

## DOI Career Connection PR Toolkit

Thank you for serving as an Ambassador for DOI Career Connection (DCC). This PR toolkit gives you turnkey communications resources for consistent language so we can motivate DOI employees to participate in DCC. Questions? Email us at [dcc@ios.doi.gov](mailto:dcc@ios.doi.gov).

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### TALKING POINTS

- DOI Career Connection (DCC) is an online portal for sharing short-term broadening assignments, details and lateral opportunities across DOI.
- DCC facilitates opportunities to broaden employees' experience, address staffing needs, and build a highly-skilled workforce throughout the Department of the Interior. In partnership with [My DOI Career](#), DCC helps employees turn information into action, enabling them to take charge of defining their path to a fulfilling and exciting career with the Department of the Interior.
- DCC helps DOI managers and HR Specialists build capacity for an increased workload, increase employee engagement/retention, and fill skills and personnel gaps quickly through the promotion of short-term broadening assignments, details and laterals.
- DCC empowers employees to gain a broader understanding of DOI, participate in cross-training opportunities, and increase their proficiency in desired technical and professional skills.
- OSEOD partnered with the Office of Personnel Management's (OPM) Open Opportunities platform to bring DOI Career Connection (DCC) to the DOI workforce.
- The DOI Career Connections is available at [openopps.usajobs.gov/community/DOI](https://openopps.usajobs.gov/community/DOI). All employees must create an account or log-in to participate in the DOI Career Connection.
- Visit [www.doi.gov/pmb/seod/dcc](https://www.doi.gov/pmb/seod/dcc) to learn more.
- For additional questions or support, contact the DOI Career Connection Program Manager Theresa Spriggs at [dcc@ios.doi.gov](mailto:dcc@ios.doi.gov).

### INTERNAL COMMUNICATIONS

Reach your bureau employees with internal communications tactics to motivate them to take part in DOI Career Connection. Use the content in this toolkit and visit the DCC tools for more information. Remember to download our DCC graphics to make your outreach more visually appealing. Here are some ways you can promote DCC to your bureau employees:

- At your weekly office team meeting

- In your agency e-newsletter – repurpose the DCC newsletter article from the tools
- Through an all-staff email
- On your next Zoom or Microsoft Teams call with your colleagues
- On your agency’s intranet website
- At your next all-hands meeting or conference call
- Through staff committees (that reach special interest employees, such as women, etc.)
- In an email from your agency/office leadership to regional federal offices
- As a screensaver for your desktop/laptop
- In your email signature

## DOWNLOADABLE GRAPHICS

Grab attention with eye-catching DCC graphics. Go to the [DCC Tools](#) to find downloadable logos, flyers, and letterhead in various formats.

## DCC AMBASSADOR RESPONSIBILITIES

DCC Ambassadors inspire their colleagues to participate in the program and serve as resources of information. DCC offers many turnkey materials and tools to make it easy to communicate to your team and motivate giving.

The DCC Ambassador responsibilities are:

- Working with the DCC Program Manager to champion this program within your bureau
- Coordinate with bureau stakeholders to increase visibility and participation in DCC
- Collaborate with other DCC Ambassadors
- Participate in monthly DCC Ambassador meetings to discuss program operations and test feature updates
- Make recommendations to the DCC Program Manager of communications strategies and process improvements
- Manage internal communications at your agency. Distribute DCC news to your agency, from leadership to field offices.
- Use the DCC PR Toolkit and DCC graphics for turnkey tips, talking points, and tactics to speak about DCC and motivate participation at your agency.

## FREQUENTLY ASKED QUESTIONS

### DCC Basics

1. **What is DOI Career Connection (DCC)?**  
DOI Career Connection (DCC) is an online portal for sharing broadening opportunities, details and laterals across DOI. DCC is powered by the OPM Open Opportunities platform.
2. **Who is eligible to participate in the DOI Career Connection?**
  1. DOI Full-time (non-SES) employees with a government email address
  2. DOI employees with permission from their supervisor to post or host an opportunity

3. DOI seasonal employees

**3. What are the benefits for participating in DOI Career Connection?**

For Employees:

- Sharpen skills and learn new ones
- Contribute to mission-critical projects
- Increase networking, cross-training, and collaboration opportunities
- Gain a broader understanding of DOI

For Supervisors:

- Fill short-term skills and personnel gaps quickly
- Build capacity for increased workload within your activity
- Increase employee engagement and retention
- Utilize as a tool for succession planning and completing backlogged projects

**4. Where can I get more information about DCC?**

The [DOI Career Connection website](#) includes more information about the program and how to participate. Contact DCC Coordinator Theresa Spriggs at [dcc@ios.doi.gov](mailto:dcc@ios.doi.gov) with additional questions.

**5. Who may not participate in DCC?**

Contractors and volunteers are not eligible to participate in DCC. Neither are Pathways students eligible for conversion.

**6. Will individuals be able to sign up to get notifications about new DCC opportunities?**

Our partner, OPM is looking into this possibility through the Open Opportunities; however, it is not currently available. In the interim, DOI employees can [subscribe to the DCC GovDelivery email list](#) for regular updates and featured opportunities.

**7. Do you need to be a hiring authority to post opportunities?**

No, you do not need to be a hiring manager to post opportunities. Anyone with a USAJOBS and DCC profile can post an opportunity. Opportunities that require HR action will need to be posted by a hiring manager.

**8. Will a notification go to my personal email account if that is the account used to post a position on USAJOBS/DOI Career Connection?**

An official government email address is required to participate in DCC. All emails from Open Opportunities will go to your official federal government email address regardless of what email is used for login.gov.

**9. Will DOI Career Connection link to the DOI Talent Performance Management/IDP function?**

No, the DCC and DOI Talent systems are not integrated. Individuals may view their completed opportunities in their DCC profiles and are encouraged to include these activities in their Individual Development Plan (IDP) and/or performance appraisals.

**10. Can we also include temporary promotions on DCC?**

Temporary promotions should be done on USAJOBS not in DCC.

1. **How can I access DCC?**

DOI Career Connection is available at [openopps.usajobs.gov/community/DOI](https://openopps.usajobs.gov/community/DOI). All DOI employees must create an account and log-in to participate in DOI Career Connection. Visit the [Help Center](#) to learn how to create a profile.

2. **Can managers register to get their own USAJOBS/DOI Career Connection account to post?**

All participants must have a login.gov account and USAJOBS profile in order to create or apply for DCC opportunities. A government email address must be associated with your account.

3. **Is a separate USAJOBS/DOI Career Connection account needed for a manager to post, rather than a USAJOBS personal account? (i.e., my USAJOBS account has my personal email account)**

No, a separate account is not required to post opportunities. However, your USAJOBS profile must have a confirmed official government email address associated with it in the federal experience section to verify that you are a federal employee. The only information from your USAJOBS profile that will be shared in Open Opportunities is your name, Federal email address, agency, job title, location, and biography.

4. **As a manager, can I create a separate USAJOBS/DOI Career Connection account?**

Yes, you can have more than one account if you want to keep your personal and government account separate. However, it will be easier to have one account associated with your government email address to prevent mixing up your personal and government accounts when accessing DCC.

[Login.gov](#)

1. **Does DCC connect to your USAJOBS and login.gov profile?**

Yes. You will need to create a log-in.gov account and connect it to your USAJOBS profile using a DOI email address. If you already have an account with USAJOBS, you can use the same login.gov account to access Open Opportunities.

2. **How is this integrated with USAJOBS?**

DCC and USAJOBS are only connected through Login.gov and the profile you create. Otherwise, they are totally separate.

[DCC Opportunities: How to create, apply, participate and more](#)

1. **How do I create an opportunity?**

After you've logged into your profile, select the Create Opportunity button. Enter as much information about your opportunity as you would like – the more information you share, the better candidates you can consider! Visit the [Help Center to learn how to create an opportunity](#).

2. **What types of opportunities can I post on DCC?**

DCC opportunities include: one-time, ongoing, details, and laterals. View a description of each opportunity in the [Help Center](#).

**3. How do I search for DCC opportunities?**

Visit the DCC community at [openopps.usajobs.gov/community/DOI](https://openopps.usajobs.gov/community/DOI) to view all opportunities limited to DOI employees. You must be logged into your profile in order apply for or create opportunities.

You may also find DCC opportunities from the main Open Opportunities site [openopps.usajobs.gov](https://openopps.usajobs.gov). Click the Find Opportunities button and select “DOI Career Connection (DCC)” in the Community filter.

**4. How do I participate in an opportunity?**

You must first create a profile and be a current federal employee. Find the opportunity you are interested and click Apply. The opportunity creator will be notified when you have submitted your application. If you are selected for the opportunity, you will receive an email and can discuss the assignment with the host office. Visit the [Open Opportunities Help Center](#) for more information on how to participate in an opportunity.

**5. How long do opportunities remain on the DOI Career Connection site?**

Individuals who create opportunities (Creator) have the flexibility to manage their details and laterals. Candidates may apply for opportunities as long as the Creator wants to continue receiving applicants. Creators can select, duplicate, edit, cancel, or turn off the opportunity through their account.

**6. As the creator of an opportunity, what information will I have access to for each applicant?**

Creators of an opportunity can see pieces of the applicant’s USAJOBS profile such as email, agency, location and biography. If the applicant has entered skills in their Open Opportunities profile, they will also be visible to the creator. For details and laterals the statement of interest and resume will also display.

**7. Who is responsible for managing and reviewing DOI Career Connection opportunities?**

Theresa Spriggs is the DCC Administrator. She is responsible for reviewing the submitted opportunities and approving the opportunity to be posted on the site.

**8. Can we limit opportunities to only our bureau on DCC?**

Yes. There is an option to limit the opportunity to only your bureau. You can also limit to DOI. You cannot limit an opportunity to an office.

**9. Can opportunities be posted in both Open Opportunities and DCC?**

Opportunities may be posted in both places Open Opportunities and DCC.

**10. Can you only duplicate opportunities that you create yourself on DCC? Or, can you duplicate opportunities that are created by others on DCC?**

Yes, you can duplicate opportunities that were created by others on DCC or Open Opportunities.

## DCC Apply Process

**1. Is the application process for laterals the same on DCC?**

Yes, you will have to go through your offices normal hiring processes for laterals. If you need additional information from the applicant, you may include in the how to apply process.

**2. If an applicant is selected for an opportunity on DCC, does the system automatically notify the other applicants?**

Yes, emails are sent to applicants to notify them as to whether they are selected or not selected.

Questions? Please email us at [dcc@ios.doi.gov](mailto:dcc@ios.doi.gov). Thank you for your participation.