

CAREER PATH – EMPLOYMENT (ITP BLOCK 2)

Section IV. Employment

Note: Any Guard or Reserve member facing employment difficulty prior to or after an active duty tour can contact Employer Support of the Guard and Reserve (ESGR.org) to learn their legal rights. ESGR will work to resolve conflicts or misunderstandings between the member and their employer.

A. Complete the employment readiness assessment as directed during your Pre-separation Counseling and contact your Transition Counselor to schedule attendance at the Department of Labor Employment Workshop.

❖ *** Attach the results of your employment readiness assessment.

❖ Date of DOL Employment Workshop: _____

B. Attach a copy of your resume or begin to develop a private and/or federal resume.

❖ Identify your professional skills.

Sample: Lean Six Sigma – black belt; procurement skills; proven leader; management; facilitate staff communications; analyze reports; prepare presentations; estimate quantities and costs of materials for projects; provide labor projections; maintain fleet of 10 tracked vehicles; organize and schedule events.

- | | |
|---------|---------|
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |

❖ Identify your personal strengths and attributes.

Sample: Mature manager; able to identify timely solutions; excellent team building skills; effective communicator; dedicated and reliable – will work until job is complete; highly organized; able to ask for help when needed; team player; disciplined work ethic; able to live within means; quick learner.

- | | |
|---------|---------|
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |

❖ Provide employment history (military and/or civilian) for the last three positions you held:

Employer / Unit #1: _____ Position: _____

Start Date: _____ End Date: _____ Accomplishments: _____

*** Career Readiness Standards are noted by 3 asterisks throughout the Individual Transition Plan

Employer / Unit #2: _____ Position: _____

Start Date: _____ End Date: _____ Accomplishments: _____

Employer / Unit #3: _____ Position: _____

Start Date: _____ End Date: _____ Accomplishments: _____

❖ Identify at least 3 professional references* (former Commanders, supervisors, and employers who have firsthand knowledge of your technical proficiency, work ethic, devotion to duty, etc.).

Name #1: _____ Title/Position: _____

Organization: _____ Phone/Email: _____

Name #2: _____ Title/Position: _____

Organization: _____ Phone/Email: _____

Name #3: _____ Title/Position: _____

Organization: _____ Phone/Email: _____

❖ Identify at least 3 personal references* who can speak to your character, integrity, values and morals.

Name #1: _____ Title/Position: _____

Organization: _____ Phone/Email: _____

Name #2: _____ Title/Position: _____

Organization: _____ Phone/Email: _____

Name #3: _____ Title/Position: _____

Organization: _____ Phone/Email: _____

* Note: It is strongly recommended to advise your references that they may be contacted by a third party.

- ❖ Volunteer service constitutes work experience and also demonstrates your willingness to support your community. Identify your volunteer/community service activities.

Organization: _____ Start Date: _____ End Date: _____

Event/Role: _____

Organization: _____ Start Date: _____ End Date: _____

Event/Role: _____

- ❖ *** Develop your application packet and review it with your Transition Counselor. Instruction in resume development will be provided during the Department of Labor (DOL) Employment Workshop.
- ❖ Develop an introductory cover letter (if applicable) and review it with your Transition Counselor.
- ❖ *** Submit application packets to at least two potential employers identified during your research in Section I and attach both job descriptions.

Company #1: _____ Position: _____ Date submitted: _____

Company #2: _____ Position: _____ Date submitted: _____

- ❖ Have you been offered employment effective upon your separation from the military?

Yes, and the job meets my post-transition personal/family/financial obligations and relocation plans
 _____ identified in Section I. A copy of my resume and job acceptance letter are attached.

Yes, but this job does not meet my post-transition personal/family/financial obligations and
 _____ relocation plans I identified in Section I. I will continue to seek employment to meet those needs.

No, but I will continue to seek employment that meets my post-transition personal/family/financial
 _____ obligations and relocation plans.

C. Strengthen your employment prospects.

- ❖ Develop a job search network of colleagues, family and friends, and join a professional organization (e.g. an organization representing the interests of your chosen career field, military officers, NCOs, spouses or retirees). Professional networking and self-marketing instruction will be provided during the DOL Employment Workshop.

Notes:

- ❖ Volunteer for a job in a related career field.

Notes:

- ❖ Consider the networking opportunities and continued service benefits of joining the Guard or Reserve.

Notes:

- ❖ Seek additional education, technical training, licenses, and/or certification.

Notes:

- ❖ Schedule informational (practice) job interviews.

Notes:

- ❖ Establish a USAJobs account and research potential federal employment opportunities.

Notes:

- ❖ *** Seek out and utilize additional resources such as registering with the local DOL Career One-Stop Center and obtain the DOL "Gold Card" certificate: <http://www.dol.gov/vets/goldcard.html>.

Notes:

D. Prepare your transition timeline (refer to ITP Block 6, Transition Milestones; Section VIII).