

EMPLOYMENT CHECKLIST FOR INITIAL ENTRY SERVICE MEMBERS AND FAMILIES NATIONAL GUARD EMPLOYMENT ENHANCEMENT PROGRAM (NGEEP)

As you begin your career with the **OHIO NATIONAL GUARD** - understanding benefits and opportunities provided to you by your service to the state and nation is important. Whether you are looking to **START SCHOOL, LEARN A TRADE, OR BEGIN WORK**, considering the range of options at your disposal is critical to finding the right path into your future. The intent of this checklist is to provide a basic framework that includes best practices, recommendations, actions, and selected links designed to assist you in how to plan your future and find a civilian career using military resources and connections.

BASIC RULES

- UNDERSTAND YOUR BENEFITS.** Your **CITIZEN SOLDIER FOR LIFE (CSFL) CAREER COUNSELOR** assigned to each **RECRUIT SUSTAINMENT PROGRAM (RSP)** will provide you a copy of **RUCKSACK ESSENTIALS** and explain to you the array of resources available educating you on managing money, using military healthcare to offset medical costs, applying benefits towards tuition, and finding a job or career. The CSFL Career Counselor is a single source for understanding multiple benefits.
- UNDERSTAND THE JOB MARKET.** Determining the right combination of education and skills is critical in planning how to obtain the job or career you are looking for. Your service in the military can provide direct paths to civilian employment, but finding those paths will require a comprehensive understanding of the employment market and making the right connections.
- BE PATIENT.** You may not land your ideal job as your first job. However, consistently understanding and leveraging you military experience, benefits, and connections is a proven method of improving opportunities for progressively better employment, higher salary, and quality of life.

RECOMMENDATIONS

- KNOW WHAT INDUSTRIES AND POSITIONS/CAREERS ARE MOST IN DEMAND** in Ohio and your area. Go to <http://omj.ohio.gov/OMJResources/In-DemandOccupations.stm> for a comprehensive listing by **OCCUPATION, SALARY, ANNUAL OPENINGS, AND REQUIRED EXPERIENCE**. If you are undecided on your next career – this information can provide awareness and understanding of what to study in college, which apprentice program to choose, or where to start a job. For a larger perspective use **VetNet** <http://www.vetnethq.com/> for additional career searches and assistance or **ONET** at <https://www.onetonline.org/>. **Seek out individuals in careers you have interest in and talk to them about their experiences.**
- USE OHIO MEANS JOBS** at <https://jobseeker.ohiomeansjobs.monster.com/Veterans/VeteranInfo.aspx>. The site provides links to career resources and benefits; licensing, education, and training; and employment information specific to Veterans/service members. It also allows you to post resumes for review and post resumes to their job site (free). **THIS SITE OFFERS AN ASSESSMENT OF YOUR MILITARY SKILLS/TRAINING AND ALLOWS YOU TO MAP/PLAN YOUR ROUTE TOWARD A CAREER.**
 - Select **Veterans Workforce Services**
 - Use **Career Resources and Benefits** to determine what you have and what you need for the job or career you desire
 - Use **Licensing, Education, and Training** to determine how your military training can lead to certification(s) or college credits
 - Use **Employment Information** to find military-friendly employers and opportunities offered to Veterans and service members
 - Posting Resumes.** The OMJ site allows you to post a military/Veteran tagged resume to their job board. Other than that – applying for jobs by sending resumes to individuals who do not know you is time consuming and frustrating – instead use the programs listed in this flyer to make direct connections with employers.

- ❑ **REGISTER WITH USAJOBS** at <https://www.usajobs.gov/>. If you are looking for a government position – USAJOBS is the official site for all job listings. It also provides instruction for creating Federal resumes and links for Veterans/service members wanting to apply military service and disability hiring preference points toward positions. If you register – you can set your preference and receive updates on positions that meet your interests and qualifications.
- ❑ **APPRENTICESHIPS.** The salary comparison between a recent college graduate (\$50,000) and someone obtaining a journeyman’s status as a trained apprentice (\$62,000) demonstrates the high demand for skilled labor in Ohio. Apprentice programs offer a **SALARY AND PAID TRAINING** starting the first day. Go to <http://apprentice.ohio.gov/index.stm> for more information on Ohio programs, or use <https://helmetstohardhats.org/> and www.IUAT-DC6.org to compare programs and opportunities.
- ❑ **GET REFERRALS.** Many times getting an interview is contingent upon who you know, or who you know that knows someone else. A reliable strategy is to leverage your **EXTENDED FAMILY, FRIENDS, AND OTHER ADVOCATES** in using their connections to introduce you to opportunities within industries, career fields, and corporations. Advocates and connections within the Ohio National Guard include your **CSFL CAREER COUNSELOR** and the **OHIO NATIONAL GUARD EMPLOYMENT ENHANCEMENT PROGRAM (NGEEP)**. Both programs have extensive networks that include hiring managers, employers, and other programs dedicated to getting service members meaningful jobs and careers.
- ❑ **UNDERSTAND JOB FAIRS.** Job fairs are more about networking and gaining information than getting a job. Be prepared to ask questions about the company – not just specific jobs. Look to get a business card from the individuals representing the company and ask how you can follow-up with them about employment opportunities.
- ❑ **EXPLORE EDUCATION AND TUITION OPTIONS.** The Ohio National Guard has an education team that can directly assist you (go to <http://ong.ohio.gov/education/index.html> for contact information and additional resources), while the GI Bill site is at <https://www.benefits.va.gov/gibill/>. To talk directly to a guidance counselor – call 614.336.7275. For questions about the **OHIO NATIONAL GUARD SCHOLARSHIP** – call 614.336.7143 or go to http://www.ong.ohio.gov/scholarship_index.html.

ACTIONS

- 1) Meet with your **CSFL CAREER COUNSELOR** (contact information is below)
- 2) Obtain a copy of the **RUCKSACK ESSENTIAL** from your CSFL Counselor
- 3) Register for **OMJ**
- 4) Use **OMJ** to explore and plan your employment/career path
- 5) For **COLLEGE** – contact a guidance counselor or go to the website to apply for tuition
- 6) For a **JOB** – contact your **CSFL** counselor or use the **NGEEP** contacts listed below
- 7) For an **APPRENTICESHIP** – use the **NGEEP** contacts listed below

CSFL CAREER COUNSELORS

Dayton/Cincinnati - Terry Black	937.346.5490 tlblack@afsc.com
Columbus - Michael Simpkins	614.284.0528 msimpkins@afsc.com
Cleveland/Akron – Michael Richards	614.376.5071 330.357.6198 mrichard@afsc.com

NGEEP LEADS

Cleveland/Akron - Scott Lim	614.400.3520 216.973.6112 scott.kirby.lim@gmail.com
Toledo - Cheryl Hagan	614.400.8845 cheryl.d.hagan.ctr@mail.mil
Columbus - Joe Gabriel	614.336.7366 joseph.r.gabriel3.ctr@mail.mil
Columbus/South - LeeAnn Rahe	614.336.4212 leeann.r.rahe.ctr@mail.mil
Dayton - Pat Nowak	937.681.5779 614.400.8718 nowak51@hotmail.com
Cincinnati - Sarah Meeds	614.336.7912 614.400.4959 mesarah@gmail.com