**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.
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| 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 |