



# Employment Fundamentals of Career Transition

1-Day Workshop

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July 2020 Edition



# Section 1 – Getting Started

Participant  
Guide:  
Pg. 5

The purpose of this course is to provide you with essential tools and resources you need to:

- Evaluate career options.
- Gain information for employment.
- Understand the fundamentals of the employment process.





# Objectives

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- 
- Conduct occupational research and job search for selected careers.
  - Complete the Gap Analysis.
  - Understand the civilian work environment.
  - Use the STAR method to write achievement statements.
  - Recognize the basic sections of a resume.
  - Draft an employment history outline.
  - Draft a professional introduction to use for networking.





# Objectives

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- 
- Identify your network contacts.
  - Draft a headline and summary for your LinkedIn profile.
  - Analyze a job vacancy posting.
  - Connect your skills and abilities with the needs of an employer.
  - Demonstrate appropriate verbal responses to interview questions.
  - Identify the relevant factors in evaluating a job offer.
  - Develop a plan of action to accomplish a specific career goal.





# Course Overview

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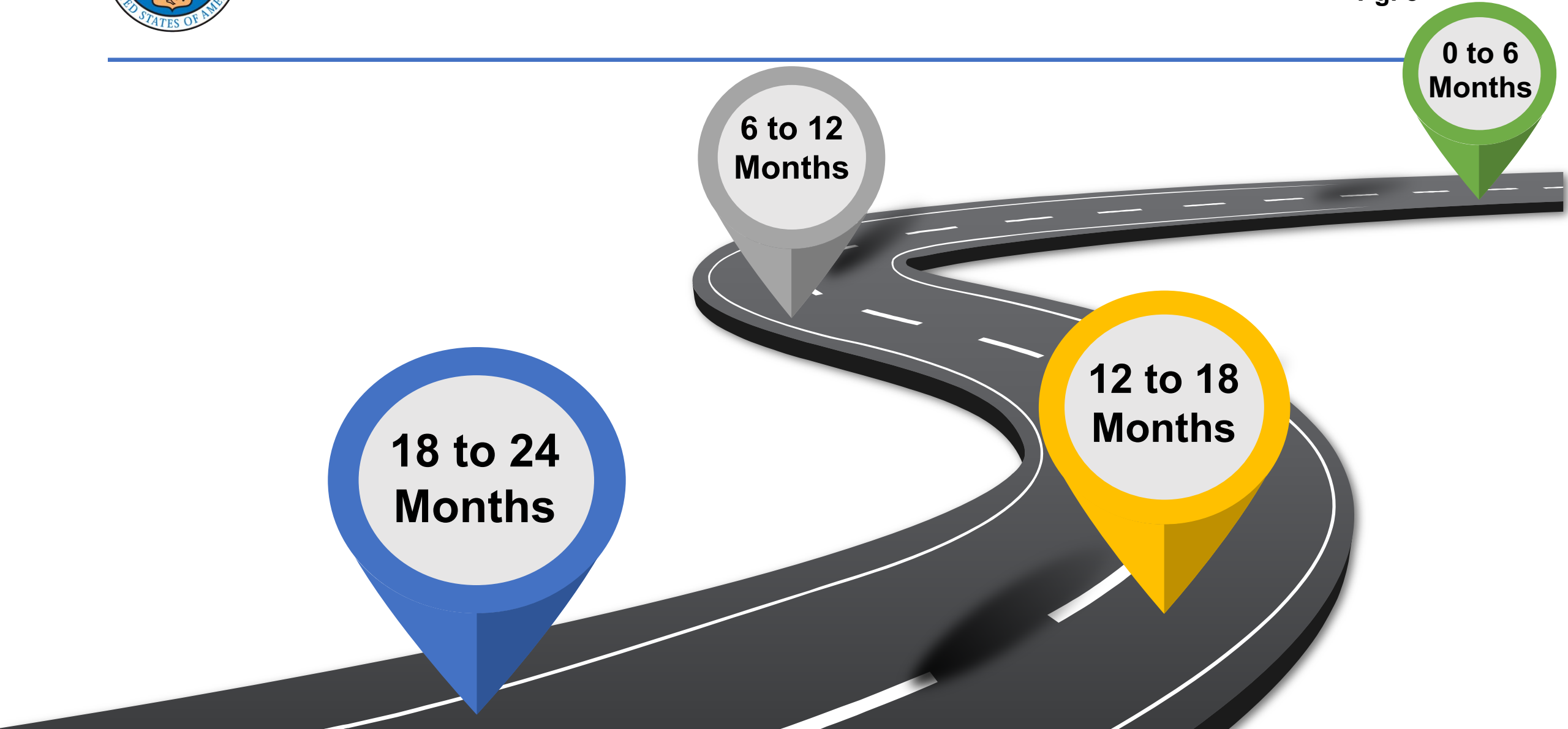
- Plan your next steps.
- Prepare for success.
- Apply for a job.
- Interview for a job.
- Receive a job offer.
- Communicate your decision.





# Career Transition Journey Map

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# 1.5 Activity: Where Are You Now?

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**Answer the following questions:**

1. My current job in the military is...
2. What I find most rewarding about my job is...
3. Some of the strengths I've developed are...
4. After the military, I want to...
5. What I hope to gain from this course is....



# Section 2 – Planning Your Next Steps

In this section, you will:

- Evaluate your career options using important career factors and information from the labor market.
- Use this information along with your insights from the MOC Crosswalk and Financial Planning for Transition workshop to identify your next steps.







# Factors to Consider When Selecting a Career

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# Labor Market Research

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Guide:  
Pg. 13





# Useful Terms to Understand

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Pg. 14





# 2.3 Activity: Labor Market Research

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Guide:  
Pg. 15

[www.mynextmove.org/vets](http://www.mynextmove.org/vets)

**MY NEXT MOVE** ★ FOR ★ VETERANS

o-net in-it

HOME SEARCH INDUSTRIES MILITARY

You've served your country. Now you're ready for a new challenge.  
**What do you want to do for a living?**

**"I want to be a ..."**

**Search careers with key words.**

Describe your dream career in a few words:

Examples: doctor, build houses

**Search**

**"I'll know it when I see it."**

**Browse careers by industry.**

There are over 900 career options for you to look at. Find yours in one of these industries:

Administration & Support Services

**Browse**

**"I liked my last job."**

**Find careers like your military job.**

Enter the name or code of your military classification. We'll suggest civilian careers with similar work.

Select a branch:

Examples: 0963, radio chief

**Find**



# 2.4 Activity: Identify the Occupation Outlook & Salary Range

### JOB OUTLOOK

 **Average** New job opportunities are **likely** in the future.

SALARY: **\$208,000+**



\$133,080                      \$208,000+

 Check out my state       Local Salary Info

 Find Jobs

### JOB OUTLOOK

 **Bright** New job opportunities are **very likely** in the future.

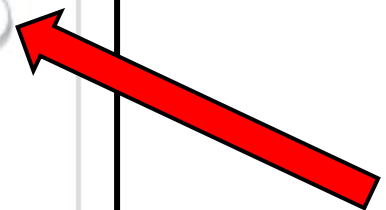
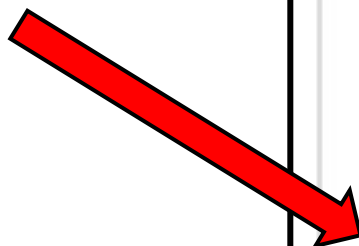
SALARY: **\$65,230**



\$41,820                      \$105,720

 Check out my state       Local Salary Info

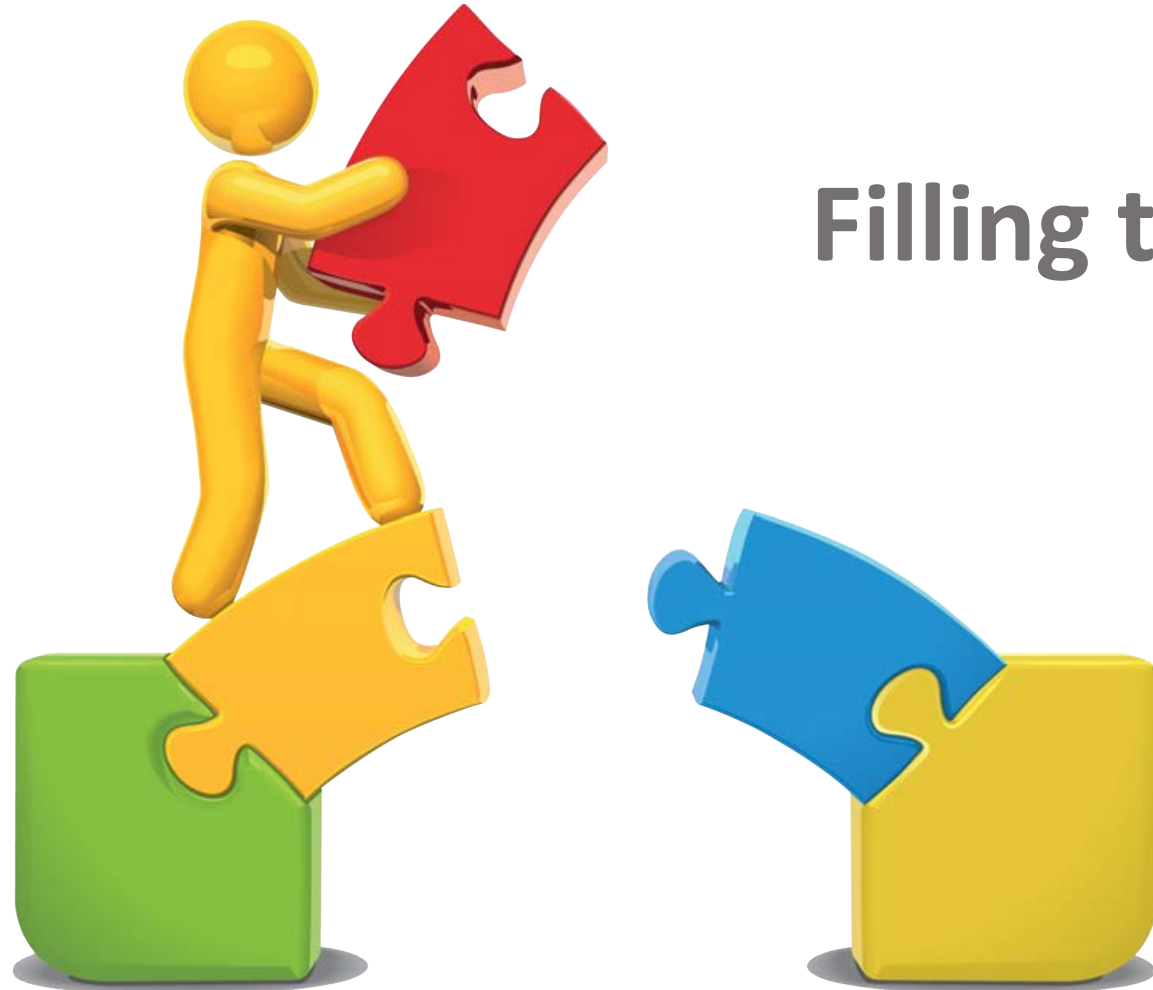
 Find Jobs





## 2.5 Activity: Final Analysis

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Filling the Gap



# Additional Transition Tracks

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# 2.8 Activity: Access the AJC Online

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[www.veterans.gov/](http://www.veterans.gov/)

The screenshot shows the homepage of the U.S. Department of Labor's Veterans.gov website. At the top left is the U.S. Department of Labor logo. To its right is the text "U.S. DEPARTMENT OF LABOR" and social media icons for "Engage" and "Share". A search bar contains the text "Find it in DOL". The main heading is "VETERANS.GOV" in large blue and red letters, with the tagline "The employment resources you need." below it. The central content area features a camouflage background with silhouettes of people. It includes five colored buttons: "FIND A JOB" (red), "HIRE VETERANS" (blue), "Military Spouses" (purple), "START YOUR OWN BUSINESS" (blue), and "VA Benefits & Information" (purple). Below these is a blue button for "Veterans' Employment Program Information". Underneath is the text "Explore Opportunities In:" followed by six red buttons with icons: "USDA Agriculture", "Energy", "Transportation", "Homeland Security", "FEDS VETS Federal Government Hiring", and "AmeriCorps".





# Section 3 – Preparing for Success

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This section will provide you with the skills and documents you need to apply for a job. You will learn how to:

- Adjust to the civilian workplace.
- Create an employment history outline.
- Identify the basic sections of a resume.
- Draft your professional introduction.
- Network.
- Create an effective LinkedIn profile.





# True/False Quiz

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# Think Like an Employer

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By taking the time to understand the employer side of the hiring process, you will have an edge over your competition.





# Adjustment to the Civilian Workplace

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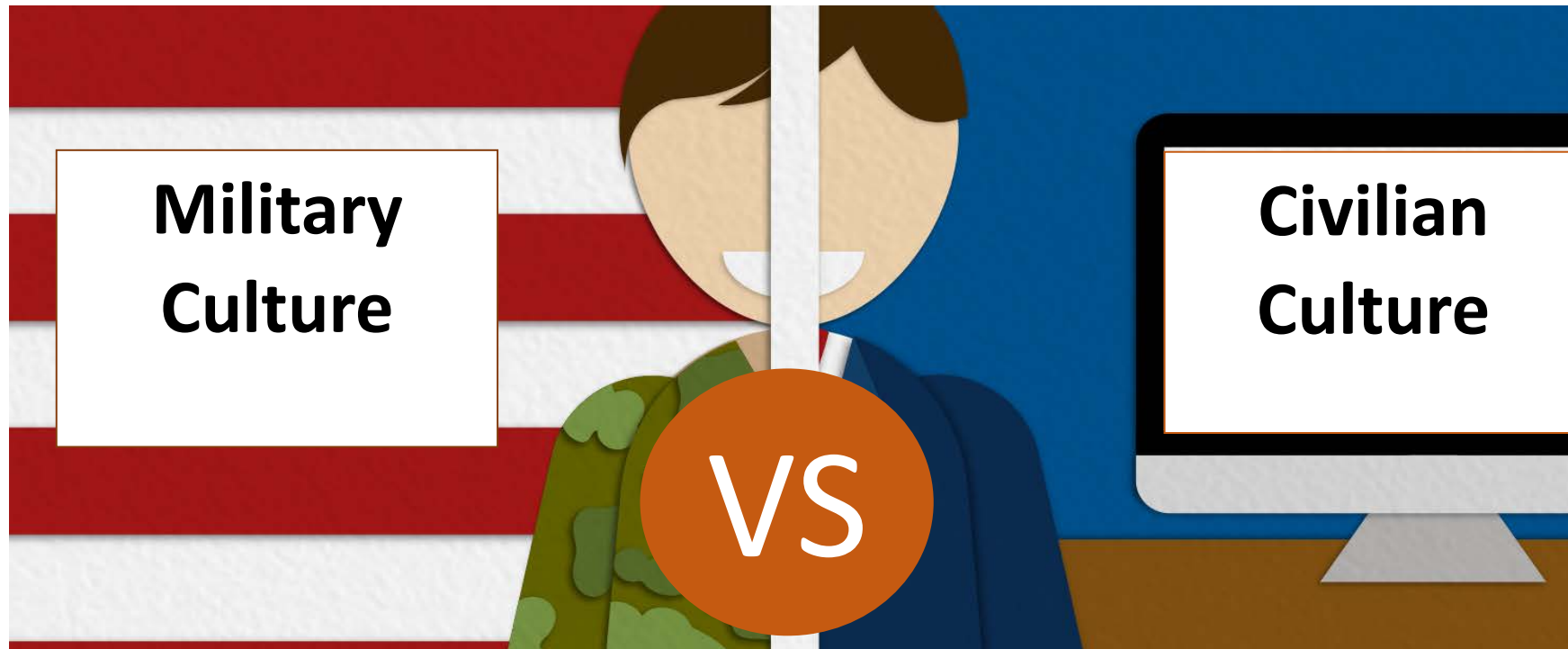
You adjusted to the military culture—you'll be able to do the same in the civilian workplace.





# Military Culture vs. Civilian Culture

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# Overcoming Stereotypes

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“Veterans will not fit into my less formal work culture.”

- Share how you have quickly integrated and developed good working relationships with team members when joining new units.

“Military personnel are rigid and lack creativity.”

- Share how you have improvised and innovated to meet unpredictable challenges.

“A Veteran's only leadership approach is giving orders.”

- Share how you have motivated, coached, guided, and supported team members using a collaborative leadership style.

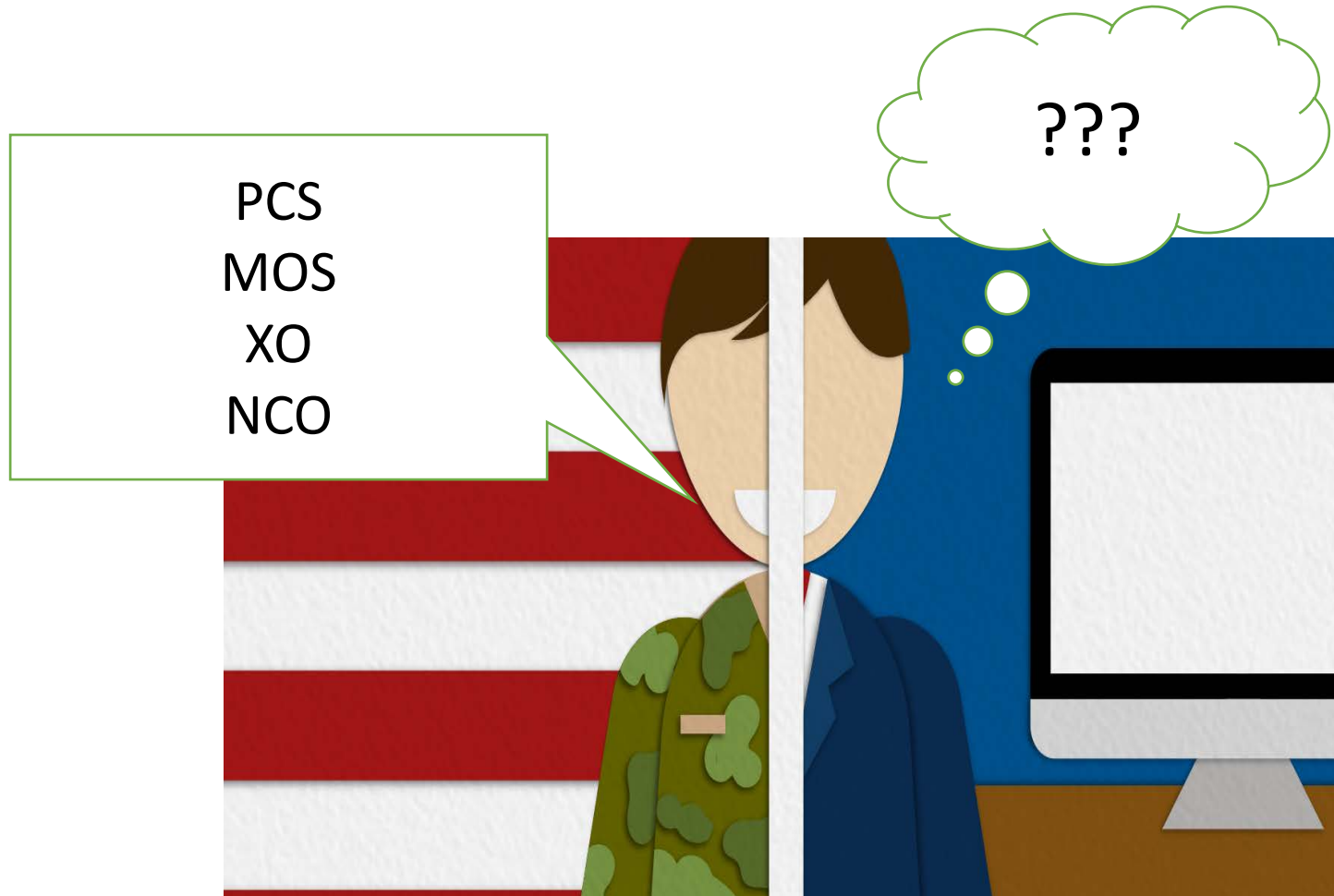
“Most Veterans suffer from PTSD/TBI.”

- Share a skill, such as resiliency, you developed as a result of being in the military and a specific time it helped you overcome a setback (NOT medically related.)



# Translating Military Terminology into Civilian Terms

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# Employment History Outline

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A comprehensive list of job titles, duties, employers, and dates.







# 3.5 Activity: Create Your Employment History Outline

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# Resume

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- A needed document in a job search.
- Quickly shows all your relevant skills and experience.
- First line of contact with potential employer.
- Employer's first impression of you.
- Goal is to get an interview.





# Resume Types

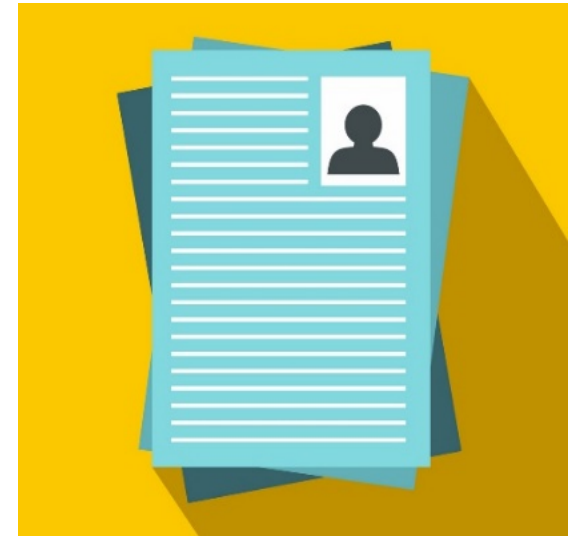
## Master

- Stores all your work experience, accomplishments, degrees, trainings, skills, and awards in one document.
- Do not send a master resume to the employer.

Used to  
create

## Targeted

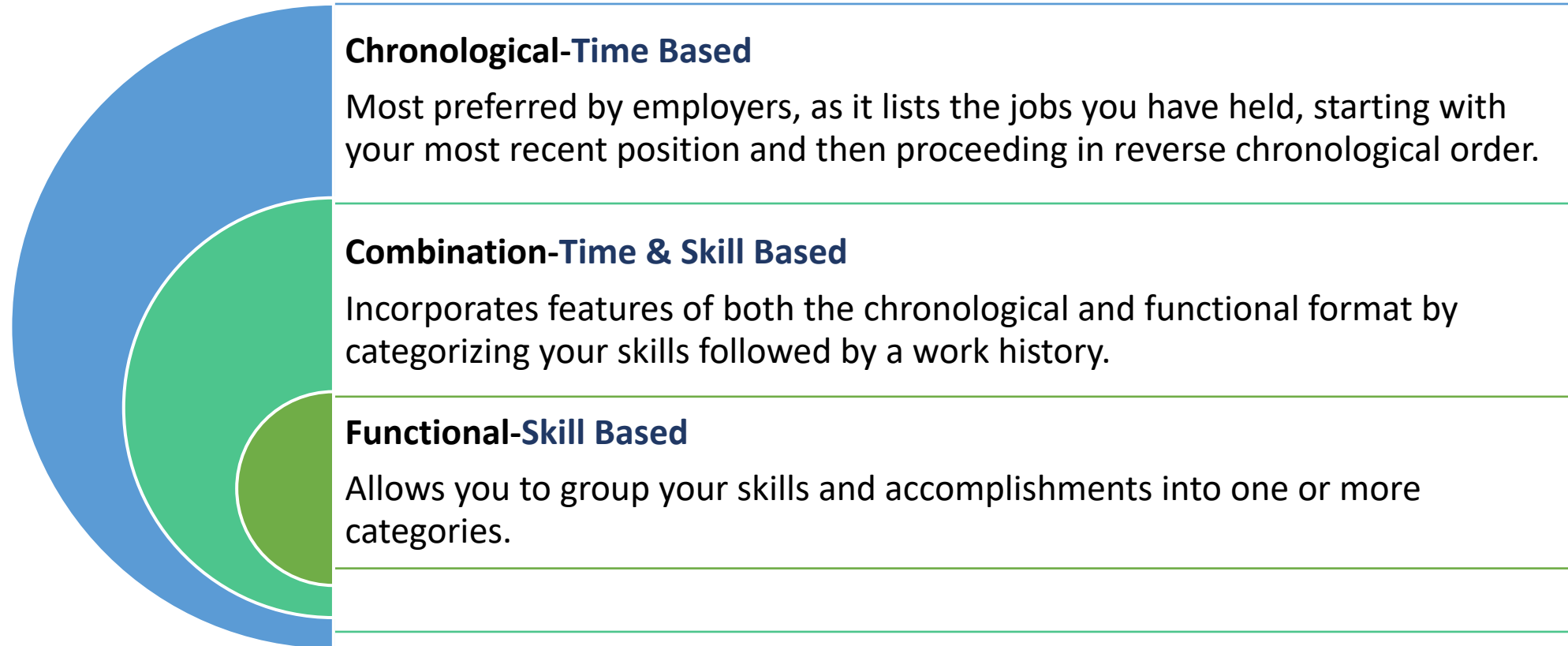
- Highlights only the skills and experiences that are relevant to a specific position.
- Created from your master resume.
- Choose appropriate resume style.





# Resume Styles

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# Resume Format

1. Contact Information
2. Summary of Qualifications
3. Experience
4. Educations and Training
5. Skills and Awards (Optional)

**1. Contact Information**  
Provide your phone number, email account, and LinkedIn URL (if applicable).

**Your Name**  
(123) 456-7890 | Your.Name@email.com | www.linkedin.com/in/your.name

**2. Summary of Qualifications**  
Briefly summarize what makes you qualified for the position by listing off your skill set. Use language from the job posting.

**SUMMARY OF QUALIFICATIONS:**  
A dedicated and experienced security professional who balances the necessity of protecting assets to maintain good relationships with customers and the public. Equally capable of working independently or as part of a team, comfortable exercising initiative and solving problems.

- o Top secret clearance
- o Bilingual (English and Spanish)
- o Leadership experience
- o Adept at conflict resolution

**3. Experience**  
Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

**EXPERIENCE:**  
Security Manager, U.S. Marine Corps, 20XX-Present

- Supervise security for \$100 million dollars of highly sensitive equipment, inventory items, and correct discrepancies resulting in zero loss over a three-year period.
- Implement new system security plan that led to an increased in lockdown ensuring the safety of 25 staff and 125 inmates.

Warehouse Supervisor, Micro Chemical, Inc., Akron, OH, 20XX-20XX

- Supervised a crew of 15 in daily operations, including performing evaluations and providing corrective actions resulting in a company record for productivity.
- Monitored complex cataloging and ordering systems by implementing a fast-track procurement system decreasing supply turnaround time by 20%.

**4. Education & Training**  
List your most recent, relevant education and training courses.

**EDUCATION AND TRAINING:**

- Security Specialist Training, U.S. Marine Corps, 120 hours
- Transit Safety and Security Program (TSSP) Certificate
- Associate of Science in Safety and Security Administration, University of Akron, Akron, OH, 42 Semester Hours Completed

**5. Skills & Awards**  
This is an optional section for you to highlight your skills and awards that are relevant to the position. They are the first thing to be deleted if space is an issue. Awards should be personal, not unit awards. Instead of adding an awards section, you may include awards under the job where the award was obtained.

**SKILLS AND AWARDS:**

- USMC Good Conduct Medal, 2006
- National Defense Service Medal, 2003



# The STAR Method

The **STAR method** is a four-step technique that will help you discuss how you used your skills to achieve goals or objectives.

**S** Situation  
**T** Task  
**A** Action  
**R** Result





# The STAR Method (continued)

**S**

- Think of a specific time or circumstance when you used this skill; define the general context of that situation.

SITUATION

**T**

- Name the key objective you were responsible for in that situation or the challenges/obstacles you had to overcome.

TASK

**A**

- Describe what you did to complete the assigned task; emphasize the skills and resources involved.

ACTION

**R**

- Summarize the outcome and how you specifically contributed to that outcome; describe the improvements and/or benefits that were observed.

RESULT



# Putting STAR into Practice

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Guide:  
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**S**

SITUATION

- The Promotion Board adopted a new computer system, and it would not take the format of the promotion packages we submitted.

**T**

TASK

- As the team leader, I was tasked with ensuring the 5,500 promotion packages were updated with the correct format and to resubmit the packages within three days.

**A**

ACTION

- I developed an Excel spreadsheet for my team to track the 5,500 promotion packages to ensure they were all updated with the correct format.

**R**

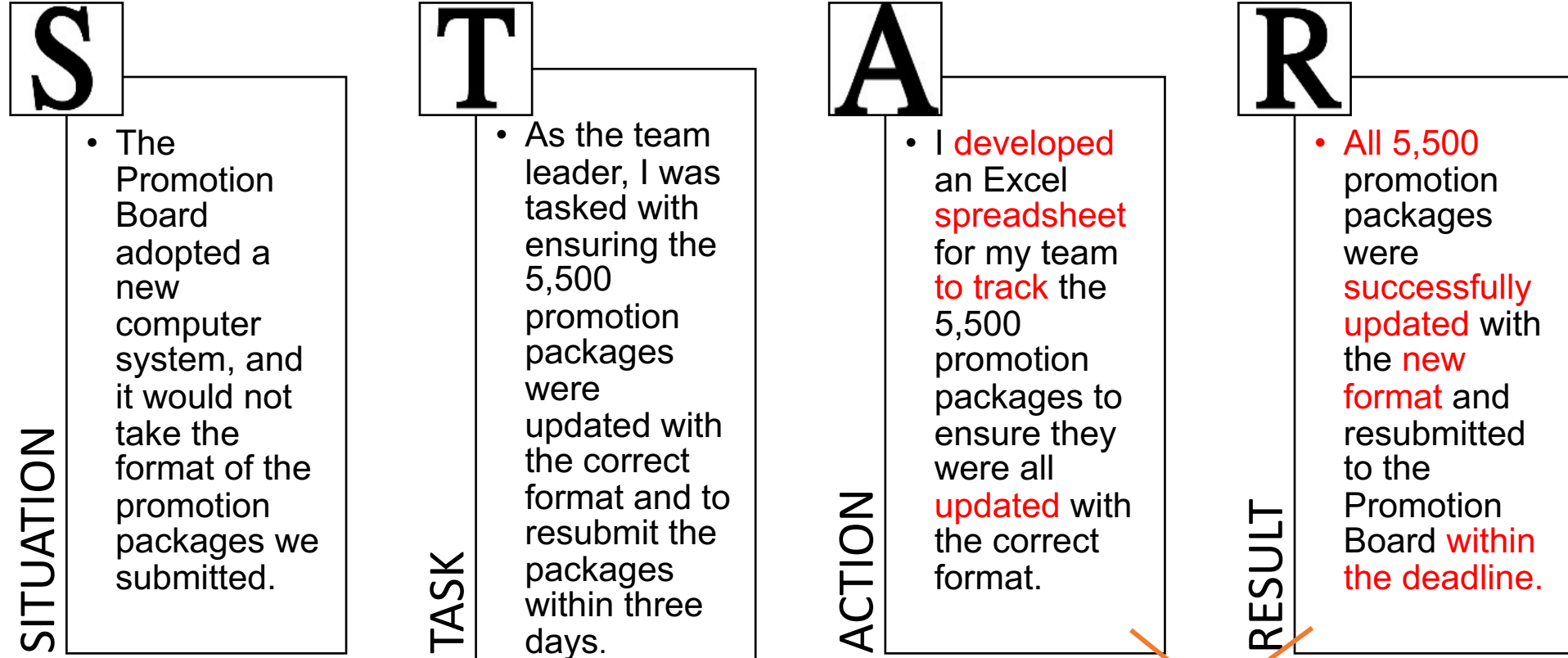
RESULT

- All 5,500 promotion packages were successfully updated with the new format and resubmitted to the Promotion Board within the deadline.





# Putting STAR into Practice



**Achievement Statement:**

“Developed and applied a comprehensive document tracking system, ensuring that 100% of 5,500 promotion packages were updated, accurate and competed ahead of the Board deadline.”



## 3.10 Activity: Creating an Achievement Statement with STAR

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Use the STAR method to create your own achievement statements.





# Professional Introduction

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- Known as an elevator speech or 30-second introduction.
- A brief introduction about you.





# How to Prepare a Professional Introduction

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- 1** Introduce yourself.
- 2** Provide a summary of what you do.
- 3** Explain what you want.
- 4** Finish with a call to action.



3.12 Activity: Draft Your Professional Introduction



# Networking

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Guide:  
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Statistically, 60-80% of jobs are found through networking.





# 3.14 Activity: Identify Your Network Contacts

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# Tips for Networking

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- Reach out to your network.
- Let your network know you are looking for a job.
- Be authentic and considerate.
- Be specific in your request.
- Take the time to maintain your network.
- Find ways to reciprocate.





# Expanding Your Network to Online Networking

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**92%** of companies use social media for hiring.







# Using LinkedIn

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- It is the world's largest professional online network.
- A basic LinkedIn account is free.
- They offer a one-year complimentary Premium Career subscription for Veterans, Service members, and their spouses.
- The Premium Career subscription includes one year of access to LinkedIn Learning.



LEARNING  
WITH **Lynda.com**® CONTENT



# Effective LinkedIn Profiles

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## Getting Started

- Correct email address & phone number.
- Browse profiles for good ideas.
- Customize your LinkedIn profile address (URL).

## The Profile Photo

- Profiles with photos receive up to 21 times more views.
- Photo should be recent and look like you.
- Background is neutral and does not distract from you.
- Wear professional attire and smile.
- Don't include your animals, children, or other people in your profile photo.





## 3.17.2 Activity: Create Your Headline

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### The Headline

- Should be 120 characters or less.
- Think like an employer and ask yourself “What skills and accomplishments are my target employers looking for?”
- To create an effective headline:
  - Tell the viewers what you do.
  - Showcase your specialty.
  - Add flair.

### Examples:

- Project Manager | Lean Six Sigma Black Belt | Operations | Training Development |
- Strategic Communications Executive, PMP, MBA
- Experienced Program Manager available for new opportunities--Active Clearance--Team Builder
- Transitioning Military Cyber Security Professional ★ Infosec ★ CISSP/GCFA/CHFI/CCFE



# 3.17.2 Activity: Draft Your Summary Statement

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Participant  
Guide:  
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## The Summary (About)

Is an online version of your professional introduction with 2,000 characters.

### Guidelines:

- Start strong.
- Use first person.
- Incorporate keywords.
- State your career goals.
- Tell your career story.



# Effective LinkedIn Profile: The Experience

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Participant  
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## The Experience

- Add your employers and positions, dates worked, and some information about the work you did.
- Use specific job titles.
- Use action words.
- Use keywords.
- Use the correct tenses.
- Focus on recent work.



# Effective LinkedIn Profile: Education and Skills & Endorsements

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## The Education

- List your most recent degree first.
- Enter any extracurricular activities.
- Enter any awards or honors.

## The Skills & Endorsement

- Can highlight 50 skills.
- Translate your skills.
- Use the field auto complete.
- Endorse others for their skills.
- Pin 3 top skills.

Reorder Skills & Endorsements (48)

Reorder your skills within a category or choose up to 3 skills to feature in your top skills.

Top Skills

- 📌 Career Counseling
- 📌 Employee Training
- 📌 Organizational Development

Industry Knowledge

- 📌 Student Affairs
- 📌 Higher Education
- 📌 Program Development
- 📌 Academic Advising
- 📌 Resume Writing
- 📌 Human Resources
- 📌 Adult Education
- 📌 Research

Adjust endorsement settings [Save](#)



# Effective LinkedIn Profile: Recommendations, Location & Industry

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## The Recommendations

- Like a traditional reference.
- Ask people you know.
- Personalize your LinkedIn recommendation requests.
- Make it easy.

## The Location & Industry

- Choose the city where you plan to live.
- Choose the industry you are interested in entering.

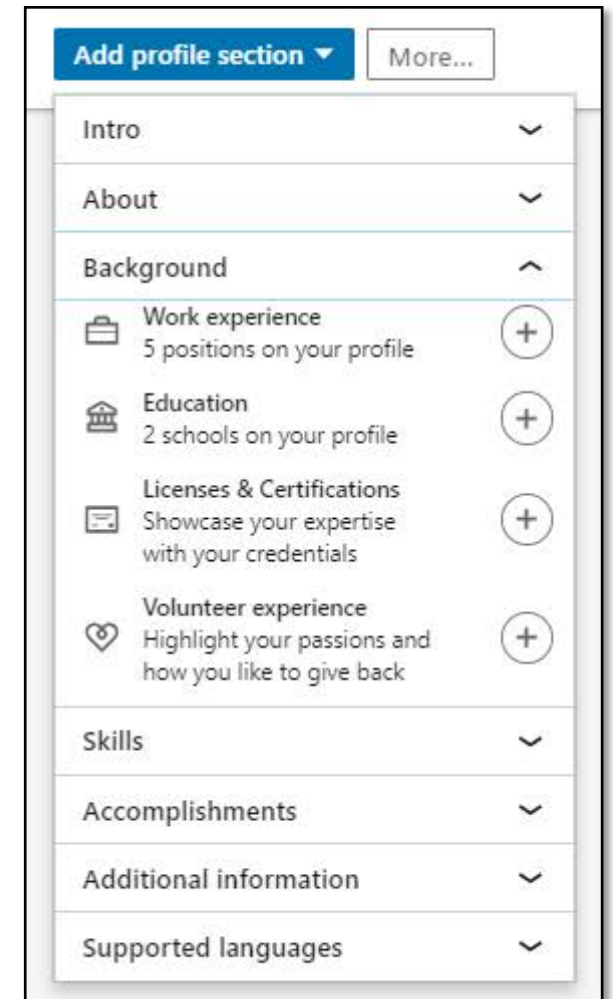


# Effective LinkedIn Profile: The Other Sections

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## The Other Sections

- **Licensures & Certifications:** Demonstrates that you have the knowledge and skills to perform the work.
- **Courses:** Shows that you are a lifelong learner and dedicated to self-improvement.
- **Honors & Awards:** Features the recognition you have earned.
- **Volunteer Services:** Highlights your passion and how you like to give back.







# Section 4 – Applying for a Job

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Guide:  
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## In this section, you will learn:

- What you should know before filling out an employment application.
- How to identify job opportunities.
- How to analyze a job posting.



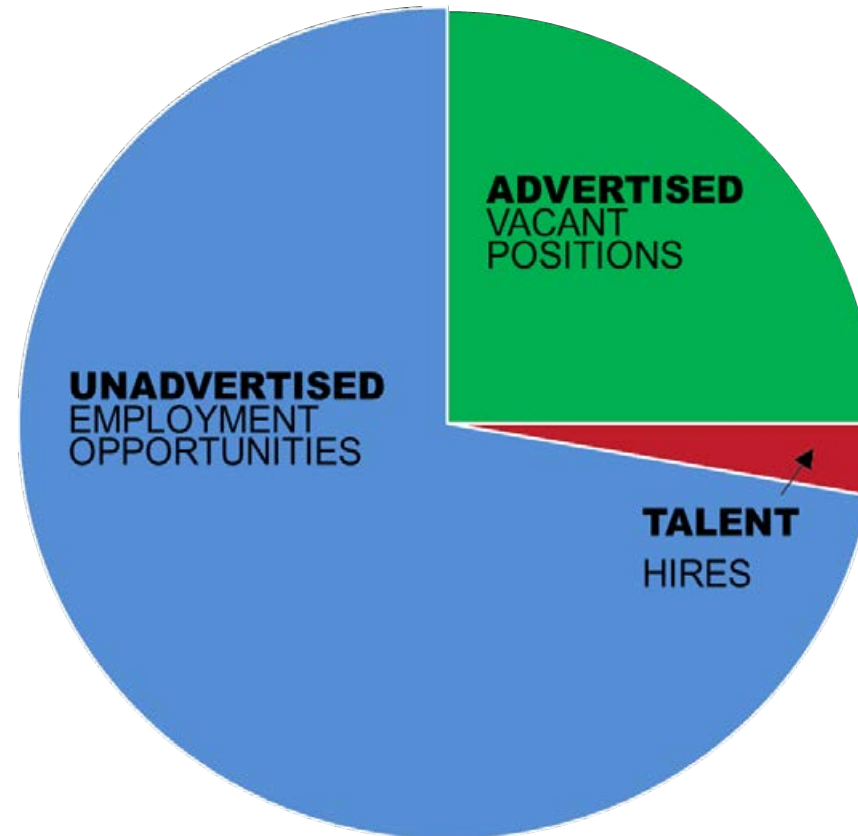


# How Hiring Occurs

Participant  
Guide:  
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## Unadvertised Employment Opportunities

Utilize informal networks to find potential employees.



## Advertised Vacant Positions

Advertise the vacancy and utilize the formal employment process.

## Talent Hires

Create a position for an outstanding applicant.



# Advertised Jobs

Participant  
Guide:  
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- Smaller supply of advertised positions.
- Increased competition for advertised jobs.
- Applicant tracking systems can filter candidates.
- Tailor your application/resume.





# Talent Hires

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Guide:  
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**An organization can create an opening if you show how you:**

- Add value that is greater than your cost.
- Provide new or unique skill sets or capabilities.

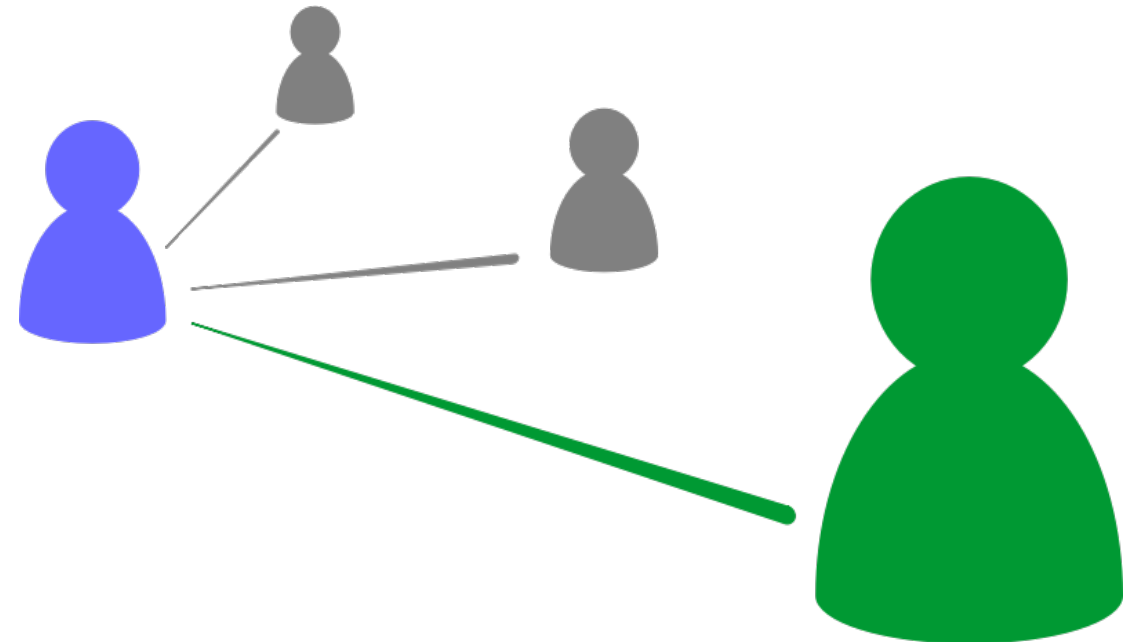




# Unadvertised Jobs

Participant  
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- Less competition.
- Improved chances of being considered by a hiring decision maker.
- Found through your personal, social, and business networks.





# Veteran-Ready Employers

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Guide:  
Pg. 54

## HIRE Vets Medallion Program

[www.hirevets.gov/awardees](http://www.hirevets.gov/awardees)

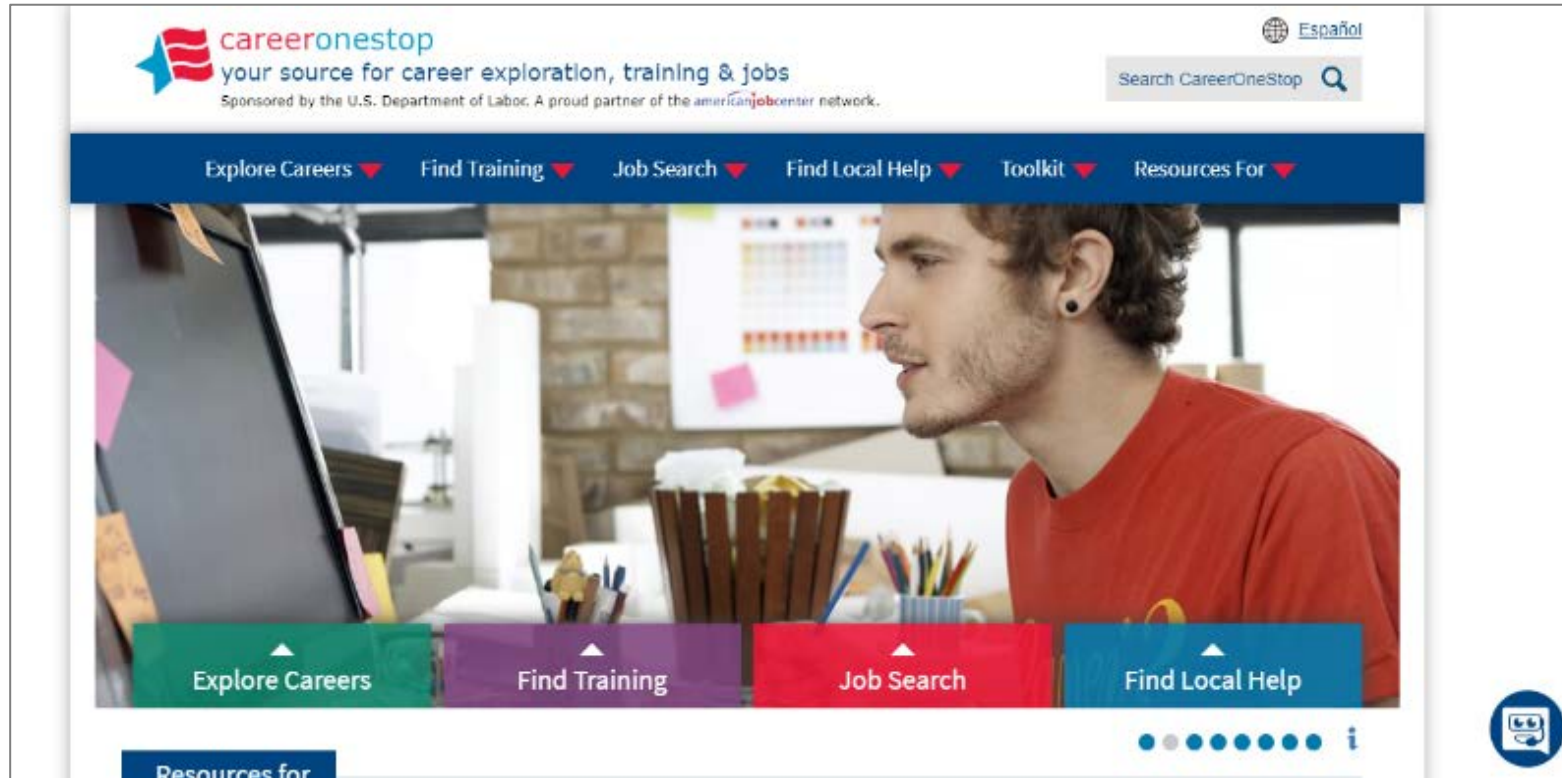




# 4.4 Activity: Job Search

Participant  
Guide:  
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[www.careeronestop.org](http://www.careeronestop.org)





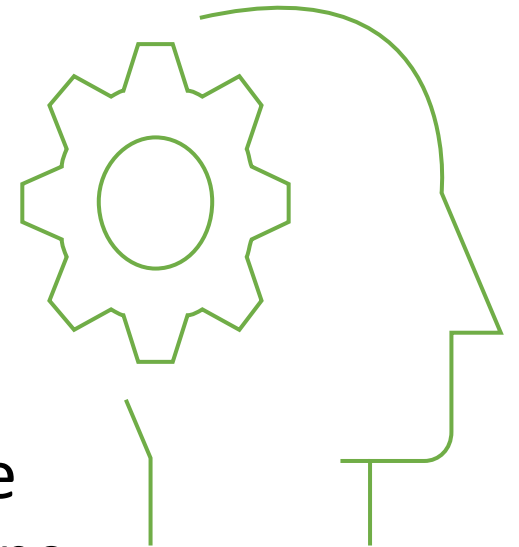
# Analyze a Job Posting

Participant  
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Job postings provide insights into the skills, experience, and other selection criteria that an employer values.

## Tips:

- Read the entire job posting.
- Highlight keywords in the qualifications, skills, and experience sections.
- “Preferred” means you can apply if you do not have that skill or ability if you have the other qualifications.
- Meet the minimum requirements.







# 4.6 Activity: Analyze a Job Posting for Keywords & Information

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Keywords & Phrases	Job Requirements	My Qualifications

Am I qualified to apply to this job?  Yes  No



# Completing a Job Application

Participant  
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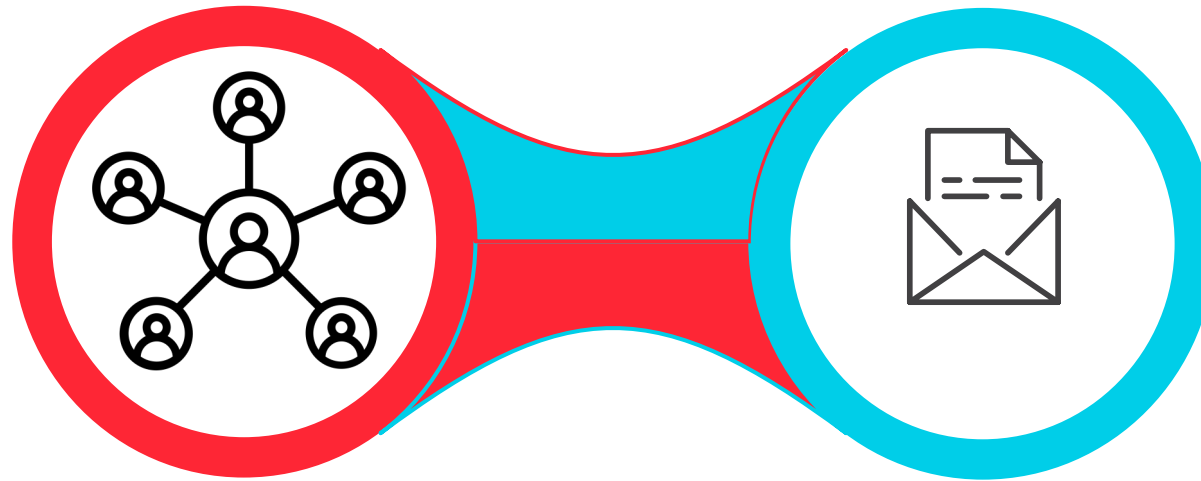
- Read and follow application instructions carefully.
- Keep your application consistent with your resume.
- Update your resume and cover letter.
- Constantly save your information when completing an online application.
- Do not leave blank spaces.
- Do your salary research.
- Be prepared to provide references.
- Proofread your application.





# After the Application Process

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NETWORK

CONTINUE  
APPLYING



# Section 5 – Interviewing for a Job

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The interview represents one of the most critical stages of the employment process. It is your opportunity to truly market yourself to a prospective employer.

**In this section, you will learn:**

- Types of interviews.
- Types of questions.
- The STAR Method for interview questions.





# Types of Interviews

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Pg. 62



Phone



Face-to-Face



Committee



Video



Meal



Group



# Types of Interview Questions

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- 
- **Traditional interview questions** are broad-based.
  - **Behavioral interview questions** request descriptions about how you have behaved in past situations.
  - **Hypothetical/situational questions** present you with a scenario that could happen.

See examples on page 78 in Participant Guide.



# STAR Method for Interview Questions

**S**

**SITUATION**

- My team was selected for an overseas assignment that involved moving a huge amount of equipment from the U.S. to an overseas location.

**T**

**TASK**

- I had to develop a load plan to move 105 pieces of large equipment and coordinate with all of the parties (airlift and sealift staff) to ensure the plan would run seamlessly.

**A**

**ACTION**

- I spent two months coordinating with maritime staff. I subsequently developed a plan to ship all of our equipment by air and sea in accordance with the movement deadline.

**R**

**RESULT**

- The plan was implemented. 100% of the equipment arrived on time, undamaged, and fully operational.



# Section 6 – Receiving a Job Offer

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Receiving a job offer is the most exciting stage in the employment process.

In this section, you will learn how to evaluate a job offer to ensure it meets your career goals.







# Evaluating a Job Offer

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# Section 7 – Communicating Decision

This section will provide you with guidelines for communicating your decision with your employer as well as how to negotiate for a better job offer.





# Offer Responses

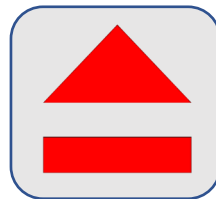
Upon receiving a job offer, you have the following response options:



**Accept**



**Delay**



**Decline**



# Negotiating a Job Offer

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- Salary
- Schedule flexibility
- Education and training
- Travel reimbursement





# How to Negotiate

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- 
- Start with appreciation and excitement about the offer.
  - Explain and justify your changes to the initial offer.
  - Evaluate where you meet or exceed the job preferences or requirements.
  - Discuss the skills and experience that you offer and provide a salary range that would match with your knowledge, skills, and experience.



# Section 8 - Summing It Up

Participant  
Guide:  
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- ✓ Conducted occupational and labor market research and job search.
- ✓ Understand the civilian work environment.
- ✓ Used the STAR method to write achievement statement.
- ✓ Learned the basic sections of a resume.
- ✓ Drafted an employment history outline.
- ✓ Created a professional introduction.



# Summing It Up

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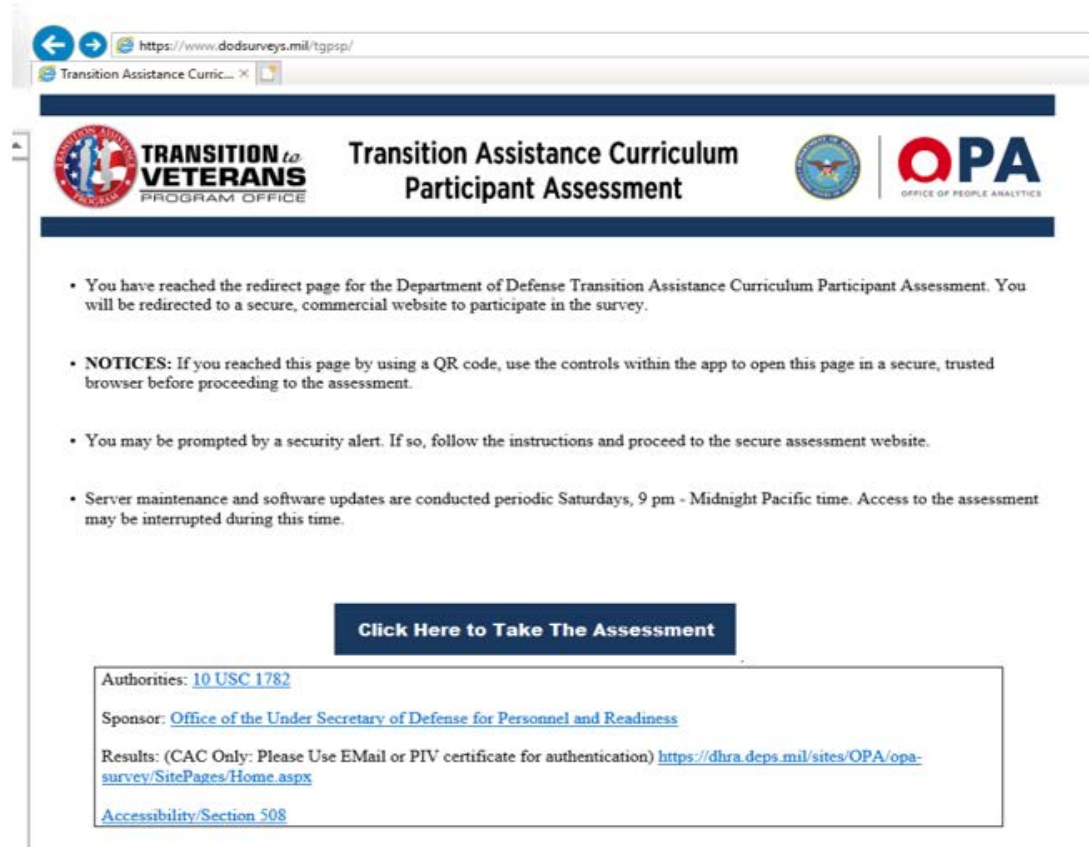


- ✓ Identified networking contacts.
- ✓ Drafted a portion of your LinkedIn profile.
- ✓ Analyzed a job vacancy posting.
- ✓ Discussed appropriate verbal responses to interview questions.
- ✓ Identified relevant factors in evaluating a job offer.
- ✓ Ready to develop a plan of action to accomplish a specific career goal.



# Complete Course Evaluation

<https://www.dodsurveys.mil/tgpsp/>

A screenshot of a web browser showing the "Transition Assistance Curriculum Participant Assessment" page. The browser's address bar displays "https://www.dodsurveys.mil/tgpsp/". The page header features the "TRANSITION to VETERANS PROGRAM OFFICE" logo on the left, the title "Transition Assistance Curriculum Participant Assessment" in the center, and the "OPA OFFICE OF PEOPLE ANALYTICS" logo on the right. The main content area contains a list of four bullet points providing instructions and notices. At the bottom, there is a dark blue button with the text "Click Here to Take The Assessment". Below the button, a white box contains links for "Authorities: 10 USC 1782", "Sponsor: Office of the Under Secretary of Defense for Personnel and Readiness", "Results: (CAC Only: Please Use Email or PIV certificate for authentication) https://dhra.deps.mil/sites/OPA/opa-survey/SitePages/Home.aspx", and "Accessibility/Section 508".

<https://www.dodsurveys.mil/tgpsp/>

Transition Assistance Curriculum

**TRANSITION to VETERANS** PROGRAM OFFICE

Transition Assistance Curriculum Participant Assessment

**OPA** OFFICE OF PEOPLE ANALYTICS

- You have reached the redirect page for the Department of Defense Transition Assistance Curriculum Participant Assessment. You will be redirected to a secure, commercial website to participate in the survey.
- **NOTICES:** If you reached this page by using a QR code, use the controls within the app to open this page in a secure, trusted browser before proceeding to the assessment.
- You may be prompted by a security alert. If so, follow the instructions and proceed to the secure assessment website.
- Server maintenance and software updates are conducted periodic Saturdays, 9 pm - Midnight Pacific time. Access to the assessment may be interrupted during this time.

[Click Here to Take The Assessment](#)

Authorities: [10 USC 1782](#)

Sponsor: [Office of the Under Secretary of Defense for Personnel and Readiness](#)

Results: (CAC Only: Please Use Email or PIV certificate for authentication) <https://dhra.deps.mil/sites/OPA/opa-survey/SitePages/Home.aspx>

[Accessibility/Section 508](#)





Thank You for Your  
Service!!!