



# EMPLOYMENT READINESS

Army Community Service  
Building 7264 Normandy Drive  
Fort Riley, KS 66442  
(785) 239-9435



## EMPLOYMENT READINESS”

The Employment Readiness Program was established by Army Community Service to provide employment assistance to members of the “Army Family”. ERP serves DoD I.D. card holders, including family members of Active Duty, Retired military, or Reserve component and Active Duty Soldiers.

### WHAT ERP OFFERS:

- Networking opportunities and contacts
- Job search skills training and workshops (writing resumes, interviewing, etc.)
- Critiquing resumes, applications, and cover letters
- Links to skill assessments, counseling and support
- Job listings with and referrals to local employers
- Access to computers, and internet
- Information on federal jobs and applications
- Use of copy machines, faxes and telephones
- Referrals to local placement firms and Workforce centers
- Access to employment resources (books, magazines, DVDs)
- Information on Military Spouse Employment Program (MSEP)
- Educational information such as Career Advancement Accounts (MyCAA) for spouses
- Information regarding volunteer opportunities to enhance skill development

*The Employment Readiness Program is not an employment agency. It is a job search resource, providing you information and referral services to local employers and educational/training opportunities.*

## CHECK US OUT ON



<https://www.facebook.com/FortRiley.ACS.EmploymentReadiness>

**For information on :**  
**Job Fairs**  
**&**  
**Employment Information**

The first step toward your new job is to attend the weekly

## “EMPLOYMENT ORIENTATION”

ACS Building 7264 Normandy Drive  
Every Wednesday 1-1:45PM

**Overview:** Local and National Employment

### Description:

- Job market on Fort Riley and in the Central Flint Hills region
- Explanation of services provided by The Employment Readiness Program (ERP) and other employment assistance providers
- Job listings with and referrals to local employers
- Resume assistance

**NO PRE-REGISTRATION REQUIRED**  
**WALK-INS ARE WELCOME!!!!**

Weekly Invitation to Attend:

## “FEDERAL JOB APPLICATIONS WORKSHOP”

Victory Center, Building 7285, Normandy Drive  
1st & 3<sup>rd</sup> Thursday of the month from 1-3PM

- Orientation to [www.usajobs.gov](http://www.usajobs.gov) website
- An introduction to “USA staffing” & federal hiring
- Overview: reading federal announcements
- Assistance with researching positions for specific job qualifications
- One-on-one appointments can be set up to review your final application

**RESERVATION REQUIRED DUE TO LIMITED SEATING**  
**CALL (785) 239-9435 FOR RESERVATIONS**