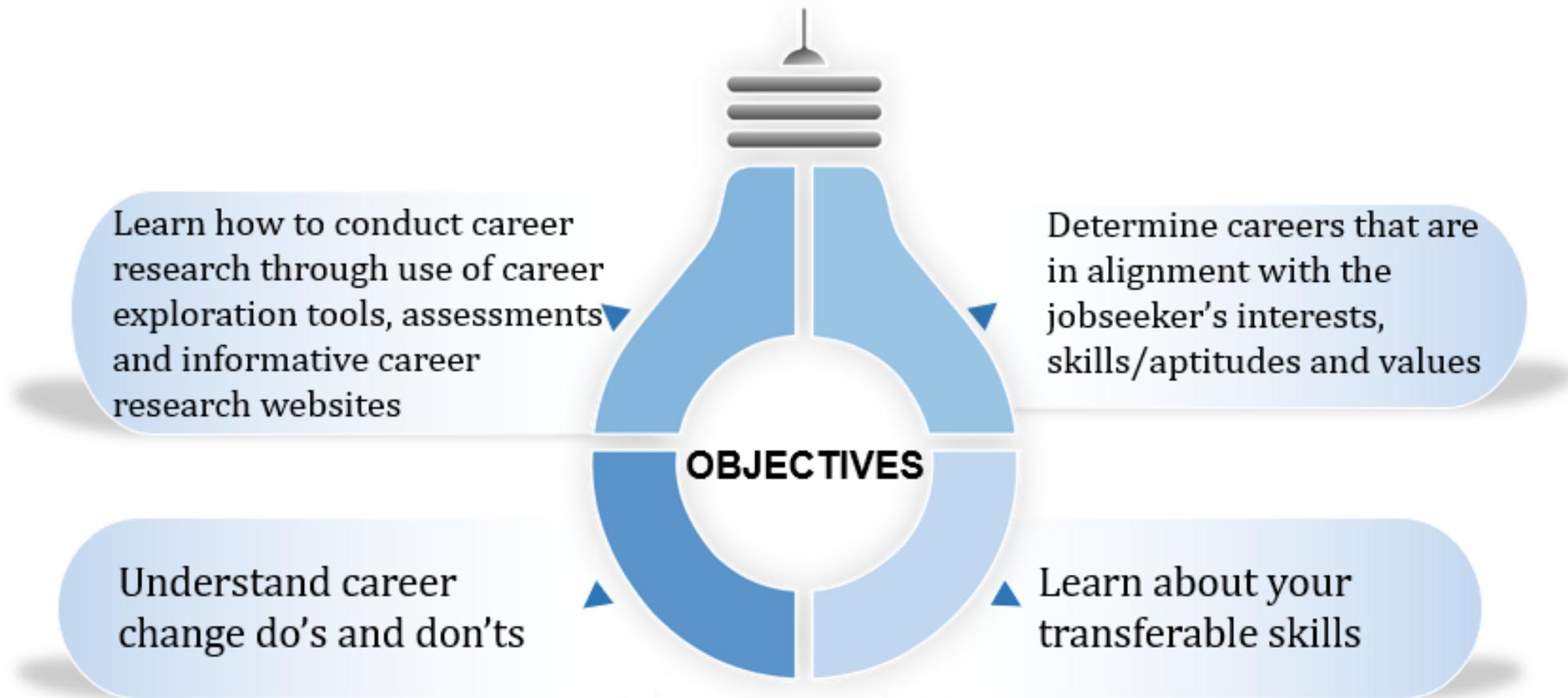




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Finding Your Fit

Which Industry & Occupation
is the right fit for you?



Career Change Do's & Don'ts

- Do you have a well-developed plan for making your career change?
 - Don't rush into a career change until you have thought it out and developed a strategy.
 - Don't worry if you feel a bit insecure or unsure about making a career change; these feelings are normal.
- Do expect to put a great deal of time and effort in making the switch from one career to another, but don't allow yourself to get discouraged at the pace of your progress... changing careers takes time.
 - Don't rush into a new career field because you are dissatisfied or disillusioned with your current job, boss, company, or career field.



Career Change Do's & Don'ts

- Do take the time to examine activities that you like and dislike, with more focus on your likes. And do focus on new careers that center around your likes and passions
- Do leverage some of your current skills and experiences to your new career by taking advantage of your transferable skills.
 - Don't limit yourself to similar careers or jobs when making a career change; look for careers that take advantage of both your skills and your interests.
- Do consider the possibility that you will need to get additional training or education to gain the skills you need to be competitive in your new career field.
 - Don't jump headfirst into an education program....start slowly!!!

Career Change Do's & Don'ts

- Do take advantage of all your networking potential, including using your current network of contacts, conducting informational interviews with key employers in your new career field and joining relevant professional organizations.
 - Don't forget to take advantage of the career and alumni offices from your previous educational endeavors.
 - Don't go it alone; do find a mentor. Changing careers is challenging, and you really need to have someone who can help motivate you and keep you focused on your goal when you get discouraged.



Explore Your Ideal Job



Do you have a passion?



When you change careers, you are looking for a new “work home” for yourself – your personality, values, strengths, interests, knowledge and what you find challenging.

8 Factors to Consider in Defining your Ideal Job

1. What values are important or have meaning to you?
2. With what types of people do you prefer to work?
3. What types of special knowledge do you have?
4. How much and what types of responsibility are you willing to accept?
5. What type of work environment do you prefer?
6. Where do you want your next job to be located?
7. What benefits and/or income do you hope to have in your next job?
8. Look at your current/past jobs and roles or situations.



Explore your Major Skill Set

When surveyed about interviews, employers reported that 90% of applicants interviewed *may* have the required skills to do the job, but only a small number could *describe* those skills.

Self-Management Skills

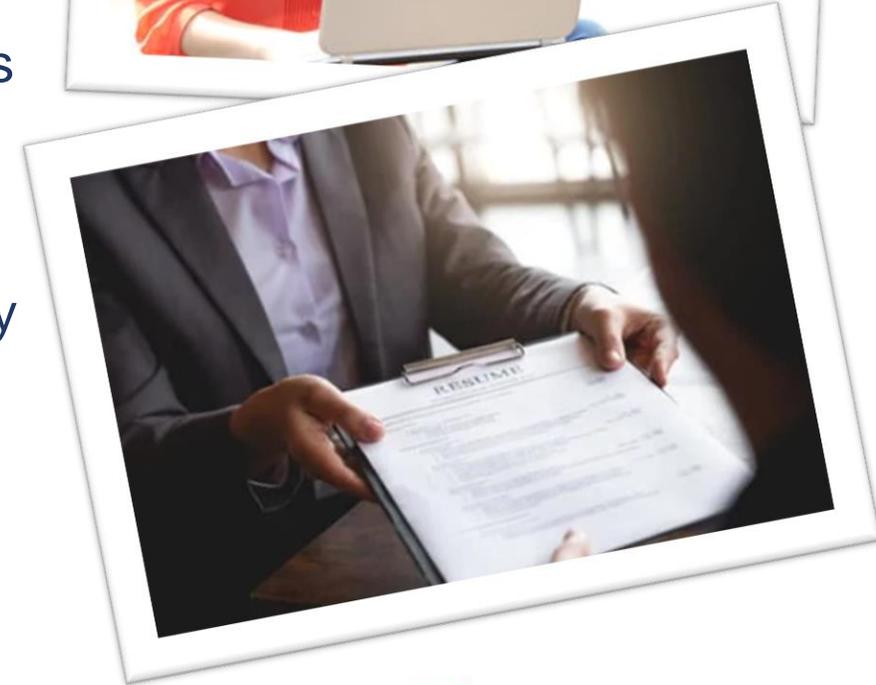
Work/Technical Skills

Transferable Skills



Major Skill Sets

- **Self-Management Skills** - are those which help describe your basic personality and your ability to adapt to new environments.
 - For example: honest, mature, flexible, patient
- **Work/Technical Skills** – are those you need to do a particular job. (A carpenter needs to know how to use various tools.)
 - Before you select job-related skills to emphasize, you must first get a clear idea of the jobs you want and target them!
- **Transferable Skills** – are those which you can pick up in any facet of your life and that can apply to your next job.
 - Transfer from industry to industry
 - 5 major categories



Transferable Skills

- **Communication**
 - The skillful expression, transmission and interpretation of knowledge and ideas.
- **Research and Planning**
 - The search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs.
- **Human Relations**
 - The use of interpersonal skills for resolving conflict, relating to and helping people.
- **Organization, Management, and Leadership**
 - The ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment goals.
- **Work Survival**
 - The day-to-day skills that assist in promoting effective production and work satisfaction.

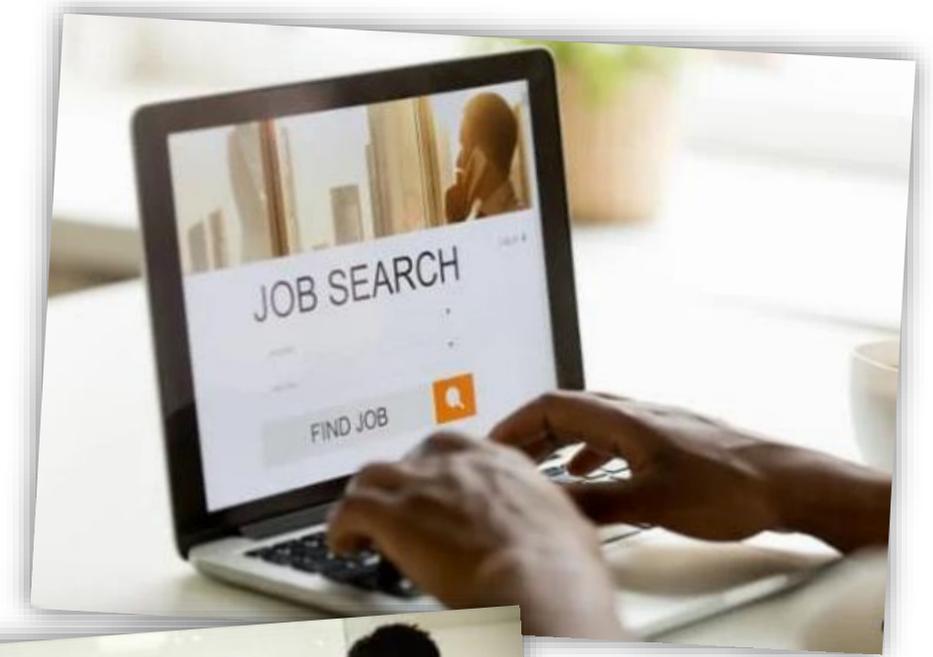
Online Career Exploration Assessment Tools

- www.pacareerzone.org
- www.mynextmove.org
- www.mynextmove.org/vets
 - Geared toward veterans
- www.careerealism.com
 - Read the Career Change section's articles
- www.bls.gov/ooh
 - Occupational Outlook Handbook
 - (browse and research current information on occupations)
- www.onetonline.org
 - Type in and research any occupation for specific information on job requirements, wage data and employment trends



Summary

- Do your research!
- Consider career change do's and don'ts.
- Know how to describe your transferable skills
- Utilize the resources provided for ongoing career research





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Thank You

Now Go Find Your
Next Career!!!