

## Career Transition Checklist

An outline and checklist of main job search tasks.

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

	SUBJECT	WHAT	SOURCES
<input type="checkbox"/>	<b>Compile Information</b>	<ul style="list-style-type: none"> <li>• Performance Appraisals (Resume Development)</li> <li>• Professional Contacts (Networking)</li> </ul>	<ul style="list-style-type: none"> <li>• Current employer. Information will be used during your job hunt.</li> </ul>
<input type="checkbox"/>	<b>Contact Unemployment Office</b>	<ul style="list-style-type: none"> <li>• Benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Online - <a href="https://unemployment.ohio.gov">https://unemployment.ohio.gov</a></li> <li>• Telephone – 877.644.6562</li> </ul>
<input type="checkbox"/>	<b>Review Employer Documentation</b>	<ul style="list-style-type: none"> <li>• Severance</li> <li>• COBRA</li> <li>• Outplacement</li> </ul>	<ul style="list-style-type: none"> <li>• Make note of deadlines. Review with attorney?</li> </ul>
<input type="checkbox"/>	<b>Financial Analysis</b>	<ul style="list-style-type: none"> <li>• Identify future income, calculate outflow, develop budget.</li> <li>• Determine best source for health benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Use personal financial planner if available</li> <li>• Ohioheretohelp.ohio.gov</li> <li>• <a href="http://www.nfcc.org">www.nfcc.org</a></li> <li>• <a href="https://unemployment.ohio.gov">https://unemployment.ohio.gov</a></li> </ul>
<input type="checkbox"/>	<b>Contact Employment Support Services</b>	<ul style="list-style-type: none"> <li>• Summit County – Job Center</li> <li>• Stark County – Employment Source</li> </ul>	<ul style="list-style-type: none"> <li>• Phone - 330.630.3055</li> <li>• Phone - 330.433.9675</li> </ul>
<input type="checkbox"/>	<b>Separation Rationale</b>	<ul style="list-style-type: none"> <li>• Develop positive explanation of why you are seeking a new position.</li> </ul>	<ul style="list-style-type: none"> <li>• Jim Grant Book- <i>Get the Job (and Compensation) You Want</i></li> <li>• Monster/Ladders/CareerBuilder</li> <li>• Google</li> </ul>
<input type="checkbox"/>	<b>Define Target Role</b>	<ul style="list-style-type: none"> <li>• Define desired role</li> <li>• Use resources to identify new career</li> </ul>	<ul style="list-style-type: none"> <li>• Myskillsmyfuture.org</li> <li>• Careeronestop.org</li> </ul>
<input type="checkbox"/>	<b>Value Proposition</b>	<ul style="list-style-type: none"> <li>• Develop 30-second commercial to communicate your brand and value that you can bring to an employee</li> </ul>	<ul style="list-style-type: none"> <li>• NCENG Value Proposition Form</li> <li>• Jim Grant Book - <i>Get the Job (and Compensation) You Want</i></li> <li>• Monster/Ladders/CareerBuilder</li> <li>• Google</li> </ul>
<input type="checkbox"/>	<b>Accomplishment-Based Resume</b>	<ul style="list-style-type: none"> <li>• 2-Page Maximum</li> <li>• Summary – No objective</li> <li>• Accomplishment based</li> <li>• Economical use of words</li> </ul>	<ul style="list-style-type: none"> <li>• NCENG Training</li> <li>• Jim Grant Book - <i>Get the Job (and Compensation) You Want</i></li> <li>• Monster/Ladders/CareerBuilder</li> <li>• Employment Source</li> <li>• Google</li> </ul>
<input type="checkbox"/>	<b>Marketing Plan</b>	<ul style="list-style-type: none"> <li>• Identify target role</li> <li>• Identify geographic locations</li> <li>• Identify industries</li> <li>• identify specific companies</li> </ul>	<ul style="list-style-type: none"> <li>• NCENG Training</li> <li>• Jim Grant Book - <i>Get the Job (and Compensation) You Want</i></li> <li>• YouTube</li> <li>• Reference USA/ One Source</li> </ul>

	SUBJECT	WHAT	RESOURCE
<input type="checkbox"/>	<b>Business Cards</b>	<ul style="list-style-type: none"> <li>Obtain business cards with contact information and brief value proposition</li> </ul>	<ul style="list-style-type: none"> <li>www.vistaprint.com</li> <li>Office supply store</li> </ul>
<input type="checkbox"/>	<b>LinkedIn</b>	<ul style="list-style-type: none"> <li>Develop online professional presence</li> <li>Join groups associated with target companies and industries</li> </ul>	<ul style="list-style-type: none"> <li>http://www.linkedin.com/</li> <li>http://learn.linkedin.com/new-users/</li> <li>LinkedIn 101: The Basics of LinkedIn (Wed @1:00)</li> <li>North Canton Executive Networking Group</li> </ul>
<input type="checkbox"/>	<b>Activity Tracking Software</b>	<ul style="list-style-type: none"> <li>Develop system to track your activities and to notify you to follow up on a regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>Excel</li> <li>jibberjobber.com</li> </ul>
<input type="checkbox"/>	<b>Job Agents</b>	<ul style="list-style-type: none"> <li>Develop agents that will automatically notify you of desired jobs from websites</li> </ul>	<ul style="list-style-type: none"> <li>Major job boards</li> <li>Indeed.com (Aggregator)</li> <li>Ohiomeansjob.com (Aggregator)</li> <li>Professional organizations</li> <li>Specific companies</li> </ul>
<input type="checkbox"/>	<b>Correspondence</b>	<ul style="list-style-type: none"> <li>Develop "T Cover Letter"</li> <li>Develop "Thank you" letter</li> </ul>	<ul style="list-style-type: none"> <li>Jim Grant Book - <i>Get the Job (and Compensation) You Want</i></li> <li>Monster/Ladders/CareerBuilder</li> <li>Google</li> </ul>
<input type="checkbox"/>	<b>References</b>	<ul style="list-style-type: none"> <li>Contact potential references to discuss job hunt</li> </ul>	<ul style="list-style-type: none"> <li>Managers</li> <li>Peers</li> <li>Customers</li> </ul>
<input type="checkbox"/>	<b>Networking</b>	<ul style="list-style-type: none"> <li>Professional Contacts</li> <li>Personal Contacts</li> <li>Professional Organizations</li> <li>Local job seeking groups</li> </ul>	<ul style="list-style-type: none"> <li>NCENG</li> <li>Execunet</li> <li>Church groups</li> <li>Community groups</li> </ul>
<input type="checkbox"/>	<b>Interviewing</b>	<ul style="list-style-type: none"> <li>Tell me about yourself question and more</li> </ul>	<ul style="list-style-type: none"> <li>NCENG Training</li> <li>Local job seeking groups</li> <li>Employment Connection</li> </ul>
<input type="checkbox"/>	<b>Landing</b>	<ul style="list-style-type: none"> <li>Thank all that helped you in your search</li> <li>Notify all of your new status</li> </ul>	<ul style="list-style-type: none"> <li>Congratulations. Your next step is to give back to the community.</li> </ul>