**Career Transition Checklist (Decreasing your job search learning curve)**

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|  | **SUBJECT** | **WHAT** | **SOURCES** |
|  | **Compile Information** | * Performance Appraisals (Resume Development) * Professional Contacts (Networking) | * Current and former employers. Information will be used during your job hunt for S.T.A.R. Stories, resume, networking. |
|  | **Contact Unemployment Office** | * Benefits | * Online - https://unemployment.ohio.gov * Telephone – 877.644.6562 |
|  | **Review Employer Documentation** | * Severance * COBRA * Outplacement | * Make note of deadlines. Review with attorney? |
|  | **Financial Analysis** | * Identify future income, calculate outflow, develop budget. * Determine best source for health benefits. | * Use personal financial planner if available * Ohioheretohelp.ohio.gov * www.nfcc.org * Ohiomeansjobs.com – Target Salary (in Backpack) |
|  | **Contact Employment Support Services** | * Summit County – Job Center * Stark County – Job Center | * Phone - 330.630.3055 * Phone - 330.433.9675 |
|  | **Separation Rationale** | * Develop positive explanation of why you are seeking a new position. | * Monster/Ladders/CareerBuilder * Google |
|  | **Define Target Role** | * Define desired role. * Use resources to identify new career. | * Myskillsmyfuture.org * Ohiomeansjobs.com – Career Profile (in Backpack) |
|  | **Value Proposition** | * Develop 30-second commercial to communicate your brand and value that you can bring to an employer. | * NCENG Value Proposition Form * Monster/Ladders/CareerBuilder * Google |
|  | **Accomplishment-Based Resume** | * 2-Page Maximum * Summary – should be written to illustrate how you meet the needs of the Employer/your skills match job description * Accomplishment-based * Economical use of words | * NCENG Training * Monster/Ladders/CareerBuilder * Ohio Means Jobs – online and Job Centers (see local office for workshops/seminars as well as one-on-one services) * Google |
|  | **Marketing Plan** | * Identify target role. * Identify geographic locations. * Identify industries. * Identify specific companies. | * NCENG Training * YouTube * Reference USA/ One Source |
|  | **Business Cards** | * Obtain business cards with contact information and brief value proposition. | * www.vistaprint.com * Office Supply Store |
|  | **SUBJECT** | **WHAT** | **RESOURCE** |
|  | **LinkedIn** | * Develop online professional presence. * Join groups associated with target companies and industries. | * <http://www.linkedin.com/> * <http://learn.linkedin.com/new-users/> * [LinkedIn 101: The Basics of LinkedIn](https://linkedin.webex.com/linkedin/k2/j.php?ED=155547292&UID=1232647072&RT=MiM3&FM=1) (webinar on LinkedIn | Wed @ 1:00pm) * North Canton Executive Networking Group |

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|  | **Activity Tracking Software** | | * Develop system to track your activities and to notify you to follow up on a regular basis. | * *Jobtracker Template* (Sonya Weiland) * *Weekly Marketing Activity Planner* (Katherine Burik & Paul DiFranco) * Excel * [jibberjobber.com](http://jibberjobber.com/) |
|  | **Job Agents** | * Develop agents that will automatically notify you of desired jobs from websites. | | * Major job boards * Indeed.com (Aggregator) * Ohiomeansjob.com (Aggregator) * Professional organizations * Specific companies |
|  | **Correspondence** | * Develop T Cover Letter * Develop Thank You Letter | | * Monster/Ladders/CareerBuilder * Google * NCENG Training |
|  | **References** | * Contact potential references to discuss job hunt | | * Managers * Peers * Customers |
|  | **Networking** | * Professional Contacts * Personal Contacts * Professional Organizations * Local job seeking groups | | * NCENG * Execunet * Church groups * Community groups * Job Seeker Networking Groups List (NCENG) |
|  | **Interviewing** | * Tell me about yourself question and more * Practice/Mock Interviews * Interview Prep (company research, etc.) * S.T.A.R. Stories | | * NCENG Training * Local job seeking groups * *60 Seconds & You’re Hired!* (Robin Ryan) |
|  | **Entrepreneur / Consulting / Starting Own Business** | * Research, research, research! * Start-Up or Franchise? | | * SCORE, SBA (Small Business Administration) * SBDC (Small Business Development Center) * FranNet (franchising consulting service) |
|  | **Landing** | * Thank all that helped you in your search. * Update LinkedIn Profile and notify all of your new status. | | * Congratulations! Your next step is to give back to the community. * Continue to network, track accomplishments, and set goals. |
| A networking group in Northeast Ohio dedicated to helping professionals find jobs by providing best-practice guidance, information, and support.  Join us every other Tuesday from 8:30 – 11:00 AM at Brown Mackie College, 4300 Munson Street NW, Canton, OH 44718 | | | | |