

Hiring Tips

Chris Honkomp

Texas Christian University

Here are some nuggets of advice that I have provided to others pursuing the same career path:

- Anything that resembles a college campus in your experience should be emphasized since most on the board will not have military experience. Jobs with a NAVFAC/FEC/PWD have direct relevancy to being a university facilities director, and the responsibilities were larger than any college campus you would ever work for. Barracks are “dorms”, galleys are cafeterias, almost every base has an instructional/education mission of some sort, and all the rest are admin facilities and support infrastructure just like a college campus. Having responsibilities for other bases geographically separated from your location is exactly like a satellite campus.

- ROICC type jobs have a similar direct application for capital construction jobs, and you need to emphasize that you have both project management and contract management training/experience. This is something most of your non-CEC competitors do not have.

- The primary goal is to get to the interview, and then your comfort level with the facilities world and the obvious breadth of your experience will show through. Just like they taught you in your retirement classes, filter out the acronyms and speak about buildings, facilities, and users (not bases and sailors).

- Tailor each resume to the institution you are applying to; do not just use a generic resume. If the institution has centralized steam/chill water, electrical generation, etc, speak to that. Some jobs have custodial within the facilities group, some split out dorm maintenance, some include capital construction, and others do not. Let the resume speak to the specifics of the position and filter out anything that is not directly relevant. That “Battle E” in the battalion might be important, but it does not go on the resume...but...it is a great thing to bring up as an example of excellence in the interview process.