

**USDA, Natural Resources Conservation Service  
Federal Women & LGBT  
Special Emphasis Programs (FWPM & LGBT-SEP)  
Caribbean Area – Quarter #4, FY-2014 (August, 2014)**

**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.



Picture of participants at the CIAPR's Theater Salvador V. Caro during the workshop.



At the left corner is: Mr. Luis Garcia – VSEPM, and Eng. Lydia E. Collazo – FWPM & LGBT SEPM during their presentation.

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.

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.

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**La Sociedad de Ingenieros de Puerto Rico  
Organización Centenaria de los Profesionales  
de la Ingeniería  
Le invitan al Taller  
Steps to Apply for Job Opportunity Announcements  
in the Federal Government"**

Dirigido a: Ingenieros, Agrimensores, Estudiantes de Ingeniería o Agrimensura.

Este taller tiene como propósito:

1. Explicar la forma en que los participantes pueden crear una cuenta personal dentro de la página electrónica de USAJOBS.gov
2. Aprender a preparar su resumé utilizando el formato "Federal Resumé" que provee la página USAJOBS, el cual es diferente al formato "Civilian Resumé" (o Corporativo).
3. Ejemplos de como someter una solicitud de empleo en USAJOBS.org



FECHA: Martes, 19 de agosto de 2014  
LUGAR: CIAPR, Hato Rey, P.R.  
REGISTRO: 6:00 PM (Taller Comienza a las 6:30 PM y finaliza a las 9:30 PM)  
Actividad libre de costos,  
RECURSOS: Ing. Lydia Esther Collazo CE y Sr. Luis A. García

Workshop Announcement distributed by PR's Society of Engineers.

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 "Resumé 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!!

