ARRB Reemployment Program

1. Each staff member is allowed one hour per week to use the ARRB Job Placement Office (JPO)--in the back, next to the Board room--for internet searches, filling out job applications/171s, making phone calls, etc.   A sign-up sheet will be placed on the door at the beginning of each week.

2. The following resource books are available in the JPO for staff use:
    The Big Book of Jobs
    Better Resumes for Executives and Professionals
    What Color Is Your Parachute?
    The Washington DC JobBank
    The New Complete Job Search
    The Perfect Cover Letter

3. The "Federal Jobs Kit" software has been installed on the computer in the JPO.   This software has the different federal government forms required for job applications.   The Kit also includes two on-line resource books--*Applying for Federal Jobs* and *Book of Government Jobs*.   I have printed out the books and they are in binders in the JPO.

4. We have a subscription to the on-line job search service *FedJobs.Com*.   You can access this from the computer in the JPO.

5. Each staff member may attend one seminar given by the   Metropolitan Area Reemployment Project without using leave.   Any additional training programs will require the use of annual leave.   You must notify your supervisor and Tracy anytime you attend a training seminar.   We will be tracking the time used to make periodic assessments of staff needs in order to make necessary adjustments to our program.

6. **All resource materials are to be left in the JPO at all times**.

7. We will be trying to get other "paper source" job listings.   If you have any suggestions, please let Tracy know.

8. Is there an interest in having "guest speakers" come to the office?   If so, are there any agencies that you are particularly interested in?