment readiness, self-marketing skills, and connections to find a rewarding career. The MSEP program links companies with direct access to military spouses seeking career opportunities and vice versa. MSEP has **160** partners who have hired over **36,000** military spouses.

<https://www.facebook.com/DoDMilSpouse>
<https://msepjobs.militaryonesource.mil>

My Individual Career Plan (MyICP)

The Spouse Career Planning tool, "My Individual Career Plan" (MyICP) is available for all active duty military spouses through SECO registration

<https://myseco.militaryonesource.mil/Portal/Home/IndividualCareerPlans>.

Spouses can build a virtual career roadmap based on their specific goals and objectives.

O*NET

A great tool for career exploration, job analysis and labor market research. Use the occupation search tool for examples of detailed professional tasks to help build a strong resume. www.ONETonline.org



USAJobs

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. www.USAJobs.gov



NAF JOBS

Serving our Military personnel and their families.

NAF Jobs

Non-Appropriated Fund (NAF) positions are available at the Child Development Centers (CDCs), and Morale Welfare and Recreation (MWR) facilities including the golf courses, clubs, pools, bowling lanes, hobby and craft shops. For JBPHH: www.greatlifehawaii.com
For Navy: <http://www.navymwr.org/jobs>
For Air Force: www.NAFJOBS.org



Army & Air Force Exchange (AAFES)

With over 43,000 AAFES positions, military spouses are well-posed to gain employment with this program. When it's time to PCS, don't resign. 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
AAFES is doing its part to combat unemployment rates among veterans. Over 10% of yearly hires are veterans. <http://odin.aafes.com/employment>



Navy Exchange (NEX)

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>

Unemployment Insurance

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

CareerOneStop

CareerOneStop, a DoL program, is your pathway to career success. Job seeking tools and career assistance are provided. <http://www.careeronestop.org>

HireNet Hawaii Virtual One-Stop – Oahu Work Links

A wide variety of employment services are available to individuals, 24/7. Job seekers may create and post resumes, find available Hawaii jobs, receive career information, and locate available training. Use the search engine to find private sector, government, and corporate job boards for employment opportunities. A virtual recruiter automatically searches for suitable candidates or resumes and provides notification when a match is found.

Oahu Work Links provides services to job seekers who have been laid off, who are receiving unemployment benefits or who meet income eligibility guidelines based on their family's income for the past year. Services include:

- ✓ Career guidance, support and workshops
- ✓ Programs that help cover tuition costs in approved training programs
- ✓ A library learning center with internet www.hirenethawaii.com/vosnet

State of Hawaii

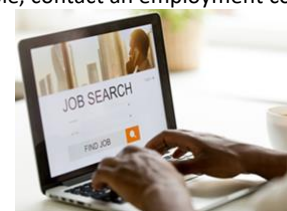
Hawaii's state government positions: <https://portal.ehawaii.gov/residents/jobs-and-employment>

Indeed.com

An overall, easy to explore collection of employment opportunities in the private sector, corporate, federal and state job markets. www.indeed.com

Federal Contract Employment

Many civilian companies provide federal government services alongside federal employees. For guidance on finding which companies may have employment positions available, contact an employment counselor.



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