

Job Searching While Overseas - Do's and Don'ts for Boren Scholars and Fellows

NSEPnet is an excellent resource to find exclusive job postings, to keep your resume up-to-date, and to maintain your job search history log. IIE and NSEP encourage you to use the site often upon your return from overseas. Please be advised, however, that you should not access the NSEPnet website while abroad.

The following provides a list of Do's and Don'ts related to job-searching overseas.

DO

- 1) Work on a resume that will stand out. Use precise language. Demonstrate work experience by describing the jobs you have had, emphasizing skills that the job you are applying for requires.
- 2) Use the Partnership for Public Service website (www.ourpublicservice.org) to narrow down the types of positions that would most interest you. The website has many great resources, including "The Best Places to Work" annual ranking for Federal Government positions.
- 3) Search registries such as USAID's Private Voluntary Organizations (PVO) database (www.pvo.net/usaid) to see if there have been U.S.-funded projects in the country, and investigate the websites of such organizations to obtain their contact information and to learn more about whether positions may be available in the future.
- 4) Document all places you live, including full address, as well as a point-of-contact to verify you have lived at this location. Should you need to complete a background investigation for a security clearance, the required paperwork will ask for this information. Also maintain a record of all places you volunteer, study and travel.
- 5) Be mindful of the content you post on personal blogs and/or social networking sites.
- 6) Think about what is on your laptop and consider removing any sensitive personal information.
- 7) Prior to departure, you may want to alert any federal contacts about your overseas plans and ask them to refrain from contacting you while overseas.
- 8) Network. Be in touch with the U.S. Embassy. Meet other Americans working in the country and find out about their jobs. Make friends at the university where you are affiliated.
- 9) Conduct yourself at all times in an appropriate manner, that is, in a way that would be respectful of laws in the U.S. and those of your host country. Do research and familiarize yourself with the culture of the country in which you will be studying well before your arrival. As noted in your terms and conditions, Boren award recipients are responsible for observing satisfactory academic standards, fulfilling the requirements and expectations of the proposed program of study, and maintaining a standard of conduct and integrity in keeping with the spirit and intent of the National Security Education Program, and that will contribute positively to the promotion of mutual understanding between the peoples of the United States and those of other countries. Awardees are expected to obey the laws of the host country. Awardees are expected to honor any debts incurred in the host country.

DON'T

- 1) Access www.NSEPnet.org, www.USAJOBS.gov or government websites.
- 2) Apply for any federal jobs.
- 3) Contact any intelligence, military or government agencies aside from the U.S. Embassy.
- 4) Discuss your future career plans with foreign nationals.
- 5) Write NSEP staff at their .mil addresses. Additionally, remember that all correspondence while abroad should be done with IIE.
- 6) Import or use any drugs or substances known to be illegal in the U.S. Do not deliver packages for anyone unless you are certain they do not contain drugs or other contraband. Become familiar with local regulations before you sell personal effects such as clothing, cameras, and jewelry.
- 7) Photograph police and military installations and personnel; industrial structures, including harbor, rail, and airport facilities; border areas; and, in the exceptional event that these should occur during your time abroad, scenes of civil disorder or other public disturbances.