



DHS SES CAREER DEVELOPMENT PROGRAM APPLICATION TIPS

Remember....

Don't

- Write opinions about yourself
- Quote from your evaluations
- Use passive language
- Use too many bullets
- Mix fonts

Do

- Read the announcement
- Use size 12 font
- Spell out acronyms
- Use active language

1. Use the CCAR Method of Writing

- Challenge – Describe a specific problem that needed to be solved. Remember to think holistically as possible. The panel will be interested in large scale examples. This is not about your sole contribution but your leadership of others.
- Context – Describe the individuals and groups you worked with, and the environment in which you worked, to address a particular challenge. Make sure it is at the executive level. This is not an example of when you were asked to implement someone else's idea.
- Action- Discuss the specific actions YOU took to address the challenge. Use "I" not "we". The panel wants to see your personal contributions.
- Results – Give specific examples of measures/outcomes that had some impact on the organization. These accomplishments demonstrate the quality and effectiveness of your leadership skills. If your result is qualitative show how it was substantial.

2. When writing an Accomplishment Record (AR) remember to...

- Read the announcement carefully
- Ensure your experience matches the competency
- Do not chose meritorious accomplishments that do not clearly reflect the intended competency
- Include awards that relate to a specific competency

- Quantify your accomplishments
- Follow CCAR using 1-2 examples, but the announcement may tell you how many specifically
- Many announcements ask for applicants to provide the name and contact information for someone that will be able to verify the information in the narrative presented.

3. AR Writing Mistakes to avoid

Too much use of “we”... ensure to use “I”

Demonstration of managerial skills, and not leadership skills

Typos, poor grammar, acronyms, etc

Not written following CCAR

No measurable results

Competencies not addressed

Too much personal philosophy

Examples do not match competencies

Situational Judgment Test are particularly effective measures of managerial and leadership competencies. Applicants may be asked

What they would do in the particular situation

What they would be most and least likely to do in the situation

What response is the best response among several options?

What response is the best and second – best among several options

What would most likely occur next in a certain situation or as a result of a certain decision?