Slide 1: Launching an Effective Job Search

Slide 2: Objectives

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

Slide 3: Satisfying Career Choices

Please take out Handout 1: Self-Assessment: Interests, Skills, and Values. Identify your career interests, skills, and values by completing the handout. If you are not sure about your interests, skills, or values, you may want to consider taking a standardized interest inventory. You can locate free interest inventories online, such as the O*Net Interest Profiler on the My Next Move website at www.mynextmove.org/explore/ip. More resources are available on YRRP's Employment Resource Guide on the YRRP website at www.yellowribbon.mil/cms/employment-resource-guide.

Slide 4: Transferable Skills

- Skills used in past jobs that you can transfer and utilize in future jobs in a different industry

Slide 5: Identifying Your Transferable Skills

Please take out Handout 2: Transferable Skills Exercise. Look at the example of the completed exercise. After you have reviewed the example, identify one experience, position, or role you have had in the past. Then, in the Duty rows, list two of the main duties or responsibilities you had in that experience, position, or role. In the Skills Used column, list up to four of the most prevalent skills you used in order to perform that duty or to fulfill that responsibility. If you are having difficulty thinking of transferable skills, refer to the Skills section on Handout 1. Next, rate each skill from 1 to 5 on how effectively you feel you used that skill and how much you enjoyed using that skill.

Slide 6: O*Net Online

One tool that can help you identify transferable skills and possibly target jobs is the O*Net OnLine website at www.onetonline.org. O*Net OnLine allows you to search for your Military Occupational Classification (MOC) by branch of service and then produces a list of civilian careers that utilize the skills from your MOC. From this list, you can click on specific occupations and learn about the tasks, technology skills, knowledge, skills, and abilities required to perform that job. You can also gain valuable information on how much education is required, average salary rates, job demand, and much more.

Slide 7: Your Job Target

- What you want to do
- Where you want to do it
- Enables you to make informed decisions

Slide 8: Using Your Skills

- What industry would hold your interest and make you feel comfortable?
- What type of organization would provide a good fit for you?
- What type of work environment do you value most?

Slide 9: Values Drive the Where

Turn to Handout 3: My Job Target. The handout is intended to help you identify what you are looking for in an organization. Remember, as you spend time researching jobs and companies to identify the specific types of jobs you want to target, this list could change. For now, list, at least, your first choice under each category, and answer the four questions about the organization.

Slide 10: Considering Job Targets

- Job markets vary based on the economy, geographic regions, and current events
- Life events may also impact your job search and/or target job
- Allow for some flexibility in your job search
- Consider broadening your options in relation to position, geographic location, industry, or even salary, in order to accommodate fluctuation in the job market
- Be reasonable, yet also realistic

Slide 11: Common Job-Search Strategies

- Job-search methods may be classified as existing on either the hidden or open job market
- Both markets have pros and cons to consider
- Personalize your approach to maximize outcomes

Slide 12: Hidden Job Market: Networking

- 70 – 80% of jobs are found through networking
- Majority of job-search time should be spent networking
- Use existing online networking sites

Slide 13: Hidden Job Market: Correspondence

- Prioritize and target prospective employers
- Research targeted companies
- Tailor correspondence with resume
- Initiate follow-up

Slide 14: Hidden Job Market: Mass Mailing

- Distribute resume widely to companies
- General correspondence
- Put yourself in the right place at the right time

Slide 15: Open Job Market: Online Job Boards

- Three main types of online job boards
  - General/global
  - Military-related
  - Local/regional

Slide 16: Open Job Market: Company Websites

- Explore the career- and job-opportunities section on company websites

Slide 17: Open Job Market: Employment Agencies

- Local/county-based
- Industry-based
- Executive search firms/headhunters

Slide 18: Open Job Market: Job Fairs

- Two types of job fairs
  - Industry-based
  - Location-based
- Identify job fairs in your area
  - Community colleges
  - Local career centers

Slide 19: Persevere

- It only takes one yes
- Accept the nature of the job-search game
- Do not take rejections personally

Slide 20: Employment Trends

- Technology
- Personal branding
- Non-traditional employment patterns
- Geographic mobility

Slide 21: My Job-Search Plan

Please turn to Handout 4: My Job-Search Plan. Look through the handout, and make notations in any areas where you may need to concentrate your time and search. Feel free to use any of the other handouts provided during this class to assist you.

Slide 22: Review of Objectives

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

Slide 23: Launching an Effective Job Search