



VALU
VA LEARNING UNIVERSITY

| MyCareer@VA

MyCareer@VA Tools and Resources Inventory

For Career Development Facilitators



Table of Contents

Introduction	3
Purpose of the Document	3
How to Use the Document	3
Understanding Career Development	1
CareerCare	1
Career Development for New Employees	1
http://go.usa.gov/NXBW	1
Career Talk: Conversations with VA Leadership	1
Finding the Right Job Fit	1
Increasing Job Satisfaction	1
Exploring Opportunities at VA	1
My Career Fit Tool	1
My Career Mapping Tool	2
VA Career Guides	2
VA Job Finder	2
Top 10 Reasons to Work at VA	2
http://mycareeratva.va.gov/Resources/Documents/Top10ReasonstoWorkatVA508.pdf	2
Building Competencies	2
Leadership Competencies at VA	2
VA Competencies	2
Applying for a Job and Getting Hired	2
Interview Prep	3
InterviewStream	3
My Federal Resume Builder	3
Understanding the General Schedule	3
What is the STAR Method?	3
7 Tips for an Effective Federal Resume	3
Developing Professional Relationships	3
Effective Communication and Social Networking	3
Effective Conversations with Your Mentor	4
Elevator Pitch Prep	4
Helping Others with their Career Development	4
Having Developmental Conversations	4
Giving Effective Feedback to Employees That Supports Career Development	4
Resources for Overcoming Obstacles	4
Retaining Top Talent	4



Super Users	4
Tips for Setting Developmental Goals with Employees	4
Tips for Talking with Employees about Career Development.....	5
VA Careers Frequently Asked Questions	5
What's the Difference Between a Career Development Conversation and a Performance Management Conversation?	5
Cemetery Administrator (Director) Intern Program	5
Graduate Healthcare Administration Training Program (GHATP): Interns/Recent Graduates	5
Graduate Healthcare Administration Training Program (GHATP): Health Systems Management Trainee Program	5
National Diversity Internship Program (NDIP)	6
Pathways Internship Program.....	6
Pathways Recent Graduates Program	6
Presidential Management Fellows (PMF)	6
Technical Career Field (TCF) Program	6
VA Acquisition Academy Acquisition Internship School - Acquisition Internship Program (AIP).....	6
VA Acquisition Academy Acquisition Internship School - Warriors to Workforce Program (W2W)	6
Workforce Recruitment Program (WRP) for College Students with Disabilities	7
Resources for Veterans	7
For Veterans: Writing a Federal Resume	7
Interviewing for Veterans.....	7
Making the Military to Civilian Transition	7
Military to Civilian: Starting a Federal Job Search	7
Resources for Veterans	7
Student Veterans.....	7
Veterans Affairs Learning Opportunity Residency (VALOR)	8



VALU
VA LEARNING UNIVERSITY

MyCareer@VA

Introduction

As a Career Development Facilitator (CDF) you have the opportunity to provide individuals with personalized support and guidance that can help them achieve career goals. For the U.S. Department of Veterans Affairs (VA), career development is a critical process of growing employees to help them fulfill VA's mission and provide top-quality service to Veterans and their families.

Purpose of the Document

This inventory provides CDFs with tools and resources that help guide VA employees through the career development process. Use the titles, descriptions, and course links to navigate the MyCareer@VA website and make recommendations based on the information provided.

How to Use the Document

Each resource and tool provided in this document is categorized based on user needs. The major categories are resources for each type of user (e.g. Resources for Interns) or user need (e.g. Resources for Exploring Opportunities at VA). The sub-categories are names of tools and courses on the MyCareer@VA website. A link is provided in each sub-category to direct the user to the resource on the MyCareer@VA website.



VALU
VA LEARNING UNIVERSITY

MyCareer@VA

Understanding Career Development

The following resources are geared toward individuals who could benefit from learning more about career development and how it can impact their personal growth and development.

CareerCare

Learn where, when, and how to use the career development resources.

<http://go.usa.gov/NXKT>

Career Development for New Employees

Learn how to balance your career development as a new employee; it's never too early to focus on the next step in your career.

<http://go.usa.gov/NXBW>

Career Talk: Conversations with VA Leadership

Listen to podcasts featuring interviews and conversations that will help you learn more about various aspects of career development.

<http://go.usa.gov/NX8j>

Finding the Right Job Fit

Find out if you're in the right position with the My Career Fit Tool. This interactive tutorial walks you through the My Career Fit Tool's features and how to interpret your results. Afterwards, you'll search jobs at VA that match your work interests and work environment preferences.

<http://go.usa.gov/NXkY>

Increasing Job Satisfaction

Understand what job satisfaction means to you, where you can find it, and how career development plays a role in increasing overall job satisfaction through this course.

<http://go.usa.gov/NXke>

Exploring Opportunities at VA

The following interactive tools are designed to guide anyone at any stage of their career development process to discover the various career opportunities at VA.

My Career Fit Tool

Engage with the My Career Fit Tool to better understand your work interests and work environment preferences. The tool translates your responses into VA career options that may be a good fit based on your personal preferences.

<http://go.usa.gov/NX9k>



VALU
VA LEARNING UNIVERSITY

MyCareer@VA

My Career Mapping Tool

Navigate from one job to another with the My Career Mapping Tool. The tool uses information about your current job to uncover different career paths that you could pursue at VA.

<http://go.usa.gov/NX9G>

VA Career Guides

Uncover your career possibilities with VA Career Guides. This is a virtual tour of hundreds of job titles across 50 occupations nationwide, all within VA.

<http://go.usa.gov/NXXW>

VA Job Finder

Conduct a focused job search at VA with the VA Job Finder. The online search tool uses a robust search engine that helps you find current job openings all over the world.

<http://go.usa.gov/NX8V>

Top 10 Reasons to Work at VA

Learn the top 10 strong reasons to begin a career at the Department of Veterans Affairs.

<http://mycareeratva.va.gov/Resources/Documents/Top10ReasonstoWorkatVA508.pdf>

Building Competencies

The following resources apply to those who want to understand what competencies are required to help them succeed in their current or future career path.

Leadership Competencies at VA

Learn about leadership competencies at VA through tools like the Leadership Competency Model and the Leadership Competency Brochure. The Leadership Competency Model defines each competency on the MyCareer@VA website. The Leadership Competency Brochure describes how leadership skills are successfully carried out on the job.

<http://www.mycareeratva.va.gov/Resources/Documents/LeadershipCompetencyModel.pdf>

VA Competencies

Determine what success looks like for your chosen path using VA competencies. VA competencies are the knowledge, skills, abilities, and characteristics required to succeed in your current job or advance to a new position.

<http://go.usa.gov/NXGw>

Applying for a Job and Getting Hired

The following tools and resources will benefit those who desire to improve their resume, interview skills, and understand the federal hiring process.



VALU
VA LEARNING UNIVERSITY

MyCareer@VA

Interview Prep

Learn about Performance Based Interviewing (PBI) and best practices for successful interviews with the Interview Prep skill building course.

<http://go.usa.gov/NXWj>

InterviewStream

Digitally record an unlimited amount of practice interviews before seeking employment using InterviewStream. The system also provides video clips on interviewing with tips from experts.

https://mycareeratva.interviewstream.com/default.aspx?utm_source=cdf-resource&utm_medium=cdf-resources_s&utm_content=08-06-14_interview-stream-one&utm_campaign=mcva-cdf-tools-and-resources-inventory

My Federal Resume Builder

Use the Federal Resume Builder to create a Federally formatted resume that you can save, edit, and use to apply to Federal jobs. This tool also helps you tailor your skills and experiences to a specific job announcement.

<http://go.usa.gov/NXjm>

Understanding the General Schedule

Understand the General Schedule (GS) and pay grades with this course.

<http://go.usa.gov/NXZk>

What is the STAR Method?

Use the Situation, Task, Action, and Results (STAR) method to help you present your skills and experience to employers in a unique and effective way. This method should be applied to your resume writing and job interviews.

<http://go.usa.gov/NXDB>

7 Tips for an Effective Federal Resume

Use this article to learn Federal resumes tips that go beyond the usual tried-and-true methods.

http://whatsnewmycareer.com/2014/05/13/7-tips-effective-federal-resume?utm_source=cdf-resource&utm_medium=cdf-resources_s&utm_content=08-06-14_seven-tips-effective-federal-resume&utm_campaign=mcva-cdf-tools-and-resources-inventory

Developing Professional Relationships

The following resources will benefit those interested in learning how to make connections and building their personal network.

Effective Communication and Social Networking

Learn best practices for effective communication skills when you contact a potential employer in person, over the phone, or virtually.

<http://go.usa.gov/N9sJ>



VALU
VA LEARNING UNIVERSITY

MyCareer@VA

Effective Conversations with Your Mentor

Understand how to develop a productive relationship with your mentor through communication. Use the provided conversations starters to facilitate conversations.

<http://go.usa.gov/NXGY>

Elevator Pitch Prep

Learn how to briefly sell yourself whenever a career opportunity arises by using a 30-second Elevator Pitch. Perfect your pitch with our elevator timer and practice as often as you need until you nail it.

<http://go.usa.gov/NXYW>

Helping Others with their Career Development

The following resources will benefit those individuals who are interested in or in a position to support the development and growth of others at VA.

Having Developmental Conversations

Learn how to initiate and continue developmental conversations with your staff and how to best utilize the MyCareer@VA Toolkit to support their career development.

<http://go.usa.gov/NX5J>

Giving Effective Feedback to Employees That Supports Career Development

Learn how giving the right kind of feedback at the right time can help your employees develop their skills and maximize their performance.

<http://go.usa.gov/NXNe>

Resources for Overcoming Obstacles

Recommend the Overcoming Obstacles worksheet to help employees identify obstacles and goals for overcoming them.

<http://go.usa.gov/NXGe>

Retaining Top Talent

Learn how to identify the factors that lead to staff turnover and the importance of career development to retain top talent.

<http://go.usa.gov/NXNw>

Super Users

Learn more about MyCareer@VA Super Users and how you can become one.

<http://go.usa.gov/NXnz>

Tips for Setting Developmental Goals with Employees

Use this information to set development goals with employees. Mastering this skill could result in increased performance and a higher level of dedication amongst your employees.

<http://go.usa.gov/NXnk>



VALU
VA LEARNING UNIVERSITY

MyCareer@VA

Tips for Talking with Employees about Career Development

Prepare for a career development conversation with an employee with this course. Holding these conversations can help the organization retain talent, engage employees, and develop a high performing workforce.

<http://go.usa.gov/NXRh>

VA Careers Frequently Asked Questions

Offer these answers to common questions about building a future with VA.

<http://mycareeratva.va.gov/Resources/Documents/FAQs508.pdf>

What's the Difference Between a Career Development Conversation and a Performance Management Conversation?

Learn the difference between conversations that develop employee careers and those that improve employee performance. This course will help you build employee engagement, support a high performance culture, and have successful conversations with employees.

<http://go.usa.gov/NXRH>

Cemetery Administrator (Director) Intern Program

Learn about VA's mission to serve Veterans, service members, and families through burial and memorialization as a Cemetery Administrator (Director) Intern. The Cemetery Administrator (Director) Intern serves as an Intern during a 12 month training program in leadership, cemetery management, and operations.

<http://go.usa.gov/NXfA>

Graduate Healthcare Administration Training Program (GHATP): Interns/Recent Graduates

Apply knowledge gained through coursework when you join the Veterans Health Administration (VHA) Intern/Recent Graduate Program. This program supplements the teaching component of health services administration graduate programs.

<http://go.usa.gov/NXwW>

Graduate Healthcare Administration Training Program (GHATP): Health Systems Management Trainee Program

Advance your career as a permanent Veterans Health Administration (VHA) employee through the Graduate Healthcare Administration Training Program (GHATP). The Health Systems Management (HSM) Trainee Program is a leader in developing highly trained health care administration professionals.

<http://go.usa.gov/NXwd>



VALU
VA LEARNING UNIVERSITY

MyCareer@VA

National Diversity Internship Program (NDIP)

Obtain a temporary student internship at VA through the National Diversity Internship Program (NDIP). NDIP recruits interns through organizations targeted to diverse student populations.

<http://go.usa.gov/NXvG>

Pathways Internship Program

Accept career positions that emphasize long-term training and development through the Pathways Internship Program. Some Pathways Internships are even eligible for conversion into full-time, permanent Federal careers upon completion.

<http://go.usa.gov/NXdh>

Pathways Recent Graduates Program

Enter VA in career positions that emphasize long-term training and development through the Pathways Recent Graduates Program. Recent graduates are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government through this program.

<http://go.usa.gov/NXv4>

Presidential Management Fellows (PMF)

Become a change leader at VA as a Presidential Management fellow. The Presidential Management Fellows program (PMF) is a premier leadership development program for advanced degree candidates at the entry level of their career.

<http://go.usa.gov/NXvk>

Technical Career Field (TCF) Program

Develop technical skills through the Technical Career Field (TCF) program. The TCF is a two-year training program that offers full-time positions with national funding that covers salary, benefits, training and travel associated with the program.

<http://go.usa.gov/NXwF>

VA Acquisition Academy Acquisition Internship School - Acquisition Internship Program (AIP)

Learn more about how the VA Acquisition Academy Acquisition Internship School creates business partners who deliver high-quality care and services to Veterans. The curriculum is grounded in the Federal Acquisition Regulation's (FAR) Guiding Principles and includes business and technical competency training.

<http://go.usa.gov/NXf3>

VA Acquisition Academy Acquisition Internship School - Warriors to Workforce Program (W2W)

Learn about how the VA Acquisition Academy Acquisition Internship School's Warriors to Workforce Program (W2W) is designed to prepare wounded Veterans for a successful transition into a career as a Contract Specialist (GS-1102). This program provides wounded Veteran interns with the training



VALU
VA LEARNING UNIVERSITY

MyCareer@VA

and education necessary to obtain a Federal Acquisition Certification in Contracting (FAC-C) Levels I and II.

<http://go.usa.gov/NXf9>

Workforce Recruitment Program (WRP) for College Students with Disabilities

Obtain a summer internship or permanent job at VA. This opportunity is presented to highly motivate postsecondary students and recent graduates with disabilities.

<http://go.usa.gov/NXwC>

Resources for Veterans

The following tools and resources are designed for VA employees who who have served in the armed forces.

For Veterans: Writing a Federal Resume

Use these tip sheets to gain insight on a variety of topics – from improving your interviewing skills and understanding Veterans’ Preference, to adjusting to the Federal workplace culture.

<http://go.usa.gov/NXbF>

Interviewing for Veterans

Learn how Veteran’s military experience has equipped them with highly sought-after characteristics that employers seek. Use this document to make sure the interviewer understands how you will apply these traits and your work experience to the position you are seeking.

<http://www.mycareeratva.va.gov/Resources/Documents/Interviewing-for-Success.pdf>

Making the Military to Civilian Transition

Review these tips to prepare for a smooth transition from the military to civilian culture as you plan for career success. This course covers content from improving your interviewing skills and understanding Veterans’ Preference, to adjusting to Federal workplace culture.

<http://go.usa.gov/NXTG>

Military to Civilian: Starting a Federal Job Search

Build and grow a Federal career by learning what’s needed to start the Federal job search. There is also guidance for VA hiring managers to better assist Veterans with the Federal employment process.

<http://go.usa.gov/NX2j>

Resources for Veterans

Explore resources that include information on Vet Success, eBenefits, GI Bill, Vocational Rehabilitation and Employment, and “VA for Vets” career opportunities.

<http://go.usa.gov/NXbd>

Student Veterans

Find out how to apply your skills to become a successful part of the VA workplace. This information is catered towards students who have served this country.



VALU
VA LEARNING UNIVERSITY

| MyCareer@VA

<http://mycareeratva.va.gov/Resources/Documents/FactSheetVeterans508.pdf>

Veterans Affairs Learning Opportunity Residency (VALOR)

Develop competencies in clinical nursing, pharmacy and medical technology during residency at an approved VA health care facility through the Veterans Affairs Learning Opportunity Residency (VALOR) program. The program is designed to improve participants' clinical skills, clinical judgment, and critical thinking while caring for our nation's Veterans.

[http://mycareeratva.va.gov/Careerpath/Internships/Pages/Veterans-Affairs-Learning-Opportunity-Residency-\(VALOR\).aspx](http://mycareeratva.va.gov/Careerpath/Internships/Pages/Veterans-Affairs-Learning-Opportunity-Residency-(VALOR).aspx)