Workshop Offered by NRCS to the PR’s Association of Engineers Titled: “Steps to Apply for Job Opportunity Announcements In the Federal Government”. August, 2014

During the evening of August 19, 2015, and as an Outreach Activity, representatives from NRCS offered a workshop titled: “Steps to Apply for Job Opportunity Announcements in the Federal Government” at the College of Engineers and Land Surveyors of Puerto Rico (CIAPR, for its acronym in Spanish).

The activity was organized by Eng. Victor Rivera Collazo, who is President of the Puerto Rico’s Association of Engineers, and was announced as an open event for professionals and students, as well as for general public participation. The CIAPR offered 3 hours of Continue Education (CEU) for those who were members of the CIAPR; and offered it free of charges for all participants. As result, we oriented 122 persons during this Workshop.

The Agenda consisted on a brief presentation of speakers: Mr. Luis A. Garcia – VSPM, and Eng. Lydia E. Collazo – FWPM & LGBT SEPM. We also dedicated few minutes to talk about: Who is NRCS, What do we do, Civil Rights & EEO; and the importance for the Federal Government on providing opportunities to underrepresented groups such as most of the participants in the event – Hispanics, Women, Blacks, Veterans, LGBTs among other minorities.

An Equal Opportunity Provider and Employer
Once the introduction topics were covered, we provided a detailed orientation for accessing the Webpage: USAJOBDS.gov; we showed them How to create a “My Account” under the USAJOBS.gov page; How to Search for Job Opportunity Announcements; How to Personalize “My Account” for receiving periodic email notifications of Job Announcements; How to use the “Resume Builder” routine; How to Upload Documents and Resumes on “My Account”; and finally, How to Apply for Job Opportunity Announcements.

We offered the workshop in an interactive way, by projecting a PPT Presentation showing a “Step by Step Procedure” and running a “Real Case” using Internet; participants were very pleased with it.

Many participants have created a “My Account” already, but they received HINTS for working on it in an efficient manner in order they could use it wiser.

Because few participants were Veterans, Mr. Luis Garcia-VSEPM covered special topics for their benefits, such as “SF-15: How to Claim 10-Points for Veterans Preference”.

Many questions were answered during the workshop. At the end of the night, as part of the CIAPR’s Evaluation Process, the participants rated the workshop as an excellent activity!!

Prepared By:
Eng. Lydia E. Collazo, LGBT-SEPM, Caribbean Area
For Comments or Recommendations:
lydia.collazo@pr.usda.gov