Objectives (Slide 2)

- ☐ Identify transferable job skills, career values, and target jobs
- ☐ Identify job-search strategies in hidden and open job markets
- ☐ Identify how newer employment trends may impact a job-search plan
- ☐ Develop a personalized, strategic job-search plan

Satisfying Career Choices (Slide 3)

- ☐ Job satisfaction relates to the congruence between individual and career-related factors, including the alignment of interests, skills, and values
- ☐ **Exercise 1**: Self-Assessment: Interests, Skills, and Values
- ☐ **Handout 1**: Self-Assessment: Interests, Skills, and Values

Transferable Skills (Slide 4)

- ☐ Transferable skills are skills that are needed in any job and which enable people to participate in a flexible and adaptable workforce

Identifying Your Transferable Skills (Slide 5)

- ☐ **Exercise 2**: Identifying and Ranking Your Transferable Skills
- ☐ **Handout 2**: Transferable Skills Exercise
  - ☐ If you are having difficulty thinking of transferable skills, refer to **Handout 1**

O*Net OnLine (Slide 6)

- ☐ Military members may need help translating military occupational skills to the civilian workplace

Using Your Skills (Slide 8)

- ☐ In what type of industry are you most interested and/or comfortable working?
- ☐ What types of organizations would provide a good fit for you?
- ☐ What type of work environment do you value most?

Values Drive the Where (Slide 9)

- ☐ Remember, when it comes to values, consider what is most important to you
  - ☐ Do not allow others to impose their values on you
- ☐ **Exercise 3**: My Job Target
- ☐ **Handout 3**: My Job Target

Considering Job Targets (Slide 10)

- It is important to:
  - Have a target job and a goal in order to structure your job search
  - Recognize that the job market will vary based on the economy, geographic region, and current events
  - Life events may also impact your target job
- You may have more options if you are open to broadening your search pertaining to positions, geographic region, industries, and even salary
- Be reasonably flexible and realistic

Hidden Job Market: Networking (Slide 12)

- Networking is a good way to utilize the hidden job market
- 70-80% of jobs are found through networking

Hidden Job Market: Correspondence (Slide 13)

- Take the initiative and contact companies for whom you might like to work
- Use of targeted, tailored correspondence entails prioritizing and targeting prospective employers, researching targeted companies, tailoring correspondence through your resume, and initiating follow-up with the company or prospective employer

Hidden Job Market: Mass Mailing (Slide 14)

- Mass mailing is the broad distribution of your resume
- Use of this method entails distributing your resume widely to companies and including general correspondence
- It is an effort to put yourself in the right place at the right time
- Consider possible drawbacks, such as sending one email with your resume and cover letter to multiple employers

Open Job Market: Online Job Boards (Slide 15)

- There are three main types of online job boards – general/global, military-related, and local/regional
- The first type is the most generic, and it consists of a comprehensive array of jobs across multiple industries located throughout the country and internationally
  - Examples: Indeed and CareerBuilder
  - USA Jobs posts all jobs with the federal government nationwide
- An example of a military-to-civilian transition board is Hire a Hero, which lists job openings within veteran-friendly companies and notes jobs that value the skills and traits developed and stressed in the military
- Check local or regional online job boards at your county's or town/city's Chamber of Commerce
- Check college and university career centers for job postings

Open Job Market: Company Websites (Slide 16)

- Company websites may include job postings under a career-opportunities section

Open Job Market: Employment Agencies (Slide 17)

- Three types of employment agencies
  - Local, or county-based agencies, which help companies fill part- and full-time vacancies
  - Industry-based employment agencies, which help companies within one industry fill jobs
  - Executive search firms, sometimes known as headhunters, which work for larger corporations who are looking to fill positions
- Make sure the employment service fee is being paid by the employer
- Remember that employers are their customer, so the focus is on their needs

Open Job Market: Job Fairs (Slide 18)

- Two types of job fairs: industry-based and location-based
- Research various associations, community colleges, and local government-related career centers to identify any job fairs in your area
- Research the employers who will be attending the fair

Persevere (Slide 19)

- The process of the job search goes something like this: no, no, no, no way, no, no, not really, no, no, forget it, no, yes!
  - That one yes is what you need

Employment Trends (Slide 20)

- Technology
  - Online recruiting
  - Optical Character Recognition (OCR)
  - Interviewing
  - Social media
  - Computer literacy
- Personal branding
  - All online activity leaves a digital footprint
  - Build up your online brand by posting content that is professional and demonstrates your expertise in the area of employment you are seeking
- Non-traditional employment patterns
  - Short-term or gap employment
  - “Gig” employment
  - Consultants, contract employees, fee-for-service workers, or temporary workers
  - Telecommuting
- Importance of geographic mobility

My Job-Search Plan (Slide 21)

- ☐ **Exercise 4**: My Job-Search Plan
- ☐ **Handout 4**: My Job-Search Plan

Review of Objectives (Slide 22)

- ☐ What are your transferable job skills?
- ☐ What are your career values?
- ☐ What are your job targets?
- ☐ What are job-search strategies in the hidden and open job markets?
- ☐ What are some of the newer employment trends that may impact your job search?
- ☐ Did you start developing a personalized, strategic job-search plan?