



Career Mobility Office Information Packet

Career Mobility Office
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Career Mobility Office

Who we are...

The Career Mobility Office (CMO) provides New York State employees customized career counseling and resource tools to enhance their career mobility.

Services to employees include:

- Teaching employees the basic rules and guidelines that govern mobility within the State - The Merit System.
- Helping employees develop a career plan related to the State's workforce needs.
- Instructing employees on the value of a well written resume and providing them with the tools to prepare one.
- Reviewing and practicing successful interviewing skills.

The CMO provides these services either on a one-on-one basis or through workshops.

The Career Mobility Office (CMO) also assists New York State agencies in addressing their workforce training and redeployment needs.

Services to agencies include:

- Working with agencies that want to develop retraining programs that will give their employees career mobility options.
- Assisting agency personnel with the redeployment of employees affected by reductions-in-force or reassignment.

To contact the Career Mobility Office for more information, services or to schedule a workshop call (518) 485-6199 or 1-800-553-1322 or e-mail us at:

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Workshops

The Career Mobility Office offers several workshops to State employees relative to career mobility. These workshops are:

Understanding the Merit System:

This workshop (3.5 hours in length) teaches State employees how Civil Service Law works. It will address how an employee can move around within the state and advance their career by using the Merit System. Participants will learn about common terminology, the examination process, canvass letters, probation, leaves of absence, voluntary transfer, and reinstatement.

Resume Preparation:

This workshop (3 hours in length) guides State employees on how to prepare a professional resume that clearly reflects their skills, knowledge, and education relevant to the job they are seeking. Participants will learn what gets included in a resume; different styles of resumes; common rules; and common mistakes to avoid.

Interviewing Tips and Techniques:

This workshop (3 hours in length) teaches State employees that an interview provides an opportunity to communicate face to face with a potential employer. Participants will learn how to present themselves as a professional; what to expect; what is expected of them; and how to answer the tough questions.

GOT-IT Demo:

This workshop (1 hour in length) is a live web demonstration of GOT-IT, (the Glossary of Titles - Inquiry Tool). The site helps State employees find information on job titles, occupations, career ladders, and career mobility or to find out where jobs are located within the state.

The MINIMUM number of participants for each of the above workshops is 25.

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