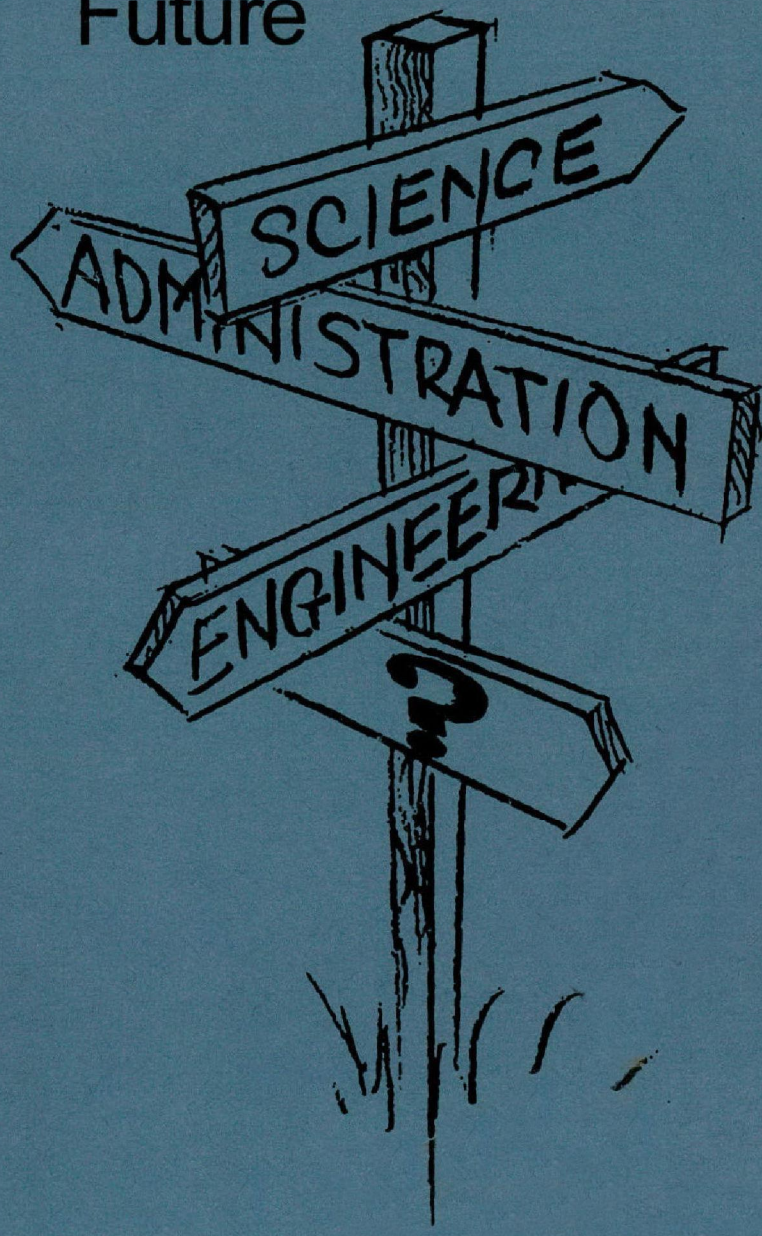




# Career Resource and Counseling Center

Prepare For Your  
Future





## **A message to our Customers from the Director of the Office of Human Resources and Organizational Services**

We are pleased to introduce EPA's Career Resource and Counseling Center. This brochure briefly describes our new Center and tells you how to take advantage of all we have to offer.

President Clinton directed each Agency to provide a basic level of outplacement and job services support through a Career Transition Center. EPA is fortunate to have avoided massive outplacement and RIFs of employees. However, many other pressures currently affect our workforce, such as changing supervisor to staff ratios, transition to team-based organizations, limited fiscal resources, ceilings on promotions to grades 14 and 15 and many personal and family issues that working individuals and families face in today's world. In addition, many employees are dedicated to the Agency's mission, and would like to remain with EPA, but are ready for a new job challenge.

We have designed the new Career Resource and Counseling Center to provide "one-stop shopping" for EPA employees seeking help with career changes or personal counseling services. We encourage you to contact the Center's staff directly or to make use of the "Virtual Center" we have created for the Agency's intranet. Either way, we are committed to providing you with the high quality services and assistance you need to enhance your opportunity for greater levels of personal and professional responsibility and growth.

Sincerely,

David J. O'Connor

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### **CRCC STAFF:**

**Jay Gloede, Program Coordinator / Career Counselor**

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**WEBSITE ADDRESS: <http://epawww.epa.gov/epahriis/crcc/index.htm>**

## **CAREER RESOURCE AND COUNSELING CENTER SERVICES:**

### ***INDIVIDUAL PROFESSIONAL CAREER COUNSELING AND PERSONAL COUNSELING***

- Talk with a career counselor about your future
- Resolve personal problems affecting your life and work

### ***EPA VACANCY ANNOUNCEMENTS***

### ***COMPUTER WORK STATIONS WITH ACCESS TO:***

- CRCC website and the Internet
- OPM Federal Jobs Database
- Federal Career Opportunities Website for Federal Jobs

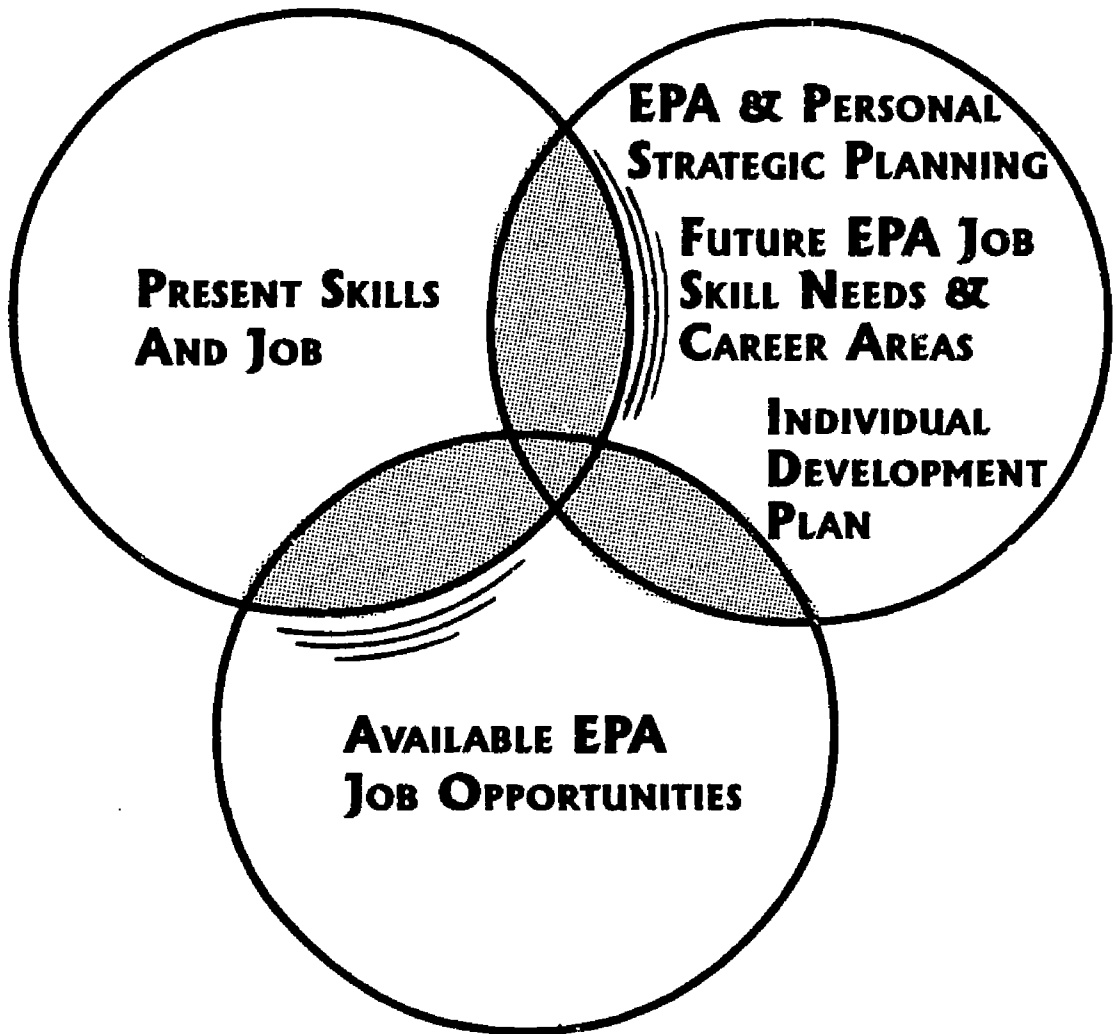
### ***INFORMATION / WORKSHOPS***

- Job Search Skills
- Networking & Interviewing Techniques
- Resume Preparation & Critique
- Evaluation & Negotiating Job Offers
- Stress Reduction
- Retirement
- Assessment of Interests, Skills & Values

### ***USE OF OFFICE EQUIPMENT & RESOURCES FOR YOUR JOB SEARCH***

- Resource Reference Library
- Telephone & FAX Machine
- Typewriter & Copier

# **COULD TECHNOLOGY AND NEW EPA REQUIRMENTS OUTDATE YOUR PRESENT SKILLS?**



**ARE YOU READY FOR THE FUTURE?**

**EXPAND YOUR SKILL ENVELOPE!**