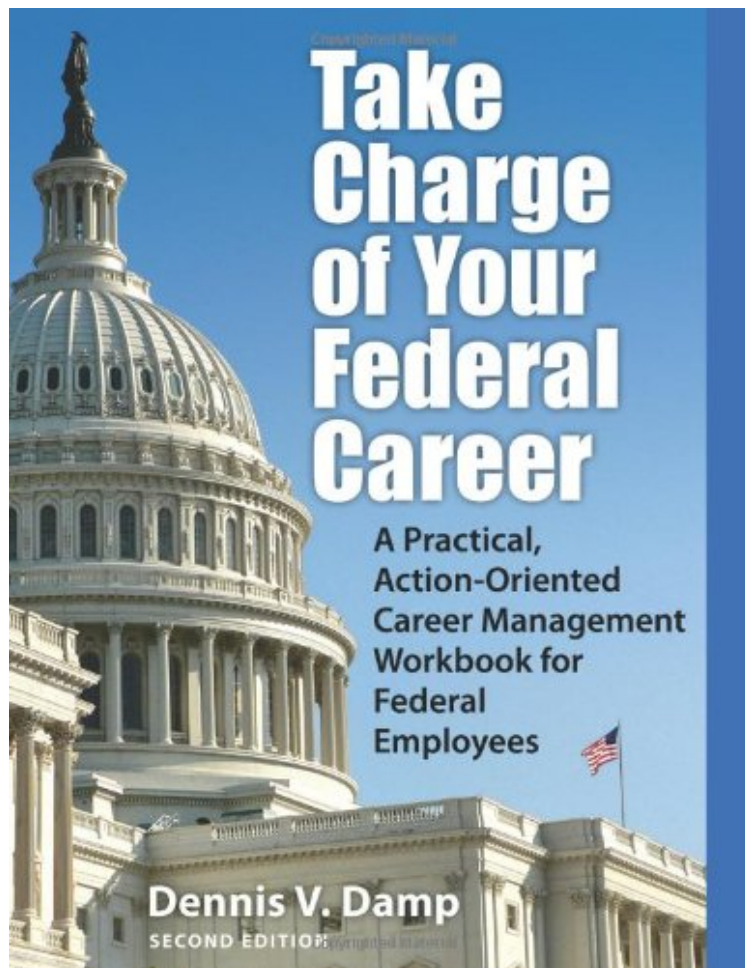


[Ebook free] Take Charge of Your Federal Career: A Practical, Action-Oriented Career Management Workbook for Federal Employees

Take Charge of Your Federal Career: A Practical, Action-Oriented Career Management Workbook for Federal Employees

Dennis V. Damp

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Dennis V. Damp : Take Charge of Your Federal Career: A Practical, Action-Oriented Career Management Workbook for Federal Employees before purchasing it in order to gauge whether or not it would be worth my time, and all praised Take Charge of Your Federal Career: A Practical, Action-Oriented Career Management Workbook for Federal Employees:

3 of 3 people found the following review helpful. Good book but needs to be updated By James LA very well written book that contains a lot of good information, but could use some updating. The latest version of this book was written when times were still good in the federal govt and there were many more opportunities present than there are now. Some of the recommendations contained within are no longer applicable due to budgetary constraints or changes in the

hiring processes, though many of the strategies on how to best posture oneself for success (or as much success as can be expected today) are still valid. 0 of 3 people found the following review helpful. Five Stars

By M. A. Harrison
Bought this for my husband

Do you dream of a better life, higher pay, a challenging position with responsibility and one that takes full advantage of your interests, education, and experience? You can turn your dreams into reality and be one of the many thousands of federal employees each year that are promoted or attain higher level government jobs. *Take Charge of Your Federal Career* is a practical, action-oriented career management workbook for federal employees. Packed with proven tips and valuable assessment and evaluation tools. This unique workbook provides federal workers with the individualized know-how and guidance they need to identify, obtain, and successfully demonstrate the skills and experience required to qualify for new and better federal jobs. What separates those who want to improve and progress in their careers from those who actually achieve success? The fact is that its not enough to dream about promotions, great new jobs, and higher pay, you have to plan a course of action to achieve those goals. The factors that will determine whether or not you succeed are motivation, personal initiative, and taking the steps (ACTIONS) necessary to make your dreams come true. If youre not satisfied with your current job or if youve been bypassed for a promotion dont despair, help is out there if you know where to look. You have many options and career paths to pursue in the federal sector. Even if you lack the required education or experience there are ways to obtain skills needed to reach your career goals. *The Keys to Success* There are a number of steps that you must take to develop a viable career development program. Without proper planning you may not succeed and a structured program will improve your chance of success considerably. These seven essential steps will get you where you want to go: 1. Self Assessment 2. Locating Job Opportunities (Targeting Positions) 3. Setting Realistic Goals (IDPs) Individual Development Plans 4. Completing Your Application 5. Networking (Self Promotion and Discovery) 6. Interview Preparation 7. Follow-up (Staying on Track) Each of these steps is important and one without the other often leads to failure and confusion. Each step builds on the other and is discussed in detail in a related chapter of this guide. If you take one step at a time and build on each step as you develop it, you will make a connection. This workbook, its companion web site at <http://fedcareer.info>, and *The Book of U.S. Government Jobs* will help federal employees perform a self-assessment, develop a plan with your supervisors input to attain short and long term career goals, and prepare a professional resume and application. Thousands of opportunities exist in all agencies nationwide and overseas for those who plan to make their plan a reality. This step-by-step workbook will help you explore the possibilities and determine what will work personally for you.

We're confident that you, whether you're a wage grade or general schedule employee, will find this guide useful throughout your career as a federal government employee - *Federal Employees News Digest*

About the Author
Dennis V. Damp is an author, retired federal manager, business owner, career counselor and veteran. *Damps The Book of U.S. Government Jobs*, was a three-time finalist for Best Career title by the Benjamin Franklin Awards Committee and a finalist for Best Career Reference title in 2008 by Foreword Magazine. Damp is the author of 24 books and a recognized employment expert. He retired in 2005 at age 55 with over 35 years of government service. Dennis has been a guest on hundreds of radio talk shows, CNN Cable TV, lectured at universities and colleges, produced Internet web sites and training videos, and has written hundreds of articles for national magazines and newspapers. He is a contributing writer for various Web sites including Monster.com and FederalRetirement.net, and his books have been featured in the Wall Street Journal, Washington Post, New York Times and U.S. News World Report. Dennis joined the Air Force in 1968 and spent over three years on active duty and an additional seven years with the Air National Guard. He was hired by the Department of Defense (DOD) after leaving active duty and transferred to the Federal Aviation Administration (FAA) in 1975. He spent the remainder of his career in various positions with the FAA. Dennis worked as an electronics technician, training instructor, project engineer, computer-based instruction administrator, training program manager, program support manager, environmental health and safety program manager, supervisor and facility manager. He developed and conducted career development classes and produced a career development training video program for the FAA. Dennis held numerous supervisory and management positions and was responsible for recruiting, rating and interviewing applicants, outreach and hiring. His last government position was technical operations manager at the Pittsburgh International Airport's air traffic control tower. Damps books are based on his many years in management where he was responsible for recruitment, outreach, retention and career development. His books present an insider's view of what it takes to go from job hunter to hired employee, and everything in between, to improve a job hunters chances of landing a high-paying government job.