

The Veterans Version Of A *Path To A Job* Individualized Employment Plan (IEP)

IEPs vary quite widely; ranging from inventories of job search steps to those that contain more elaborate assessments of the client. *Path To A Job*'s version of an IEP stands apart because of its focus on marketing directly to the client's target occupation. Built off the Bureau Of Labor Statistics' (BLS) O*NET occupational taxonomy, users are queried regarding their familiarity with the specific skills required to perform specific occupational tasks as well as the specific tools and technology involved in their target occupation. This approach plays to the inherent power of O*NET; the transferability of skills as well as tool and technology familiarity between occupations. By applying O*NET, clients are empowered to intelligently build a case for occupational competence even though they have never held a position in the occupation. *Path To A Job* extends well beyond the application of O*NET. Based on human capital marketing theory, job search is approached more holistically. Skills are not the sole determining factor in employee selection. The bottom line is that hiring is more about projecting productivity which includes skills but extends beyond skills familiarity. Arguably, the best predictor of future productivity is past productivity. How the person's contributions differentiated from others. The person who can clearly articulate their personal worth is a step ahead of others. This version of an IEP assists in doing that.

In human capital marketing theory, hiring decisions are viewed as another example of a consumer choice subject to being shaped by the three steps of the traditional sales model that governs consumer selection when choice is involved.

- Does the product do what it needs to do? (Does the person have the skills do the job?)
- What makes this product better than similar products? (Does the person have examples from the past that differentiate their contribution from others?)
- Does the maker of the product have integrity? (Does the person have a positive work character that would mesh with others on staff?)

All three elements of the sales model are present in the succinct personalized Summary Of Qualifications that is embedded as part of every *Path To A Job* IEP. Their Summary Of Qualifications is a succinct overview of the client in the context of an occupational goal containing embedded occupationally relevant keywords that at a glance subliminally sell the reader; which is its purpose. In a low-key way, Rhetorically, it puts their best foot forward. For many, this won't be their resume, but guidance is provided in the IEP for drafting a compelling productivity focused resume themed to complement their Summary.

Perhaps the most unique element of *Path To A Job*'s human capital marketing approach provides targeted mock interview questions. Utilizing AI, the client is presented a series of questions that query the skills, tools and technology involved in their target occupation. It includes questions about the occupation in different industry settings. It even presents questions based off their personal Summary Of Qualifications. Marketing human capital creates an idealized person on paper. Interviewing allows the client to begin to adopt that persona to positive purpose.

This version of the IEP also includes a sample conditional certification form for the WOTC tax credit. The financial incentive to businesses for hiring and retaining veterans and disabled veterans. It can be copied and shown to employers. Effective staff have sales literature on hand to provide to their veterans that they can present to businesses to explain the tax credit that gets veterans jobs.

The program that generates this IEP is password protected online. It involves a series of structured queries that when completed generates both the WOTC conditional certification form as well as other relevant job search advice in a highly personalized report in pdf format that staff shares with their client. Most often in print form and then emailed since the links in the IEP are active.

The *Path To A Job* IEP represents next generation job search assistance--- a mini job search workshop--- that allows staff to be more productive as well as more effective in their staff: client interaction. The assistance delivered is higher level and far more personalized. Clients recognize the value of the IEP they receive. It is their personal history framed differently. Some even note the irony of the title *Path To A Job*.

A Path To A Job As A Procurement Agent In And Around Bethesda, Maryland

A Hands On Guide To Finding The Job You Want



A Personalized Job Search Plan For Kevin Akers

April 21, 2025

Only Three Points Determine Who Gets Asked To Interview For A Job... And Who Gets Hired

- The person selected might not have done the job before but they already have many of the needed skills to actually do the job from Day One without a lot of training on the job
- The person selected will not require a lot of supervision. That person will be expected to do the work as well if not better than others. A person who is productive in any work setting
- That person will have the right kind of work character to fit into the existing team

On the surface, it is simple. Those who best cover the above three basics in resumes or applications get job interviews where they again cover these basics. Then they get hired. It starts with skills. If you don't already have the skills to do most of what the job requires, someone would have to train you. A person who knows the job very well. One of their busiest workers would be taken off their job—a person who doesn't have the time to be training new employees. Supervisors have other duties along with supervising. Theirs are likely already busy without accepting a management challenge that takes away from the other important things they do. A bad work character fit disrupts and distracts other workers from their work that needs to get done. All three are outcomes to be avoided.

The job of the interviewer is to find the most productive person to hire. Someone that can easily become a part of their team. As the person looking for work, you need to present yourself as that person. This guide assists in doing just that. It teaches you some secrets that others don't know about finding job leads. Interviewing and getting to higher wages sooner than others do is something that a few people are good at. They understand the inside game that is going to be covered here. It is not just chance that they made the cut and then got hired. It is not a coincidence that the same people get more pay increases and get promoted before others. They have learned to play the game better than others. This guide teaches you to do that too.

This guide includes a personalized path to finding a job as a procurement agent. Your guide contains your own personalized Summary Of Qualifications for competing against others for this kind of work. You should take your Summary Of Qualifications seriously. Many use their Summary to help to get to job interviews that are not posted online. Others actually use these as no nonsense resumes that speak directly to their skills to do the kind of work they are looking for and their past that is worth noting. There is also a mock job application to be filled out. Carrying it with you when looking for work makes life much easier when asked to fill out a real job application. You don't end up fumbling and ending up putting off filling the application.

Your Specific Challenge In Getting The Job You Want

You have done this kind of work before. You have direct experience to sell. But you need to play your cards right. You need to understand what you have to offer and then present your case better than others.

Using A Summary Of Qualifications Results In More Job Interviews

The Importance Of Having And Using A Summary Of Qualifications

A Summary Of Qualifications is so straightforward that there are those who use it as their resume. It stands out because of its 'just the facts' approach without extensive detail. It doesn't look or feel like just another resume. Every fact on the page matters. It doesn't ramble or dwell on the obvious. For those screening through many resumes, this no-nonsense document stands out because it is so easy to read. The clearly labeled points jump out at the reader.

A Sample Summary Of Qualifications Has Been Set Up That Can Be Modified

We have set up a version of a Summary Of Qualifications that plays to what we consider to be your strengths. Whether the draft Summary Of Qualifications becomes a version of your resume or just a standalone tool for you or your networkers to use, the idea is to copy these off and give them to people who you get to help you to find a job to have on hand. Many jobs are never posted online. People who work there get the word out. Having your Summary Of Qualifications in hand helps them to make your case for you.

One important point to note when sharing your Summary Of Qualifications with people who are out there networking for you. Your target occupation is actually broader than a procurement agent. That is why your Summary puts it this way: Target Occupation: Procurement Agent And Related Occupations. You have the skills package to compete for these related kinds of jobs as well as a procurement agent. Your networkers should know this.

- Buyer, Contract Administrator, Contract Analyst, Contract Specialist, Contractor Buyer, Contracts Administrator, Contracts Analyst, Contracts Specialist, Equipment, Supplies, and Tools Purchasing Agent, Food Broker

A Summary Of Qualifications needs to be a brief summary; no more than one page. If the sample that follows is more than one page, edit it down to one page.

Most People Get Their Job Through The Help Of Those They Know

It is impossible to say how exactly how many people get their next job through word of mouth. According to a survey by LinkedIn, 85% of jobs are filled through networking to some extent. This includes not only direct referrals but also recruiters who source candidates through their networks. Another study by the Adler Group found that 85% of jobs are filled through networking, with 70% of job seekers finding their next job through personal connections. However, other studies have suggested lower percentages. A survey by Jobvite found that 60% of jobs were filled through networking, while a study by CareerXRoads found that employee referrals accounted for 28.5% of all hires. Most people think of their networkers as family, friends and neighbors. They never think to ask former co-workers. Most helpful might be those who left the place you worked before or after you did. If co-workers are networking for you, print out the Summary so that the co-worker is able to summarize you as a total worker not just the side they knew. The Summary is more informal than a resume and people don't feel as awkward sharing it with others they work with.

Stay in touch with your networkers on a regular basis if only to ask if they need more copies of your Summary Of Qualifications. They are doing this out of friendship and they have busy lives. A gentle reminder every so often helps them to keep you in mind. Keep these refresher reminders in your calendar and your spreadsheet and act on them.

Kevin Akers

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Target Occupation : Procurement Agent And Related Occupations

Total Experience As A Procurement Agent: 15 years

Directly Related Military Experience As A Purchasing Specialist One: 2 years 6 months

Skill Strengths:

Making decisions and solving problems

Organizing, planning, and prioritizing work

Evaluating information to determine compliance with standards

Notable Skills: Obtaining information about goods or services, estimating demand for products or services, evaluating applicable laws and regulations to determine impact on organizational activities, analyzing business or financial data, maintaining data in information systems or databases, negotiating contracts with clients or service providers, supervising employees, purchasing products or services

Tool Familiarity Related To Being A Procurement Agent: Notebook computers, Mainframe computers, Laptop computers

Technology Familiarity Related To Being A Procurement Agent:

Accounting Software: Intuit QuickBooks, CPR International GeneralCOST Estimator (Paid Work)

Data Base User Interface And Query Software: Oracle Database (Paid Work)

Enterprise Resource Planning Erp Software: Microsoft Dynamics, Infor ERP SyteLine (Paid Work)

Financial Analysis Software: Cost Estimating Software, Financial Analysis Software (Paid Work)

Office Suite Software: Microsoft Office Software (Paid Work)

Total Supervised: 20

Total Trained: 25

Total Committees Served On: 10

Total Hiring Committees Served On: 3

Number Of Promotions/Transfers Over A Career: 3

Core Character: Articulate, Confident, Flexible, Inquisitive, Resourceful, Responsible

Important Work Character Traits: Taking initiatives, Getting along well in a team setting, Caring about workplace atmosphere

Additional Assigned Responsibilities In Work Settings: Allowed To Open Alone, Allowed To Close Alone, Had Authority To Sign For Purchases, Had Authority to Order Items To A Certain Amount of Spending, Signed The Time Sheets Of Others Working There

Licenses/Certifications/Professional Organizations

National Contract Management Association

CIPS (Chartered Institute of Purchasing and Supply)

CIPP (Certified International Procurement Professional)

and CPP (Certified Purchasing Professional) certifications. Additionally

certifications like ACPP (American Certified Procurement Professional) and CPPO (Certified Procurement Professional Officer)

Bilingual In Work Settings

Job Interviews Are About Much More Than Who Gets The Job Offer

Most people don't understand why some people get hired and others don't. If they did, they would go out of their way to learn to interview better. They think of a job interview as a list of questions asked. The person who answers best gets hired. On one level that is right. Few realize that people who understand interviewing are shaping job interviews to their advantage on many different levels. Not only to increase the odds of being the one selected but when selected to shape the terms that will dictate their entire time working there. Doing well in interviews is an inside game that can be learned. Read on.

The Decision On Who Gets Hired Is Often The Combination Of Skills And Past Productivity

First, a point on the relevant skills required to do the job. You actually have those skills. On your Summary Of Qualifications there are two sections involving the skills specifically required to do a job that you provided as a procurement agent. They are SKILL STRENGTHS (higher level skills) and NOTABLE SKILLS. You would do well to mention the skills strengths somewhere in the interview. These are the higher level skills you have.

- Making decisions and solving problems
- Organizing, planning, and prioritizing work
- Evaluating information to determine compliance with standards

In interviews, you would also do well to mention notable skills as well as well as some of the tools and technology that you noted that are used in this kind of work. They show that you can actually do the job.

- Obtaining information about goods or services, estimating demand for products or services, evaluating applicable laws and regulations to determine impact on organizational activities, analyzing business or financial data, maintaining data in information systems or databases, negotiating contracts with clients or service providers, supervising employees, purchasing products or services

After your relevant skills have been covered in the interview, the real focus of your answers should then be steered to your productivity. How you differ from others at work. What makes you better.

What Does 'Productivity' Mean?

Productivity is the ability to get things done right in a timely manner without having a person standing over your shoulder watching. The kind of person you want at your side. Productivity is your character in action in work settings. The tasks involved in any job can be taught. Every time a new task is taught or you become better at doing a task by doing it over and over, your skills are strengthened. That's part of everyday work.

Productivity on the other hand is how you apply your skills differently than others. It is more about attitude. Here's an example. A worker is assigned to help in a job outside of their own. Some resent it as being outside of their responsibilities. Something they are not paid to do. That's valid. At the same time, others see an opportunity to learn new tasks and new skills. Learning new tools and new technology. They might not put it this way, but they are investing in themselves at the same time, they are more productive than others. More valuable. The same with taking on responsibilities that others don't have. They become more valuable.

Why is this important? Job interviews are about more than the job you are applying for. 50% of all who take on new jobs in a given year were internal promotions or transfers who never formally did the job before. They didn't learn the new tasks in school. They gained their skills set on the job either in another job or filling in.

What got them that new job instead of having it go to someone on the outside who had done the job before was their track record of productivity in the company. There is an old saying that 'a productive person in one setting will be productive in any setting'. They were rewarded for all the right reasons.

People who interview well are aware that they are marketing their value as productive workers. They shape their answers in the language of past productivity. They talk about the responsibilities they had in other jobs that co-workers did not have.

You listed some in your past:

- Allowed To Open Alone
- Allowed To Close Alone
- Had Authority To Sign For Purchases
- Had Authority to Order Items To A Certain Amount of Spending
- Signed The Time Sheets Of Others Working There

A person who is interviewing well would mention these as points where their difference was recognized. They might have been in different work settings, but that 'a productive person in one setting will be productive in any setting'

A productive person sets a good example for other workers. You mentioned training others. An effective person who is interviewing will almost always point that out. They knew their job well enough that a business trusted them to teach others. Between the lines that presents a person that doesn't require much supervision which is a plus.

When Hired Those Using A Productivity Focus Are Treated Differently

Those who are making hiring decisions are looking at the total person that they hire. How they might fit in the large scheme of things. Jobseekers assume that everyone hired starts at the advertised point in terms of the job description they are answering and how much they are paid. In most cases, that is not quite the case. There might not be flexibility in terms of starting wage, but there often is flexibility on when the job evaluations are performed and job evaluations often include wages paid.

The person interviewing for a job from a productivity point of view, tries to include additional responsibilities that other new hires might not think to ask about. They ask if there are opportunities to help others when there is down time and learn new skills while on the job. They ask about promotion from within. These are the people who view the job from the company's perspective. People who actually want to be part of the team.

Effective Interviewing Begins With A Hard Look In The Mirror

Truthfully, in past work settings, has that person you see in the mirror been more productive than others? Has that person been the first considered when people have been promoted? If not, why not. Has that person you see in the mirror stepped forward to actively try and learn new tasks and new skills that might lead in new directions? Has that person stepped forward looking for more responsibilities? Has that person stepped forward and clearly stated their value compared to others and tried to work out a plan to be paid more for it? Does the person in the mirror feel strongly that she or he can be better at the next job than the last? That she or he deserves to be the one hired? If the answer is 'no', look at your Summary Of Qualifications again. It is most likely a lot better than you ever thought it would be. Become that person in the interview. Confident in what you can do as a part of a team. Confident that there will be a better future.

Be Sure That The Technology Used By Procurement Agents Is In Your Interview

When someone is hired, they are being hired for the future as well as the present. A future that likely might include technology that isn't there today.

You were presented all of the types of technologies that play a role in doing the job of a procurement agent. You selected 8 types of software and 9 examples of specific software.

Technology Familiarity Related To Being A Procurement Agent:

Accounting Software: Intuit QuickBooks, CPR International GeneralCOST Estimator (Paid Work)

Data Base User Interface And Query Software: Oracle Database (Paid Work)

Enterprise Resource Planning Erp Software: Microsoft Dynamics, Infor ERP SyteLine (Paid Work)

Financial Analysis Software: Cost Estimating Software, Financial Analysis Software (Paid Work)

Office Suite Software: Microsoft Office Software (Paid Work)

This version of the technology that appears on your Summary Of Qualifications includes where you learned each technology. You might want to mention where you learned the software. In some cases, doing that highlights your education, in other cases military experience or the ability to learn on the job. A person who has learned the software on their own time demonstrates a love of learning new things which a positive thing to note.

Some of what you noted are 'hot technologies' or similar programs. Mention of these might catch the interviewer's ear. You should not have to say that this is 'hot technology'. If the program you mention is similar to 'hot technology' you might want to mention the specific hot technology that it is similar to.

When mentioning specific software programs that you have learned make sure you explain both the specific program and the broader category of software that it is which is an important connection. You should not assume that the interviewer would know this.

Very few who will be interviewing for the same position will present their familiarity with technology as thoroughly as you will. This should work to your advantage.

By Far THE Most Important Question Asked In Almost Every Job Interview

Most job interviews end with the question, 'Is there something you would like to mention'? This is the most important question you will be asked because it creates an opening to frame the interview on your own terms. You are being offered the last word to directly explain the kind of person you are and how you see yourself as a worker there. What you would bring to the table as a co-worker.

These were included in past work evaluations and how co-workers saw you. Mention these:

- Articulate, Confident, Flexible, Inquisitive, Resourceful, Responsible

These are how you approach any kind of job. Mention these too:

- Taking initiatives, Getting along well in a team setting, Caring about workplace atmosphere

These points are what makes you more productive than others. You will be mentioning each of these points that put you in the best light. Right before you thank the person or people across from you for choosing to interview you and you tell them that you would really like to join their team and work there you might ask

how often your work will be evaluated to formally expand assigned responsibilities. This simple question at the end of the interview puts you on the road to faster increases in wages or being transferred to a job that pays more.

These are job responsibilities that you might have had in the past that others did not have. You might consider mentioning these in an interview because they clearly show that you were trusted more than others and can be trusted again.

- Allowed To Open Alone
- Allowed To Close Alone
- Had Authority To Sign For Purchases
- Had Authority to Order Items To A Certain Amount of Spending
- Signed The Time Sheets Of Others Working There

The Value Of Having A Sample Job Application Already Ready

Whether filling out an application on paper or online, it is always best to be prepared and not have to scramble for details that you might or might not remember. This sample job application is from careerchoices.com. It is pretty complete and should include most of what would be covered on any application. A suggestion is to fill the next four pages out and duplicate them to have more than one copy. Bring them with you when you go to look for a job. You never know when you will be asked to fill out an application.

This is part of the sample job application that is important; your past work history. We comment in this section with some very important advice. Emphasize skills used and not tasks done.

Work Experience		
<i>Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.</i>		
Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. List the jobs you had; particularly if you did the kind of work you are looking for even if it was a temporary assignment. Downplay the duties performed. They know those from the job titles. Emphasize the skills you used that are also used in the job you want to get.		

Why Skill Strengths Should Be Marketed In Job Applications And Resumes

Too many people list the tasks they performed on their job applications or resumes. This is a mistake. Tasks are the things a person does to get a job done. Skills are what makes it possible to do tasks. Skills, not tasks, catch the reader's attention. Hiring decisions are about the future as well as the present. Those with the right skill set are more valuable. They can be taught new tasks. Their applications or resumes show more future potential.

In the program that led to this Report, you selected a small group of skill strengths out of a list of 19 that make up the skills needed to do the work of a procurement agent. Your 8 are an important part of your Summary Of Qualifications. They also can comfortably fit in the brief space that you have on a job application to describe a job at a single company. Skills are widely transferable. The same skill is used in many different kinds of jobs. If you have more than one job on an application or a resume, to make a more complete case to be selected to interview to become a procurement agent, you might want to describe other jobs by highlighting other skills that a procurement agent might do

The United States Department Of Labor has posted all 19 skills online. Their skill strength list also includes how important each is compared to other required skills. <https://www.onetonline.org/link/details/13-1023.00>

To view all 19 skill strengths, look for WORK ACTIVITIES. It contains a handful. Press the downward arrow to view all 19. You might seriously consider listing the technology used where you worked being sure to mention the technology listed on your Summary Of Qualifications. Technology looks good on a job application.

Print Out The Sample Job Application And Take The Time To Fill It In

Filling out job applications doesn't only happen in person. It happens online as well. Take the time to fill out this sample. You can use it over and over. It will save a great deal of time for you. Follow the suggestions on highlighting skills rather than what you might have done in a job and you will present yourself at your best.

SAMPLE JOB APPLICATION

PLEASE NOTE: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

Name and Address							
Name (First, MI, Last)				Social Security Number			
Mailing Address							
City, State, and Zip Code							
Telephone				Alternate Phone			
If under 18, please list age				Email			
Job Type							
Days/hours available to work							
<input type="checkbox"/> I have no preference.	<input type="checkbox"/> Mon.	<input type="checkbox"/> Tues.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Thurs.	<input type="checkbox"/> Fri.	<input type="checkbox"/> Sat.	<input type="checkbox"/> Sun.
I am seeking a:		<input type="checkbox"/> Full-time job		<input type="checkbox"/> Part-time job		<input type="checkbox"/> Full- or Part-time	
How many hours can you work weekly?				Can you work nights?		Date available to begin	
Additional Information							
Have you ever been employed by this organization in the past?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain:							
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No				Driver's license number		Issued in what state?	
Have you had any accidents during the past three years?						How many?	
Have you had any moving violations during the past three years?						How many?	

Education				
School	Location (mailing address)	Years Completed	Major	Degree or Diploma
High School				
College or Business/Trade School				
Military				
Have you even been in the Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date entered	
Are you now a member of the National Guard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Discharge date	
Specialty				

Work Experience

Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
<p>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</p>		
<p>May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
<p>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</p>		
<p>May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

Work Experience (continued)		
Company	Name of last supervisor	
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
References		
<p><i>Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.</i></p>		
1.		
2.		
3.		
4.		
<p><i>I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.</i></p>		
Signature		Date

Local Businesses In And Around Bethesda That Might Staff A Procurement Agent

The US Department Of Labor has a webpage that lists EVERY business within a 25 mile area from Bethesda that might employ procurement agents and related occupations. Consider this to be your list of potential businesses to contact. Your target businesses.

https://www.careeronestop.org/Toolkit/Jobs/find-businesses.aspx?keyword=Purchasing_Agents- Except Wholesale, Retail, And Farm Products&ajax=0&location=Bethesda, MD&radius=25

On the left side are a very good set of filters that help you to focus in on the parts of the file you might find most helpful. You will notice that when you click into a business name, it lists a contact name and his/her phone number. It not only includes the business address but has a map with directions as well. It also includes the kind of business that they are. On the bottom of the screen that contains the employer names, there is a pulldown that allows you to download the entire list into an Excel file, or a pdf or a Word Document. You might consider downloading the entire list page by page fifty at a time and making copies of it. Have your networkers look at the list. They might know someone at these businesses. Doing this expands the reach of your team of networkers. It is the kind of smart job search that gets results.

A Word About How Much To Expect To Be Paid

You should enter an interview prepared to talk about wages. Knowing local wage information for your occupation might not help you but it should score points that you did your homework and came into an interview better prepared than others.

ZipRecruiter and Indeed both have wage surveys based on the many job openings they receive instead of projections like the Department Of Labor issues. You just enter a procurement agent and where you are looking for a job. It is that easy.

<https://www.ziprecruiter.com/Salaries>

<https://www.indeed.com/career/salaries>

All of the skills, tools and technology data used in The Path To A Job is provided by The University of North Carolina's O*NET Center. This Report wouldn't be possible without their O*NET data.. O*NET occupational research is a decades-long federal government investment paying big dividends for ordinary people. Their site is O*NET Online.

Consider expanding your online job search on Internet job boards. Use this link to O*NET Online

<https://www.onetonline.org/link/summary/13-1023.00>. This link leads to their procurement agent page. It is well worth your time to go through the cluster of related occupations you could be working in that are closely related to procurement agents Including related occupations increases in your job search increases your odds of local openings appearing on Internet job board sites. Local openings that you could apply for.

Employer Tax Incentives For Hiring And Retaining Certified Unemployed Veterans

Understanding the Work Opportunity Tax Credit

Veteran Target Group	Worked at least 120 hours but less than 400 hours	Worked at least 400 hours
Receives SNAP (food stamps) benefits	Up to \$1,500 (25% of \$6,000 of first-year wages)	Up to \$2,400 (40% of \$6,000 of first-year wages)
Entitled to compensation for service-connected disability:		
Hired 1 year after leaving service	Up to \$3,000 (25% of \$12,000 of first-year wages)	Up to \$4,800 (40% of \$12,000 of first-year wages)
Unemployed at least 6 months	Up to \$6,000 (25% of \$24,000 of first-year wages)	Up to \$9,600 (40% of \$24,000 of first-year wages)
Unemployed:		
At least 4 weeks	Up to \$1,500 (25% of \$6,000 of first-year wages)	Up to \$ 2,400 (40% of \$6,000 of first-year wages)
At least 6 months	Up to \$ 3,500 (25% of \$14,000 of first-year wages)	Up to \$5,600 (40% of \$14,000 of first-year wages)



U.S. Department Labor
Employment and Training
Administration

**Sample Conditional Certification
Work Opportunity Tax Credit**

EMPLOYERS

- This form must be accompanied by IRS Form 8850.
- If you do not have IRS Form 8850, call 202-693-2786 for a copy or download it from www.irs.gov or www.doleta.gov/wotc
- Be sure to complete Part II of this form and IRS 8850, sign and date both forms BEFORE sending them to the State Workforce Agency (SWA) within 28 days after the new hire's employment-start date. (See IRS Relief Period in TEGL No. 25-15 and [IRS Notice 2016-22](#))

1. INITIATING AGENCY CODE (For Agency Use Only)	2. CONTROL NO.	
Computer Generated	Computer Generated (For Agency Use Only) Check "✓" One): Participating Agency SWA	
3. FOR EX-FELON TARGET GROUP ONLY a. Conviction Date: _____ No. _____ b. Release Date: _____	c. Correction's (Ex-felon's) ID	4. DATE COMPLETED (MM/DD/YY)
5. STATE WORKFORCE AGENCY's NAME/ADDRESS Computer Generated	6. SIGNATURE (Authorized Official)	Computer Generated 7. TELEPHONE No.
		Computer Generated

PART I. APPLICANT'S INFORMATION AND CONDITIONAL CERTIFICATION (CC):

8. NAME OF APPLICANT (Last, First, Middle)	9. SOCIAL SECURITY No.	10. ENTER TARGET GROUP CODE AND GROUP NAME FOR HIRES OTHER THAN "Veteran": _____
Client Generated	Partially Client Generated	
11. ADDRESS (Street, City, State, Zip Code) & Telephone No.	12. VETERAN TARGET GROUP CODES (Check "✓" One): <input type="checkbox"/> 2Ba. Veteran receiving SNAP benefits <input type="checkbox"/> 2Bb. Disabled Veteran <input type="checkbox"/> 2Bc. Disabled Veteran unemployed for 6 months <input type="checkbox"/> 2Bd. Veteran unemployed for 4 weeks but less than 6 months <input type="checkbox"/> 2Be. Veteran unemployed for 6 months	
Client Generated	Client Generated 13. APPLICANT SIGNATURE: In Ink	

NOTE TO EMPLOYERS:

14. The above named individual may be _____	Note. In the event you hire this individual, you should request the Certification necessary for you to claim a Work Opportunity Tax Credit (WOTC). Simply complete, sign, and submit this form together with IRS Form 8850 to the SWA. For new hires that begin to work for an employer on or after January 1, 2015, and on or before May 31, 2016, this form can be completed, signed, and submitted together with IRS Form 8850 to the SWA by June 29, 2016. For new hires with an employment start date on or after June 1, 2016, employers must meet the 28-day timely filing requirement. The WOTC Employer Certification will be sent to you, if all statutory target group eligibility and timely filing requirements have been met. Applies to Summer Youth group only.
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PART II. EMPLOYER DECLARATION: I, hereby, declare that the above named person is or will be employed by:

15. NAME OF FIRM AND ADDRESS:	16. POSITION/JOB TITLE:	17. EMPLOYMENT-START DATE:	18. STARTING WAGE: \$ _____ per hr
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ATTN SWA: Please send a WOTC Certification for this employee. The pre-certification is for the purpose of requesting Certification to obtain the WOTC under Sec. 51 and 52 of the Internal Revenue Code. Employers are advised that such credit will cease immediately upon notification of any subsequent invalidation/revocation.

NOTE: Falsification of data on this form is a FEDERAL CRIME in violation of 18 USC 1001. Falsification of work or concealment of information is PUNISHABLE by a fine or imprisonment.

19. EMPLOYER'S NAME:	20. EMPLOYER'S SIGNATURE:	21. DATE: ((MM/DD/YY))
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A Path To A Job As A Procurement Agent In And Around Bethesda, Maryland

A Hands On Guide To Finding The Job You Want



Potential Interview Questions For Kevin Akers

April 21, 2025

Before You Turn This Page To Read The Rest Of This Report

This report is highly personalized. As the cover states, it is designed to explore getting a job as a procurement agent in and around Bethesda, Maryland. It is actually a series of AI-generated content. One interview covers the businesses that might hire a procurement agent. One interview covers the required skills and the other covers the tools and technology and how they are used in a job as procurement agents.

You now have a set of very specific interview questions. Your answers should always be more than yes/no. If you think about the question, even if the skill was used in another kind of work, the answer might involve how the skill or tool or technology was used to get something done and how important that was to doing that job as well or better than others. If you can, your answer should always come back to what you have accomplished compared to others.

Taken together, these reports are about far more than interviewing well. They chart a pathway to a way to frame yourself as a productive worker who not only do the job, but get things done well if not better than others as a procurement agent. The same productive person you should be portraying on your resume. (For good examples of productivity focused resumes, try this link)

[Good Resume Examples](#)

You can be the person who at the end of the interview can ask for more job responsibilities or authority and a reconsideration of a higher wage after their evaluation. A person who shows that they care about getting the job.

How It Is Recommended That You Use This Report

There are two ways recommended to use the report beyond this page. Glancing over the report is never recommended.

- Without looking beyond this page, some people choose to hand the rest of the report to another person who would read them the questions to answer as if they were in a job interview. They usually only do one set of interview questions at first because it takes a lot of thought to answer the questions. Once you get familiar with the pattern, each set of interview questions is easier.
- Others take out a pencil or pen and write down the points they would make in answering each question. If they don't have an answer, they put an 'X' next to the question and return to it later after giving it more thought. They underline the skill or tool or technology. They go back, labeling each question with a 1, 2, or 3. A 1 would be the questions where they feel their answer is strong. A 3 is where they don't feel they have a very good answer. When the person views all of the interview in terms of 1,2,3 they get an idea of whether this choice feels right for an all-out job search and they head on to draft a new resume.

Kevin Akers

rsheir@gmail.com

Target Occupation : Procurement Agent And Related Occupations

Total Experience As A Procurement Agent: 15 years

Directly Related Military Experience As A Purchasing Specialist One: 2 years 6 months

Skill Strengths:

Making decisions and solving problems

Organizing, planning, and prioritizing work

Evaluating information to determine compliance with standards

Notable Skills: Obtaining information about goods or services, estimating demand for products or services, evaluating applicable laws and regulations to determine impact on organizational activities, analyzing business or financial data, maintaining data in information systems or databases, negotiating contracts with clients or service providers, supervising employees, purchasing products or services

Tool Familiarity Related To Being A Procurement Agent: Notebook computers, Mainframe computers, Laptop computers

Technology Familiarity Related To Being A Procurement Agent:

Accounting Software: Intuit QuickBooks, CPR International GeneralCOST Estimator (Paid Work)

Data Base User Interface And Query Software: Oracle Database (Paid Work)

Enterprise Resource Planning Erp Software: Microsoft Dynamics, Infor ERP SyteLine (Paid Work)

Financial Analysis Software: Cost Estimating Software, Financial Analysis Software (Paid Work)

Office Suite Software: Microsoft Office Software (Paid Work)

Total Supervised: 20

Total Trained: 25

Total Committees Served On: 10

Total Hiring Committees Served On: 3

Number Of Promotions/Transfers Over A Career: 3

Core Character: Articulate, Confident, Flexible, Inquisitive, Resourceful, Responsible

Important Work Character Traits: Taking initiatives, Getting along well in a team setting, Caring about workplace atmosphere

Additional Assigned Responsibilities In Work Settings: Allowed To Open Alone, Allowed To Close Alone, Had Authority To Sign For Purchases, Had Authority to Order Items To A Certain Amount of Spending, Signed The Time Sheets Of Others Working There

Licenses/Certifications/Professional Organizations

National Contract Management Association

CIPS (Chartered Institute of Purchasing and Supply)

CIPP (Certified International Procurement Professional)

and CPP (Certified Purchasing Professional) certifications. Additionally

certifications like ACPP (American Certified Procurement Professional) and CPPO (Certified Procurement Professional Officer)

Bilingual In Work Settings

An Interview For A Procurement Agent Position Based Off Your Summary Of Qualifications

Experience and Skills

- Can you provide an example of a complex problem you had to solve as a procurement agent?
- How do you prioritize your work when faced with multiple tasks and deadlines?
- How do you stay updated on relevant laws and regulations impacting procurement activities?
- Describe a situation where you had to negotiate a contract with a difficult client or service provider.
- Can you explain your approach to supervising employees in a procurement setting?

Technology and Tools Familiarity

- How have you utilized accounting software like Intuit QuickBooks in your procurement role?
- Can you give examples of how you have used Oracle Database for procurement activities?
- In what ways has Microsoft Dynamics helped you in your procurement work?
- How do you utilize Microsoft Office Software in your daily procurement tasks?
- Describe a situation where you had to use financial analysis software for a procurement decision.

Leadership and Committees

- How do you approach supervising a team of 20 employees in a procurement setting?
- Can you describe your experience serving on 10 committees in your career?
- What criteria do you consider when participating in hiring committees?
- How have your leadership skills contributed to your 3 promotions/transfers over your career?
- Describe a challenging situation you faced while serving on a committee and how you handled it.

Character Traits and Responsibilities

- How do you demonstrate flexibility in your work as a procurement agent?
- Can you provide an example of a time when you took initiative in a procurement project?
- Describe how you contribute to maintaining a positive workplace atmosphere.
- Explain a situation where you had to make a decision to open or close alone in a work setting.
- How do you handle the responsibility of signing for purchases and ordering items within a certain spending limit?

Certifications and Bilingualism

- How have your certifications from organizations like National Contract Management Association benefitted your procurement career?
- Can you describe the importance of being bilingual in procurement work settings?
- What motivated you to pursue certifications like CIPS, CIPP, and CPP?
- In what ways have certifications like ACPP and CPPO enhanced your procurement knowledge?

How do you leverage your professional certifications in your day-to-day procurement activities?

Interviewing About The Skills Needed To Be A Procurement Agent

Key Skills

- What specific skills do you possess that make you a strong procurement agent?
- Can you provide an example of a time when you had to make a difficult decision related to procurement?
- How do you prioritize your work when handling multiple procurement projects simultaneously?
- Describe a situation where you had to evaluate information to ensure compliance with standards in a procurement process.
- How do you stay updated on the laws and regulations impacting procurement activities?

Technology Familiarity

- What experience do you have with using accounting software in your procurement roles?
- Can you discuss a time when you utilized database user interface and query software for procurement analysis?
- How have you leveraged enterprise resource planning (ERP) software in your procurement activities?
- Share an example of how you used financial analysis software to make informed procurement decisions.
- How proficient are you in using office suite software for procurement documentation and communication?

Leadership Experience

- How have you effectively supervised a team of 20 individuals in a procurement setting?
- What strategies do you employ to train new procurement team members effectively?
- Discuss your experience serving on committees related to procurement decisions.
- Can you provide an example of a successful hiring decision you were involved in as part of a committee?
- How do you approach promotions and transfers within a procurement career?

Character Traits

- How do your core character traits, such as being articulate and responsible, contribute to your success as a procurement agent?
- Share an instance where your flexibility was crucial in resolving a procurement challenge.
- What steps do you take to foster a positive workplace atmosphere while working in procurement?
- Discuss a time when your resourcefulness played a key role in achieving procurement objectives.
- How do you demonstrate initiative in your procurement roles?

Certifications and Professional Organizations

- How have your certifications from organizations like the National Contract Management Association enhanced your procurement capabilities?
- What value do you see in being bilingual in procurement work settings?
- Can you elaborate on the importance of certifications like CIPS and CPP in advancing your career as a procurement professional?
- How do you stay engaged with professional organizations to stay current in the field of procurement?
- Share a specific scenario where your certification as a Certified Purchasing Professional Officer (CPPO) influenced a procurement decision.

Interviewing For A Job As A Procurement Agent In Different Industries

Industries to Consider

Interview Questions Based On The Skills, Tools And Technology Needed To Do The Job Of A Procurement Agent

Negotiation Skills

- Can you provide an example of a successful negotiation you have conducted in the past?
- How do you handle difficult suppliers during negotiations?
- What strategies do you use to ensure you get the best deal for the company?
- How do you determine the most suitable negotiation approach for different suppliers?
- Can you discuss a time when you had to renegotiate a contract? How did you approach it?

Analytical Skills

- How do you analyze supplier proposals to determine the best option for the company?
- Can you give an example of a complex procurement analysis you have conducted in the past?
- What tools or software do you use to analyze procurement data?
- How do you ensure accuracy and reliability in your analytical processes?
- How do you prioritize procurement needs based on your analysis?

Supply Chain Management Knowledge

- What is your understanding of the end-to-end supply chain process?
- How do you ensure the smooth flow of goods from suppliers to the company?
- Can you discuss a time when you had to address a disruption in the supply chain? How did you handle it?
- How do you stay updated on the latest trends and best practices in supply chain management?
- What metrics do you use to measure the efficiency of the supply chain?

Contract Management Skills

- How do you ensure that contracts with suppliers are legally sound and beneficial for the company?
- Can you discuss a challenging contract negotiation you have been involved in?
- How do you monitor and enforce compliance with contract terms?
- What steps do you take to mitigate risks associated with supplier contracts?
- How do you handle contract disputes with suppliers?

Communication Skills

- How do you effectively communicate with suppliers to convey expectations and requirements?
- Can you provide an example of a time when miscommunication with a supplier led to an issue? How did you resolve it?
- How do you ensure clarity and transparency in all communication related to procurement?
- How do you handle feedback from stakeholders regarding procurement decisions?
- Can you discuss a situation when you had to communicate a change in procurement strategy to the team?

Sample Businesses In And Around Bethesda That Should Pay More For Procurement Agents

Healthcare Industry

The healthcare industry is a key sector that should pay more for procurement agents due to the critical nature of medical supplies and equipment procurement.

Examples

Hospitals, Pharmaceutical companies, Medical device manufacturers, Biotechnology firms, Healthcare service providers

Biotechnology Sector

The biotechnology sector relies heavily on procurement of research materials, lab equipment, and specialized supplies, making it essential to pay procurement agents competitively.

Examples

Biopharmaceutical companies, Biotech research institutions, Genomics companies, Bioinformatics firms, Biomedical engineering companies

Defense and Aerospace Industry

The defense and aerospace industry requires precise and timely procurement of materials and components for military and aerospace projects, warranting higher pay for procurement agents.

Examples

Aerospace contractors, Defense contractors, Government defense agencies, Aircraft manufacturers, Military equipment suppliers

Information Technology (IT) Sector

The IT sector demands efficient procurement of hardware, software, and IT services to support technological advancements, indicating the need for competitive pay for procurement agents.

Examples

Tech companies, Software development firms, Telecommunications companies, Cybersecurity firms, Cloud computing providers

Hospitality and Tourism Industry

The hospitality and tourism industry relies on procurement of goods and services to deliver exceptional guest experiences, underscoring the importance of adequate compensation for procurement agents.

Examples

Hotels and resorts, Restaurants and catering services, Event management companies, Travel agencies, Tour operators