



The Department of Labor Employment Workshop

2-Day Workshop



July 2020 Edition



Section 1

Getting Started

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Pg. 7

The Department of Labor Employment Workshop (DOLEW) will assist you with your transition into the civilian labor market.



Objectives

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- Identify and develop effective goals.
- Market yourself effectively to a future employer.
- Understand the three different methods of how hiring occurs.
- Connect your skills and abilities with the needs of an employer.





Objectives (continued)

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Pg. 7

- Use the STAR method to write achievement statements.
- Create a professional introduction.
- Identify strategies to manage your online presence.
- Recognize the steps to set up an informational interview.
- Create a draft targeted resume.





Objectives (continued)

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- Strategize how to expand your network.
- Demonstrate appropriate verbal and non-verbal communication skills/techniques for an interview.
- Understand the difference between federal resumes and standard resumes.
- Identify the relevant factors in evaluating a job offer.
- Identify the basic do's and don'ts in negotiating.





Course Overview

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Prerequisites

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Many of the documents completed during the DoD Transition Day will assist you during the DOLEW.

Bring the following items to class each day:

- VMET
- Performance evaluations (to help you develop STAR statements)
- Military and college transcripts
- MOC Crosswalk GAP Analysis
- Laptop or notebook (if allowed)





High-Quality Civilian Career

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A high-quality civilian career provides meaningful work and allows one to utilize their knowledge, skills, and abilities in an occupation that supports their values while earning a substantive wage.





Value of Education and Training

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The following salaries are earned, on average, by each type of continued education:

Education/Training Type	Annual Salary
Associate degree	\$44,800
Bachelor's degree	\$63,500
Industry-based certification	\$64,000
DOL-registered apprenticeship	\$70,000
Entrepreneurship	\$60,800



Four Principles of Getting a Job

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Pg. 11



Think like an Employer



Identify Your Skills



**Develop & Deliver
Self-Marketing Message**



**Discover, Research
& Connect**



Career Transition Journey Map

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**18 to 24
Months**

**6 to 12
Months**

**12 to 18
Months**

**0 to 6
Months**



Section 2

Identifying Your Career Goals

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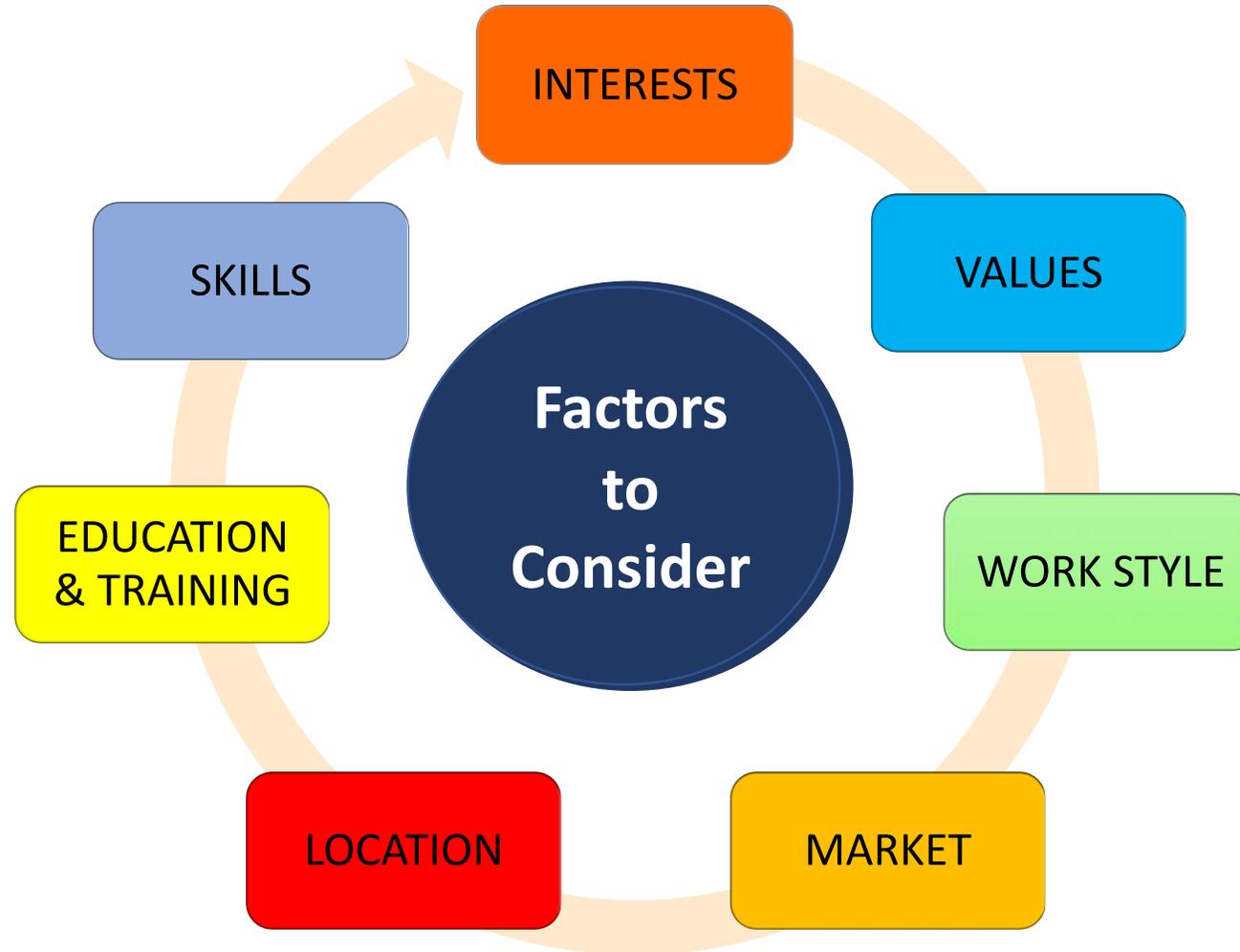
This section will help you set career goals to identify what you want to accomplish and what it will take to get you there.





Identifying Your Career Goals

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SMART Goals



- Specific

- Measurable

- Achievable

- Realistic

- Timely



SMART Goal Examples

	Instead of saying...	Say...
Specific	"I will have a job offer by my military separation date."	"I will get a position managing a marketing team for a startup tech company by my military separation date."
Measurable	"I'm going to start applying for the manager position in marketing."	"I will apply to at least three job postings for the manager position in marketing next month."
Achievable	"I'm going to apply for the manager position at Regal marketing department."	"I will create a targeted resume to highlight my education and management experience to send with my job application to Regal's marketing department."
Realistic	"I'm going to take a class in business finance."	"I will enroll in the digital marketing tactics class at my local community college to add to my resume."
Timely	"I'm going to work on my targeted resume for the manager position at Regal Marketing."	"I will finish my targeted resume by next Monday to submit to Regal Marketing for the manager position."



2.3 Activity: Create Your SMART Goal

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Let's practice.





Section 3

Surveying the Job Market

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In this section, you will learn:

- What to expect in today's job market.
- How hiring occurs.
- What options are available to you.



Think like an Employer

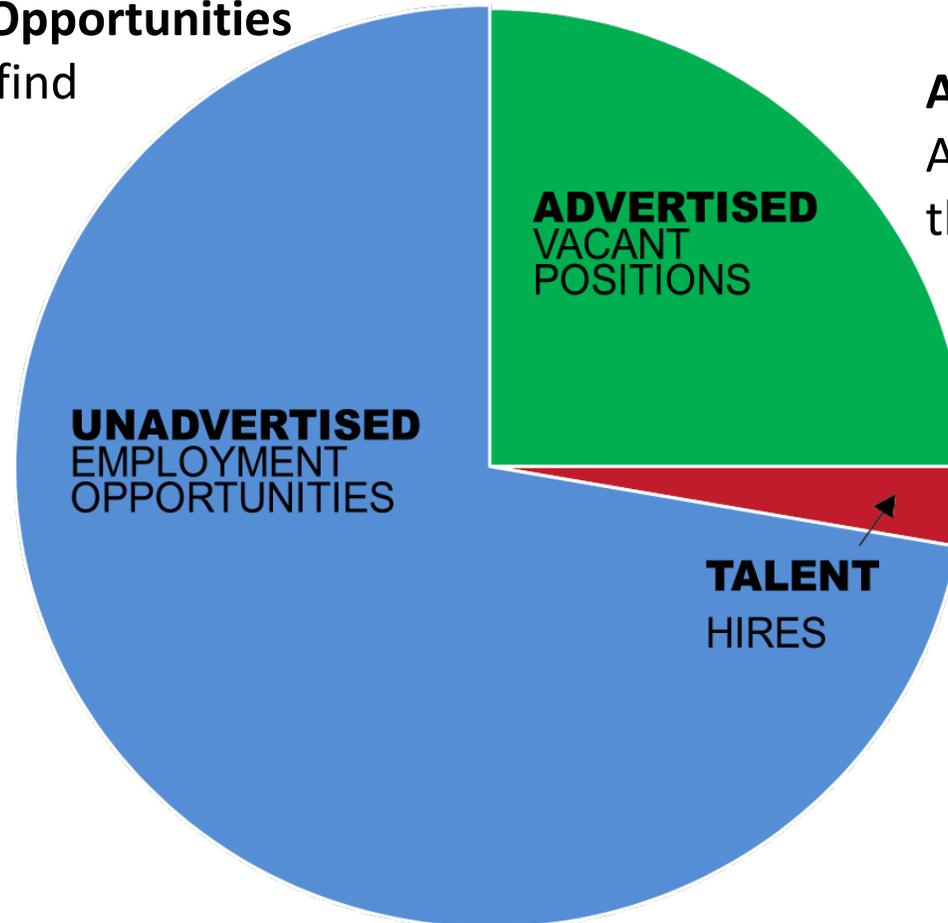


How Hiring Occurs

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Unadvertised Employment Opportunities

Utilize informal networks to find potential employees.



Advertised Vacant Positions

Advertise the vacancy and utilize the formal employment process.

Talent Hires

Create a position for an outstanding applicant.



Advertised Vacant Positions

Key Task: Identify potential advertised vacancies.

Job Boards 1

Search public (American Job Center, CareerOneStop.org, USAJOBS.gov) and commercial (Indeed, LinkedIn and others) job boards.



Employer Websites 2

Search the Careers tab on employer websites.



National Labor Exchange 3

Search the National Labor Exchange (NLx): <http://usnlx.com>



Local Sources 4

Notice local Now Hiring or Help Wanted signs as you travel around town, and scan the Help Wanted ads in the newspaper.





Advertised Vacant Positions

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Key Task: Make a strong case that you are the best candidate.

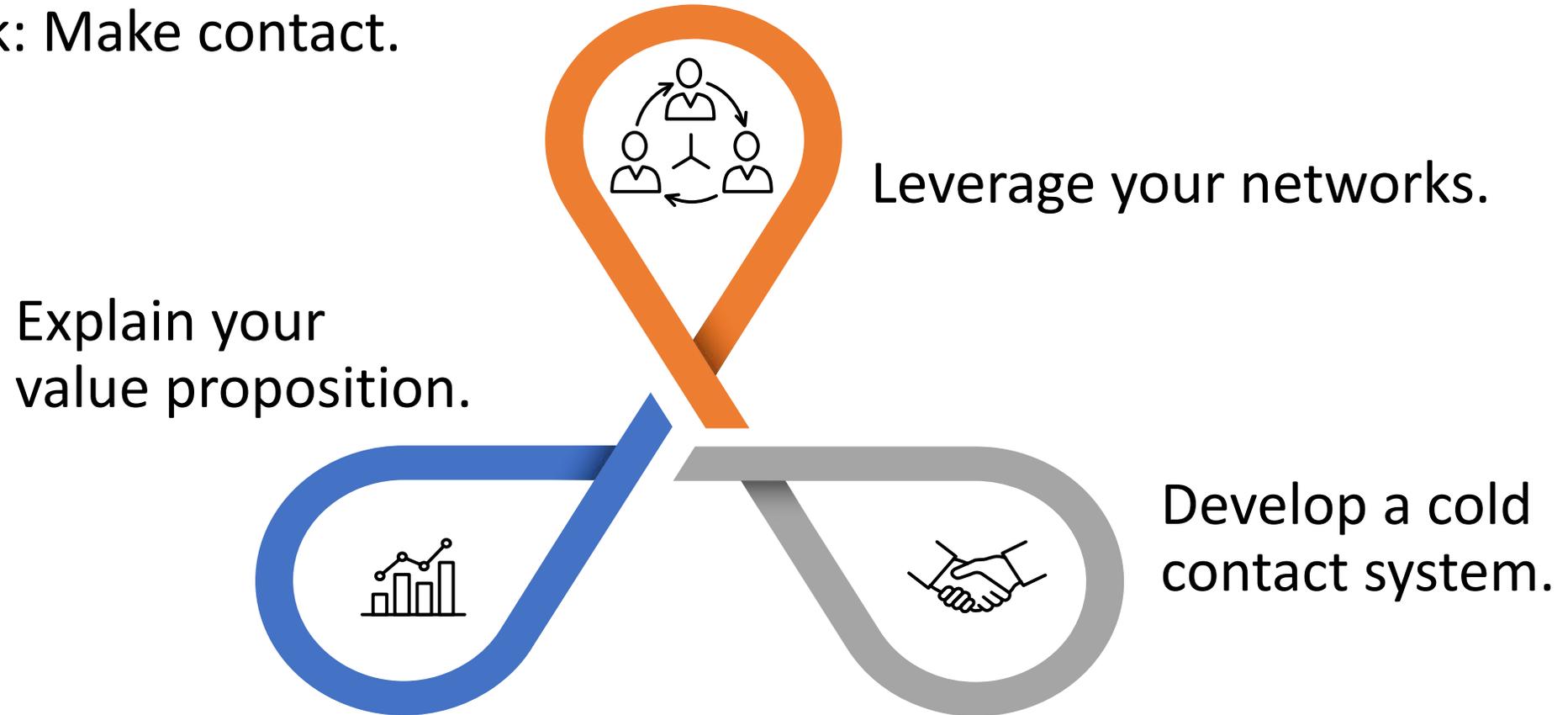
- Learn as much as possible about the position.
- Customize your cover letter and resume.
- Follow the advertisement instructions.
- Include key keywords for the Applicant Tracking System.



Talent Hires

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Key Task: Make contact.

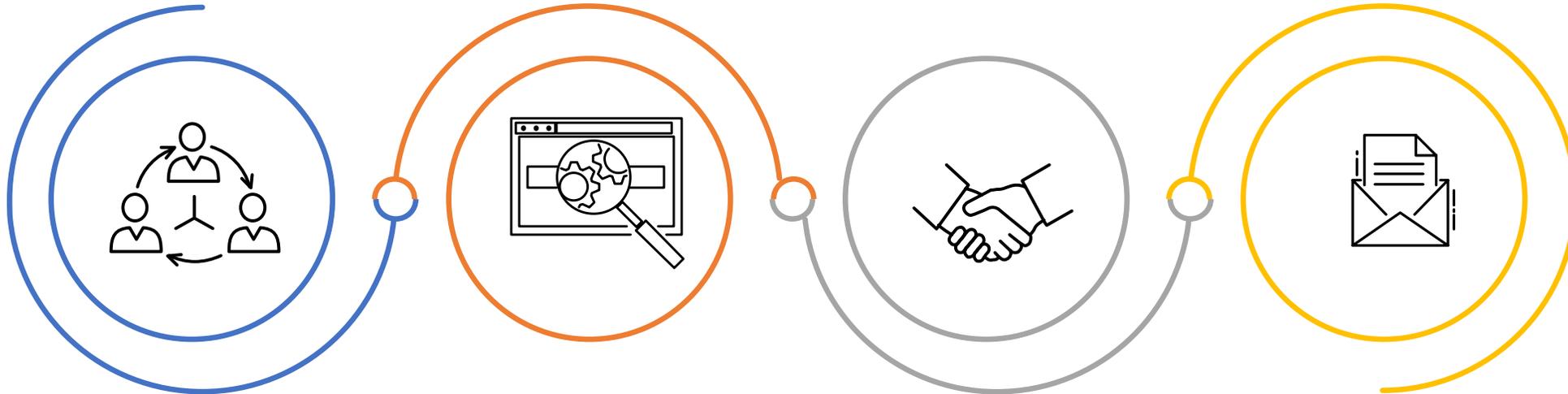




Unadvertised Employment Opportunities

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- Key Task: Investigate opportunities.



Leverage network.

Research companies.

Contact company
representatives.

Develop application
package.



Additional Options

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Entrepreneurship



**The Registered
Apprenticeship Program**

**AmeriCorps and
Volunteer Service**



Managing Your Education



Section 4

Identifying Your Skills

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In this section, you will learn:

- How to evaluate skills employers are seeking.
- How to further develop your skills.
- How to translate military terminology to civilian terms employers can understand.



Identify Your Skills



Inventory Your Skills

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SOFT SKILLS

- Communication
- Critical thinking
- Relationship Building
- Teambuilding

HARD SKILLS

- Microsoft Office
- Typing
- Mechanical Knowledge
- Equipment Operating



4.2 Activity: Create a Skills Inventory

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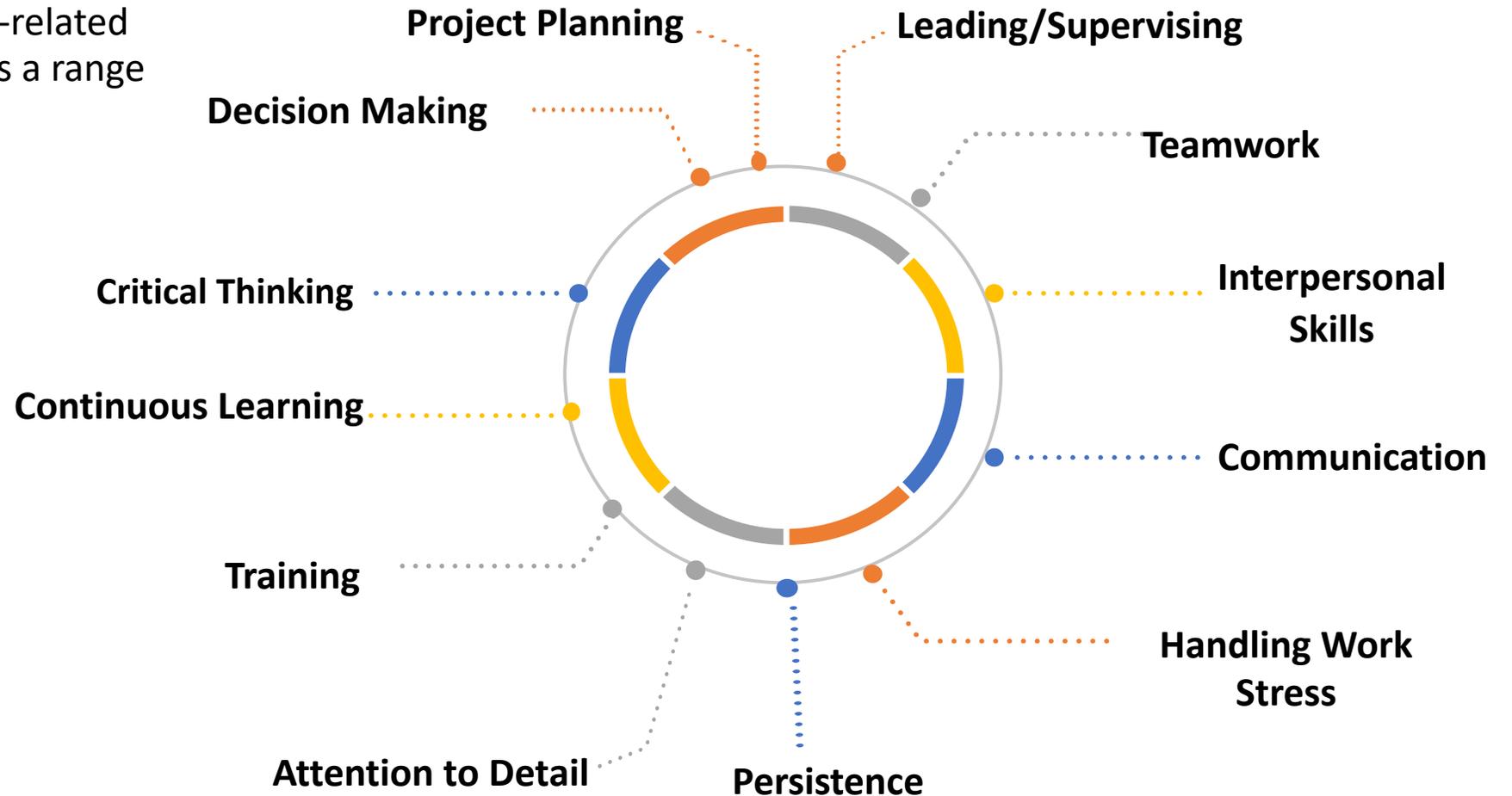
Let's practice





Transferable Skills

Transferable skills are skills that are general, technical, or role-related and may be utilized across a range of industries and jobs.





4.4 Activity: Identify Skills Employers Are Seeking

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Let's practice





The STAR Method Example

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S

SITUATION

- My department received new portable generators that had to be installed, operated, and maintained after my company lost power.

T

TASK

- I was tasked with ensuring my team members were able to install, operate, and follow new maintenance procedures for the new portable generators.

A

ACTION

- I designed and conducted training for a team of 16 people to properly install, operate, and maintain the new generators.

R

RESULT

- The team members received a 95% pass rate on their first proficiency test and a 100% satisfaction rate from corporate managers.



STAR Statements for Interview and Networking

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“After dealing with several severe power outages, my unit was issued a new model of portable generators. I was responsible for developing and conducting a training course for all 16 employees on maintenance procedures and proper operation prior to installing the generators. The trainees achieved a 95% pass rate on the first proficiency test and 100% satisfaction rate from corporate managers. The generators were installed and properly maintained, and we had no further power outage issues.”





4.8 Activity: Using the STAR Method to Create Achievement Statement

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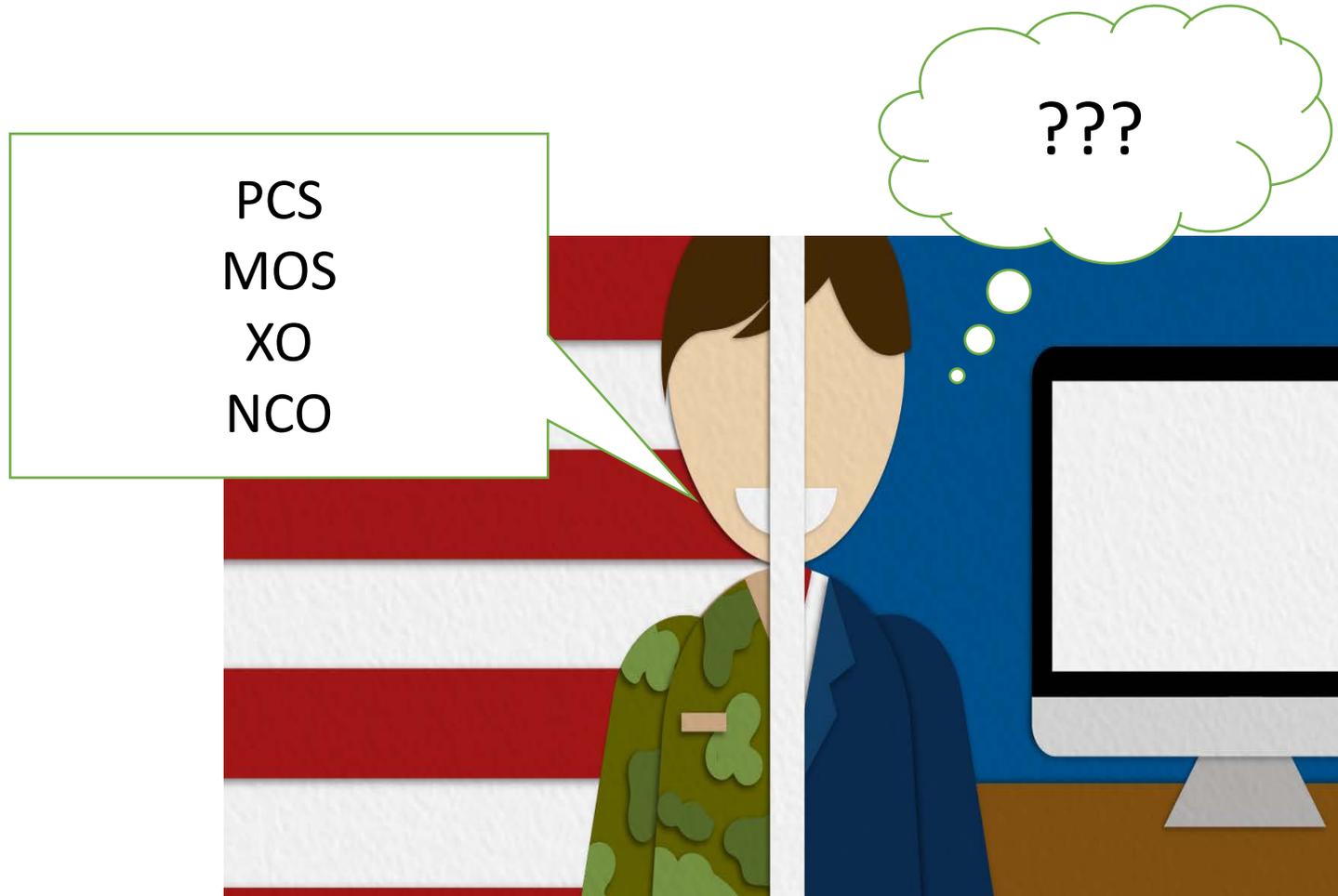
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Translating Military Terminology into Civilian Terms

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Developing Skills

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- Continuing Education
- Massive Open Online Course (MOOC)
- Online Degree Programs
- Registered Apprenticeship Program
- Volunteer



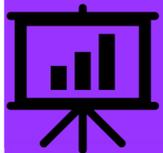
Section 5

Developing Your Personal Brand

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In this section, you will learn:

- The basics of developing your own online and offline personal brand.
- How to maintain your brand over time.
- How to establish a strong online presence.
- How to create your professional introduction, resume, and cover letter.



**Develop & Deliver
Self-Marketing Message**



What Is Personal Branding?

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Personal branding is how you present yourself to others.





Creating a Strong Online Presence

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- Employers use social media and online resources for screening and recruiting potential candidates.
- You must properly manage your online presence for employment success.





5.3 Activity: Check Your Online Presence

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Let's practice





Using Social Media to Leverage Your Online Presence

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It is a common practice for employers and hiring managers to research applicants online.

- Clean up your social media profiles.
- Set and update your privacy settings.
- Remove questionable content.
- Be careful of what you post, say, or follow.
- Continuously review your online presence.





Using Social Media to Leverage Your Online Presence

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- Sign up for LinkedIn Premium subscription. Service members and their spouses get a free one-year subscription to “premium” services <https://linkedin.com/military>.
- Build your profile.
- Follow and connect to companies.
- Join LinkedIn groups.
- Reach out and connect to others.





Using Social Media to Leverage Your Online Presence

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- Engage with friends and families about your career transition.
- Utilize the Facebook job search tool.
- Search for and connect to people in your desired career field; search for job opportunities.
- Join groups to expand your network.





Using Social Media to Leverage Your Online Presence

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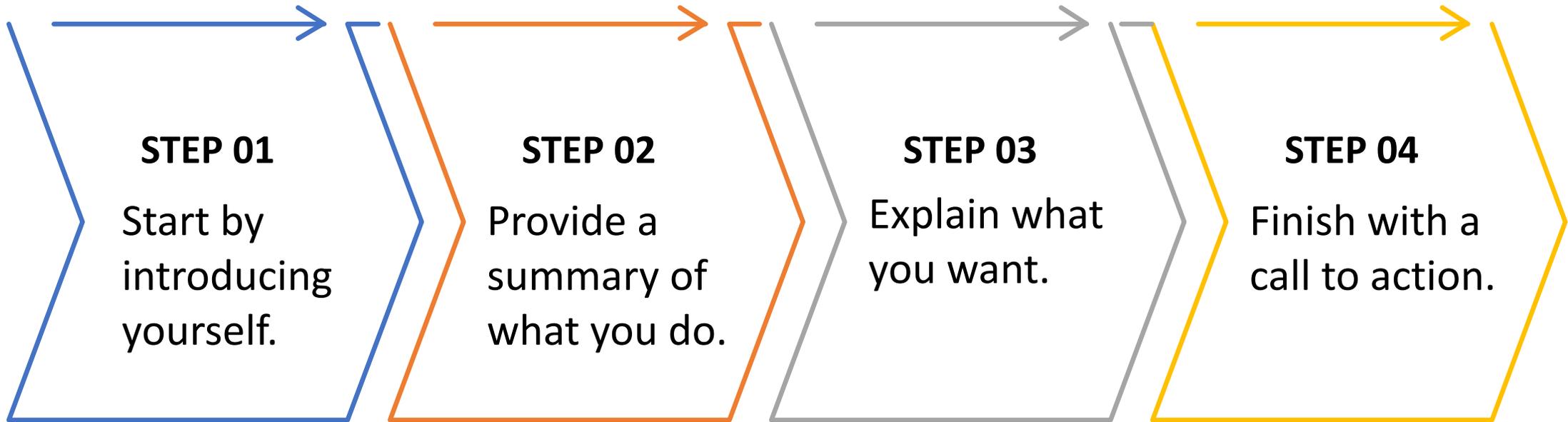
- Ensure your Twitter handle (username) is professional.
- Search for career/job opportunities using #hashtags.
- Join conversations, network, and share information (tweets) relevant to your career/industry.





Professional Introduction

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Let's practice  5.6 Activity: Draft Your Professional Introduction Statement



Resumes

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Types of Resumes

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Master Resume

Lists and completely describes your skills, work experience, accomplishments, degrees and certifications, awards, and training.

Do not provide master resume to the employer. It is a resource document.



Targeted Resume

Focuses on a specific organization or job opening and highlights the skills and experiences relevant to that position.

Resume will change based on what company, position, or field to which you are applying.



5.8 Activity: Job Posting Cheat Sheet

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Objective: What job am I applying for?	
Summary: What skills/experience are preferred or required for this position?	
Experience: What roles, responsibilities, or duties is the employer asking me to perform?	
Education: What type of education or training is desired/required by the employer?	

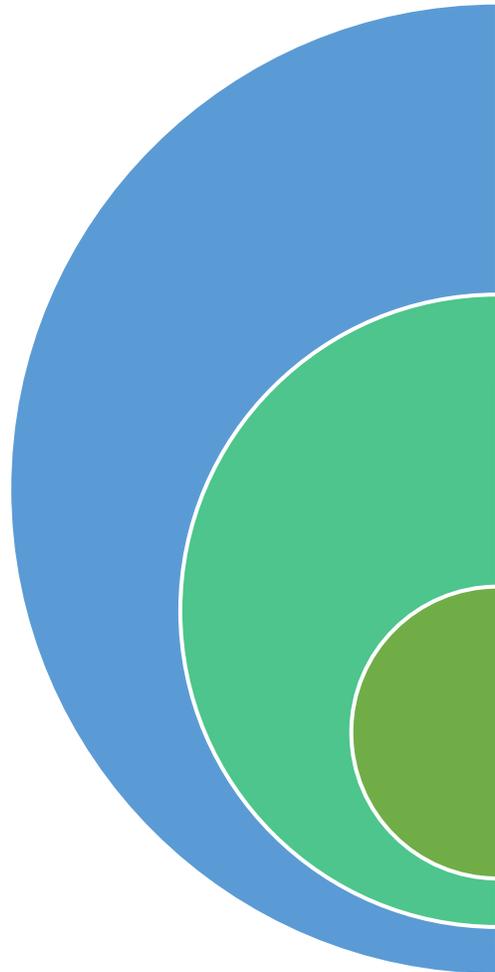
Let's practice





Resume Styles

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Chronological

Most preferred by employers as it lists the jobs you have held, starting with your most recent position and then proceeding in reverse chronological order.

Combination

Incorporates features of both the chronological and functional format by categorizing your skills followed by a work history.

Functional

Allows you to group your skills and accomplishments into one or more categories.



Resume Format

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Format is professional and simple using the following guidelines:

- **Length:** One to two pages (add your name to second page if two pages)
- **Alignment:** Left-aligned
- **White space:** Clear margin, one inch all around is recommended
- **Styles:** Use bold, italics, and underlines sparingly
- **Font:** Arial, Calibri, Verdana
- **Font size:** 10 to 12-point font
- **Review:** Proofread and spell check



Resume Format

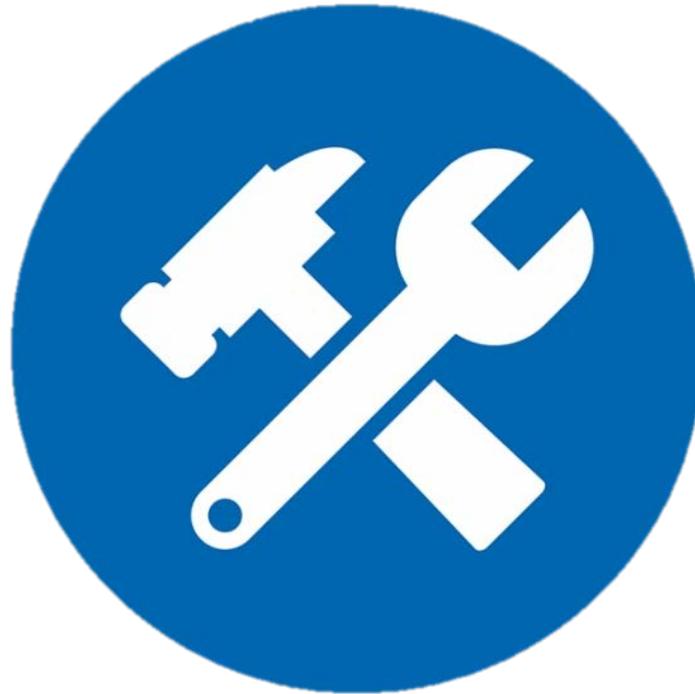
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Building Your Resume Section by Section

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Contact Information

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Jan Lee
(301) 555-1111
Jan.Lee@email.com
www.JanLee.weebly.com
www.linkedin.com/in/Jan-Lee

Jan Lee
(301) 555-1111
Jan.Lee@email.com

Jan Lee
(301) 555-1111 • www.linkedin.com/in/Jan-Lee • Jan.Lee@email.com

Let's practice  5.9.2 Activity: Create Your Contact Information



Career/Job Objective Statement (Optional)

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- Start with a strong trait.
- State the position to which you're applying and use the name of the company.
- Keep it concise, short and to the point.
- Avoid first-person pronouns.



Career/Job Objective Statement Examples

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Results-driven team leader with 12 years military experience, seeking to use effective leadership and communication skills as a Team Leader at Skyware Global to deliver excellent services to customers and stakeholders.

Let's practice  5.9.4 Activity: Create Your Objective Statement



Summary of Qualifications

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- Summarize the skills that make you qualified for the position.
- Target the skills and qualifications to the job and employer needs.
- Use exact terms listed in the job posting.



Summary of Qualifications Example

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Professional Summary for a Project Manager

- PMP Certified Project Manager with 10+ years of proven experience overseeing application development, vendor management and implementation strategies supporting business and financial objectives.
- Respected leader with excellent communication skills and effective in building highly motivated teams focused on achieving project goals.
- Proficient in MS Office Suite (Project, Excel, Word, PowerPoint) and Visio.

Let's practice  5.9.6 Activity: Create Your Summary of Qualifications



Experience & Achievements

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Work Format:

Job Title

Month and Year Start – Month and Year End

Company, City, State Location

Example:

System Administrator

January 20XX – Present

U.S. Army Fort Drum, NY



Experience & Achievements

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Format for Multiple Jobs at One Organization

Option 1: Stacking

- Include the overall date range at the top and list dates for each position next to the titles.
- Place job descriptions and bulleted key achievements directly below each position.

Example

U.S. Army, Fort Drum, NY

January 20XX – Present

System Administrator

May 20XX – Present

- Resolve Service Desk tickets for more than 3,000 users across 21 states and abroad.

Service Desk Supervisor

June 20XX - May 20XX

- Maintained and provided troubleshooting for desktops and laptops.



Experience & Achievements

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Format for Multiple Jobs at One Organization

Option 2: Separate Listings

- List each position separately

Example

U.S. Army, Fort Drum, NY

May 20XX – Present

System Administrator

- Resolve Service Desk tickets for more than 3,000 users across 21 states and abroad.

U.S. Army, Fort Drum, NY

June 20XX – May 20XX

Service Desk Supervisor

- Maintained and provided troubleshooting for desktops and laptops.



Experience & Achievements

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Guidelines for writing the experience/achievement statements on your resume:

- Use the STAR method.
- Begin with an action verb or dynamic adjective.
- Use concrete examples and keywords.
- Quantify your experience: use time, numbers, financial savings, percentages, and statistics (include results).
- Avoid “responsible for” and personal pronouns (I, me, she, he, we, they, etc.).

Think of the four principles



Experience & Achievements

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Achievement statement examples:

System Administrator

U.S. Army, Fort Drum, NY, May 2018 – Present

- Resolve Service Desk tickets for users across 21 states and 4 countries.
- Maintain 3 domains to include updating, troubleshooting and repair of network connectivity to achieve goal of 95% continuous connectivity.
- Act as Active Directory and Exchange Administrator for more than 3,000 users.

Let's practice  5.9.8 Activity: Create Your STAR Achievement Statements



Education and Training

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- List most recent first.
- Include degrees listed highest to lowest.
- Include relevant certifications, licenses, and specialized civilian and military training.

Example

- Master of Arts in Educational Leadership, University of Arizona, Tucson, AZ, March 2020
- Bachelor of Arts, Political Science, Emory University, Atlanta, GA, June 2018, Summa Cum Laude
- Associate of Science in Human Resources Management, Georgia State University, Atlanta, GA, May 2016, GPA: 3.8

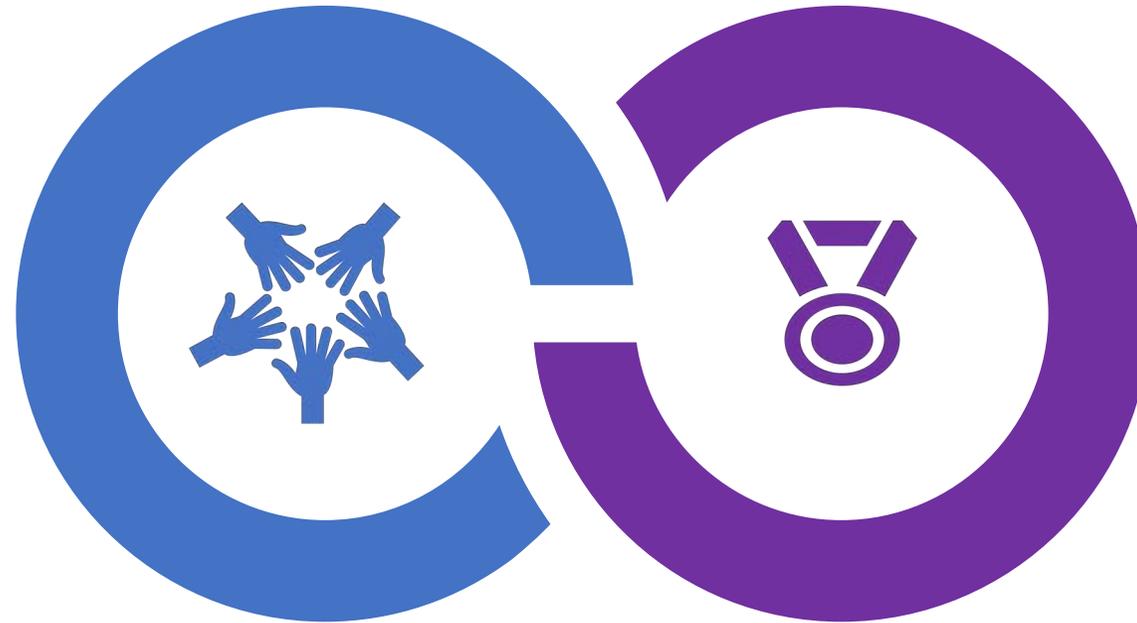
Let's practice  5.10.10 Activity: Create Your Education and Training Section



Other Additions

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VOLUNTEER
SERVICE



AWARDS

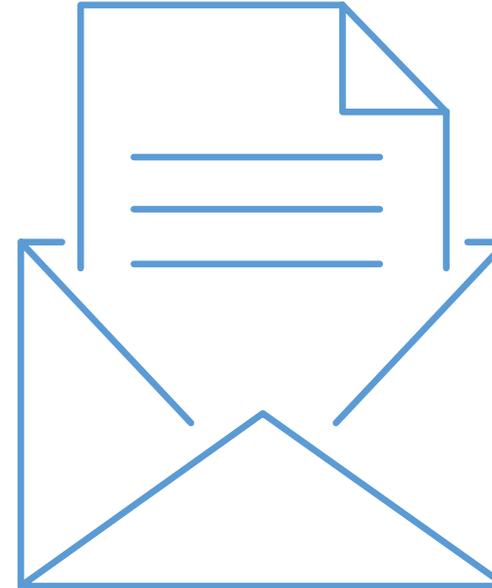


Cover Letters

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Cover letters should:

- Be no longer than a page.
- Be customized for each position.
- Not repeat information in the resume.
- Utilize a professional letter format.





Section 6

Building Your Personal Brand

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In this section, you will learn how to connect to the right people by using networking through formal, informal, and online.

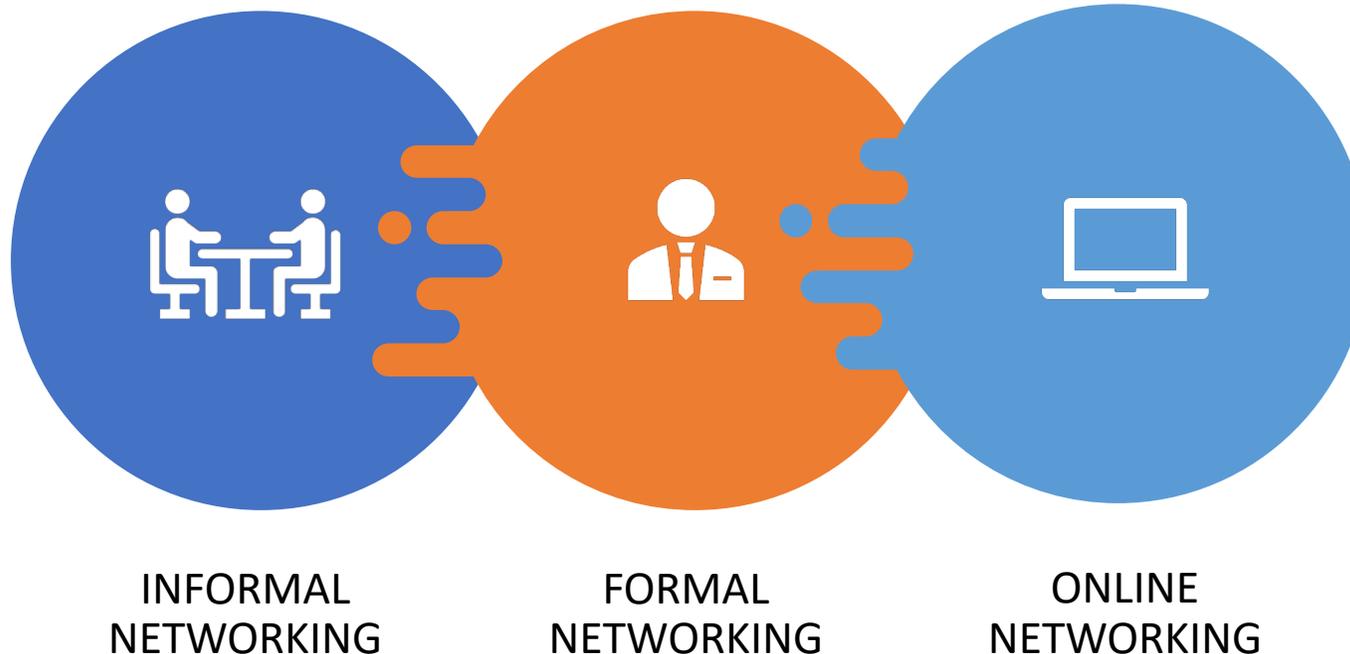


Discover, Research
& Connect



Networking

Networking is a way to connect with new people and create a mutually beneficial relationship. You can network anywhere!





Expanding Your Network

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Methods include:

- Asking for referrals from your current network
- Volunteering
- Joining professional or trade organizations





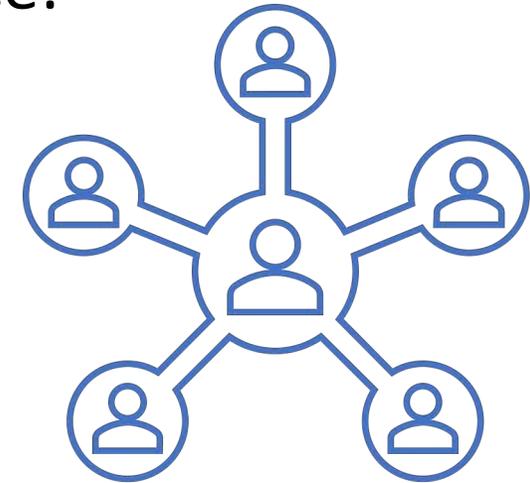
Networking Events

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Networking events typically consist of a large or small group of professionals informally mingling during a set time period.

You must manage the three phases of the experience:

- Before
- During
- After





Job Fairs

Job fairs are an opportunity to engage with prospective employers.



You must manage the three phases of the experience:

Before

During

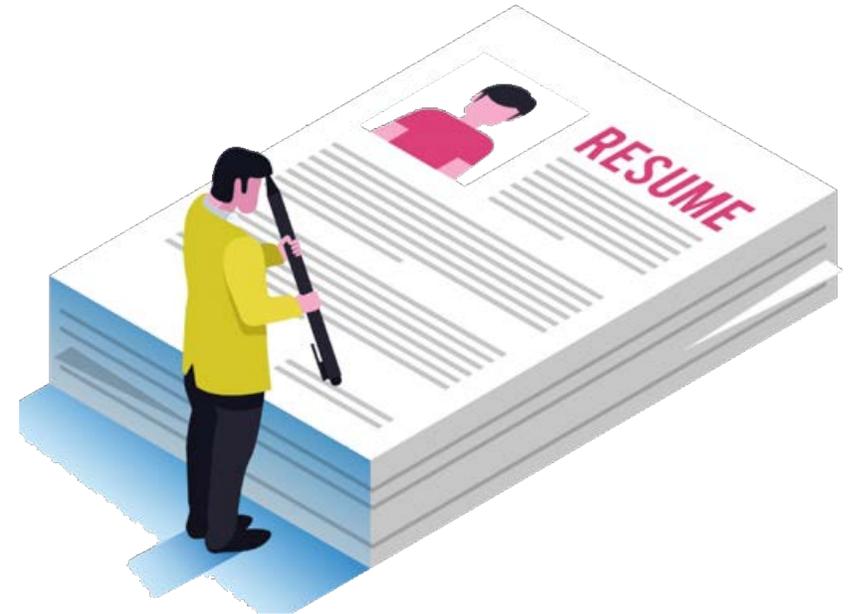
After



Before the Job Fair

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- Register for the event.
- Research participating employers.
- Know your career objective.
- Make a list of questions for employers.
- Polish your resume.
- Practice your professional introduction with someone else.





During the Job Fair

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- Dress professionally.
- Bring supplies.
- Give warm greeting.
- Use name tag.
- Get there early.
- Get business cards, names, and contact information.
- After meeting someone, make a few notes. What did you discuss with them? Did you commit to any follow-up?
- Talk with other job seekers at the job fair.



After the Job Fair

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- Follow up as directed by the recruiters and employers.
- Send out thank you notes.





Additional Options for Quickly Expanding Your Network

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- American Job Center
- Former or current schools.
- Former co-workers, supervisors, and businesses.
- Social and professional networking sites.



Informational Interviews

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- Informational interviews are an opportunity to speak with professionals in the field or organization of interest.
- The informational interview is not a job interview.
- The goal of the informational interview is to gain insights about a profession or organization.



Informational Interview Best Practices

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- Be prepared.
- Be professional.
- Ask questions.
- Ask for advice.
- Express your gratitude.

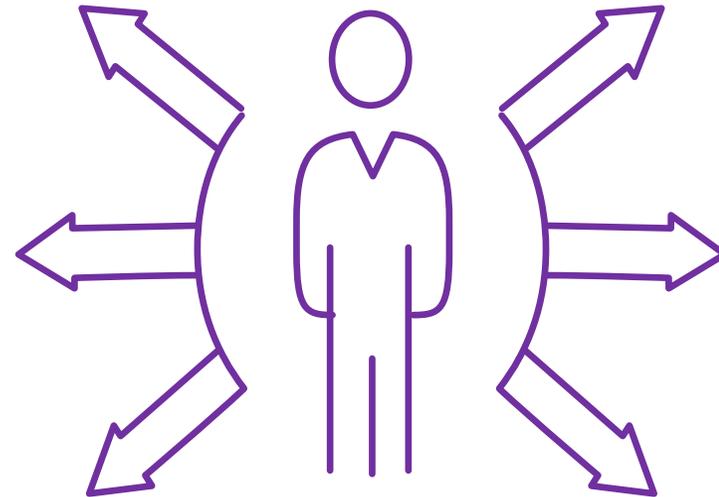




Find a Mentor

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- Make a list.
- Ask the person for advice.
- Evaluate the process.
- Send thank you notes.
- Let the relationship grow.
- Seek out feedback.





Expand Network Online (LinkedIn)

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- Link to others.
- Send personalized invitations.
- Join groups.
- Give and get recommendations and endorsements.
- Follow companies and organizations.
- Find job postings.





6.3 Activity: Join Groups on LinkedIn

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Let's practice





Section 7

Activating Your Brand

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Pg. 80

In this section, you will learn:

- How to fill out an application form to pass any automated screening system.
- How to follow-up with an employer about career opportunities.





Application

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To leverage your job search as a Service member, seek out Veteran-Ready employers.



www.usajobs.gov



www.hirevets.gov/awardees



How to Get Your Application to Pass the Applicant Tracking System (ATS)

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Use both long and short term.
(MBA and Master of Business Management)



Include keywords.



Follow instructions.



Meet the minimum job requirements.



Don't use tables, headers, or footers.



Use chronological or combination resume.



Professional References

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- Select references who think highly of your work.
- Get permission to use as a reference.
- Get contact information.

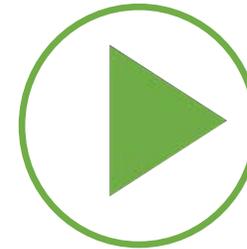




7.5 Activity: Brainstorm Your References

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Let's practice





Section 8

Exploring Federal Hiring

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In this section, you will learn about:

- The federal employment process.
- The differences between a federal resume and standard resume.





Federal Civil Service

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Pg. 86

The federal civil service is comprised of three distinct services:



Competitive Service



Excepted Service



Senior Executive Service



Veterans' Preference

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Gives eligible Veterans preference in appointment over many other applicants.

- Does not *guarantee* Veterans a job.
- Not all Veterans are eligible for Veterans' preference.
- Requires a discharge or release under honorable conditions.
- Retirees at a grade of O4 or higher are not eligible unless they are disabled Veterans.





Finding Federal Jobs

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Veterans Employment Program Offices in 24 Federal agencies promoting Veteran recruitment, employment, training, and development.

www.fedshirevets.gov

USAJOBS.gov is the official source for Federal government jobs.

You can apply online using resume, application, or online resume builder.

<https://www.usajobs.gov/>





Understanding the Job Announcement

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The job announcement includes the following sections:



Overview



Document



Location



Benefits



Duties



How to Apply



Requirements



8.6 Activity: Find a Job through USAJOBS Account

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Let's practice





The Differences Between Federal Resumes & Standard Resumes

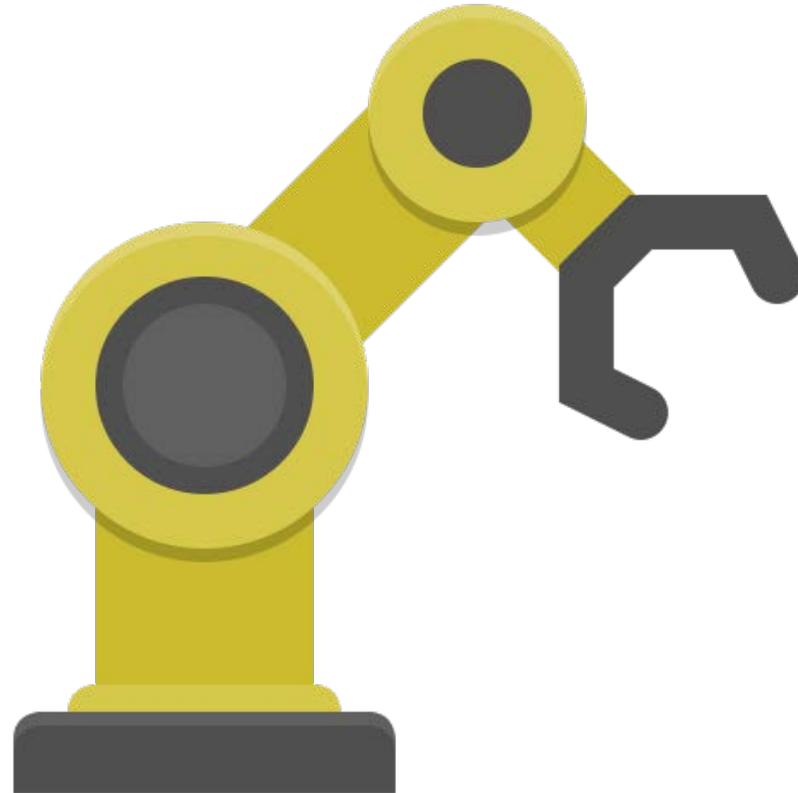
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Areas of Difference	Standard Civilian Resume	Federal Resume
Length	1 to 2 pages	4 plus pages
Format	Brief information provided	Detailed information provided
Required Information	Minimum details	Extensive details
Additional Documentation	Generally, little to no additional documentation	Additional documentation required for the application to be complete



USAJOBS Resume Builder

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Pg. 91





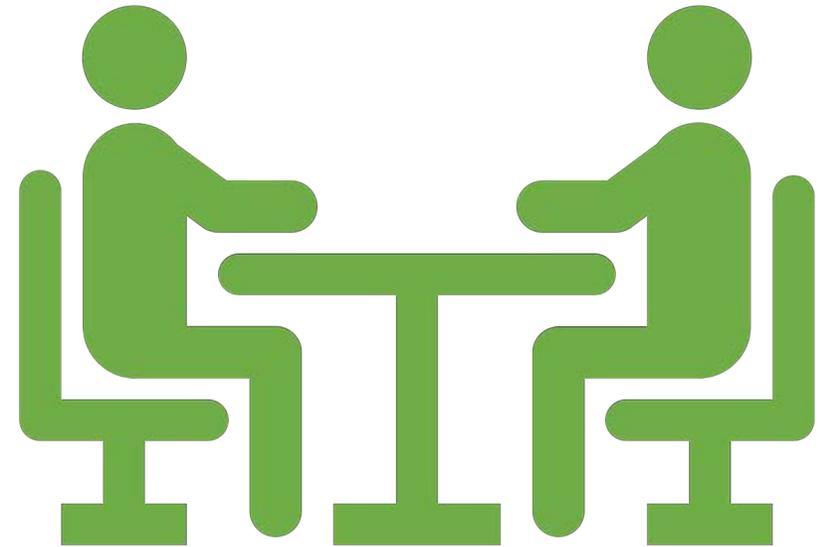
Section 9

Preparing for an Interview

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Pg. 93

In this section, you will learn:

- How to prepare for an interview.
- How to make a positive first impression.





Types of Interviews

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Guide:
Pg. 93



Phone



Face-to-Face



Committee



Video



Meal



Group



Interview Stages

Participant
Guide:
Pg. 95

Introduction

**Employer
Questions**

**Candidate
Questions**

Closing



9.2 Activity: Interview Stages

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Pg. 95

Let's practice





Interview Stages: Introduction

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Success in the interview can be achieved by building a rapport with the interviewer.

Things to consider for the introduction:

- Smile to be welcoming.
- Offer a firm handshake.
- Do not sit until the interviewer does.
- Ensure you remember the name of the interviewer.
- Politeness matters.
- Be confident.



Interview Stages: Employer Questions

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The answers you provide will impact your success in the interview process.

Things to consider for the employer questioning process:

- Keep your answers brief.
- Use the STAR method to answer questions.
- Think before you speak.
- Emphasize you want the job.



Interview Stages: Candidate Questions

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Your questions are an opportunity to showcase your interest, research and focus.

Questions to Ask	Questions NOT to Ask
What are the next steps in the selection process? Is it okay if I follow up with you next week?	What is the salary for this position?
Would you describe what a typical day on the job consists of?	When can I take time off for vacation?
How soon do you plan to fill this position?	Do you offer any flextime options?



Interview Stages: Closing

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The closing represents your opportunity to leave your final impression with the employer.

- Make a gracious exit.
- Thank the interviewer(s).





Dressing for Success During an Interview

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Pg. 98

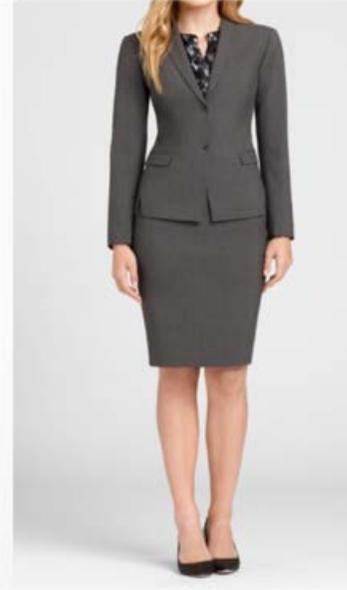
First impressions matter...Dress for the position you would like to have.





Business Attire

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Common Interview Questions

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Pg. 101

- **Traditional**
 - Broad-based
- **Behavioral**
 - Descriptions about how you have behaved in the past
 - More probing and more specific
- **Hypothetical or Situational**
 - A scenario that could happen





9.5 Activity: Practice Answering Questions

Participant
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Pg. 105

Let's practice





How to Answer Salary Expectation Questions

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Pg. 111

What are your salary expectations?

Options:

- Delay discussion of salary.
- Turn the question around on the interviewer.
- Provide a range.
- Include negotiation options.





9.6 Activity: Mock Interview Practice

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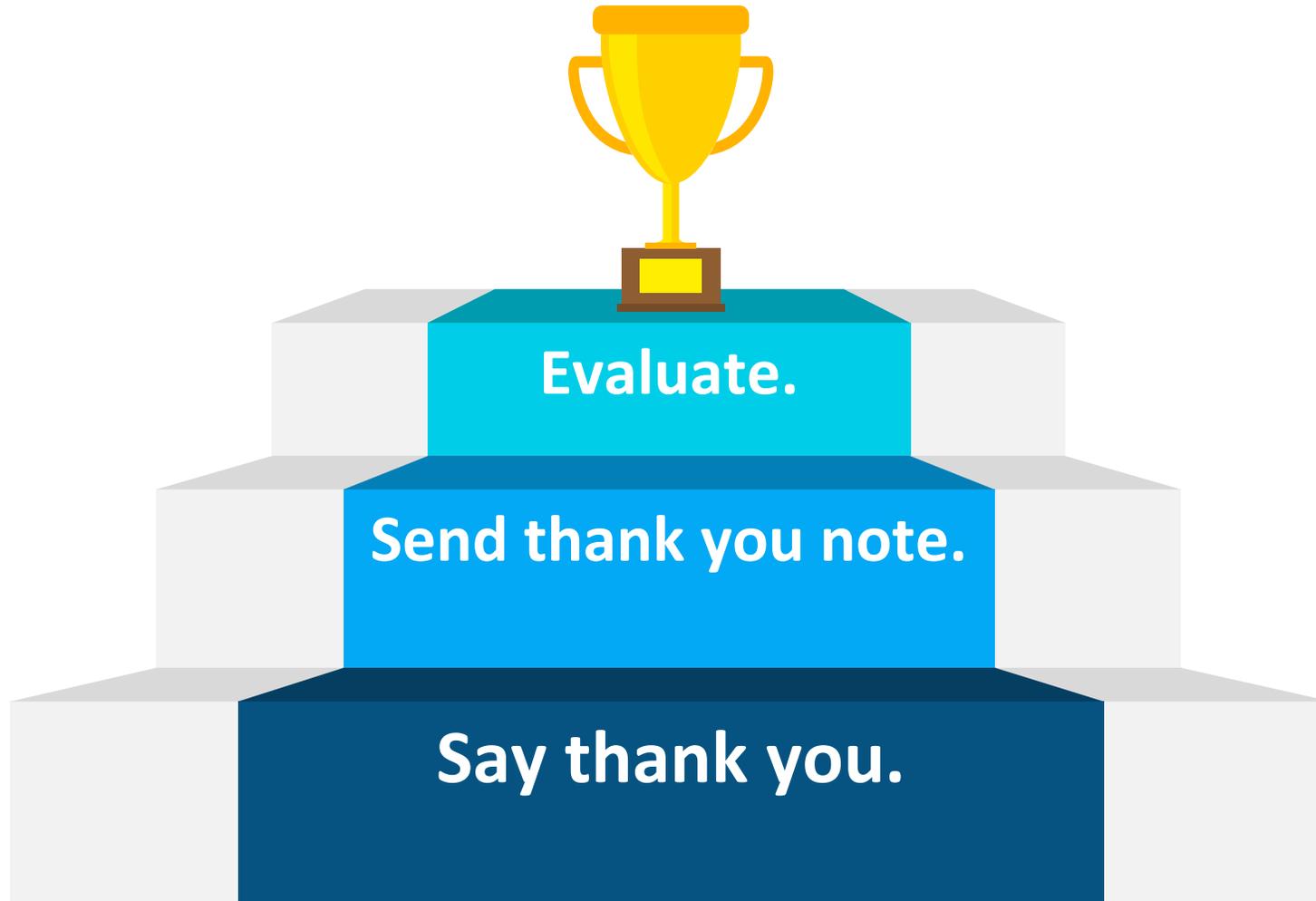
Let's practice





Following Up After the Interview

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Pg. 113





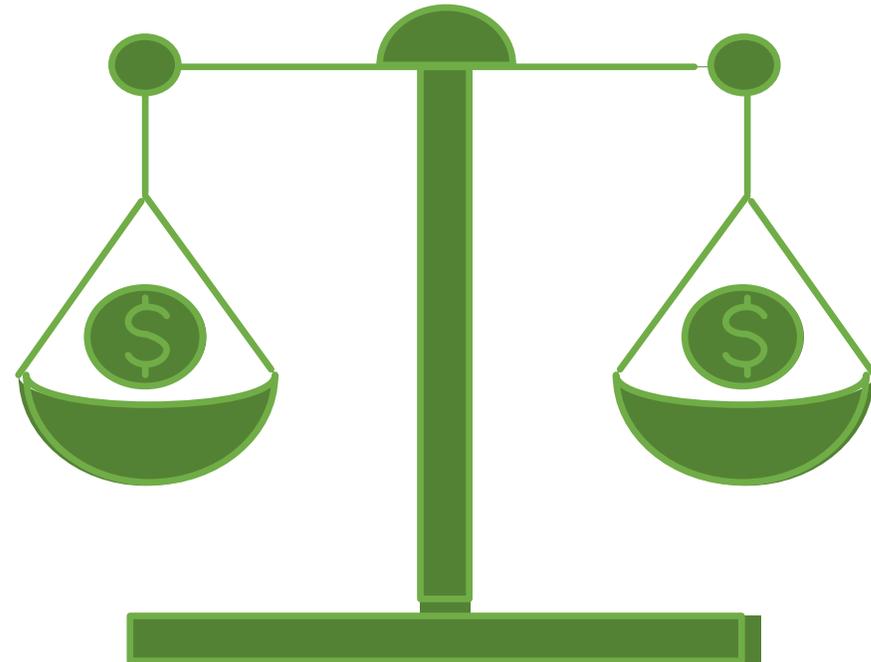
Section 10

Receiving a Job Offer

Participant
Guide:
Pg. 116

In this section, you will learn:

- The difference between salary and benefits.
- How to evaluate an offer.

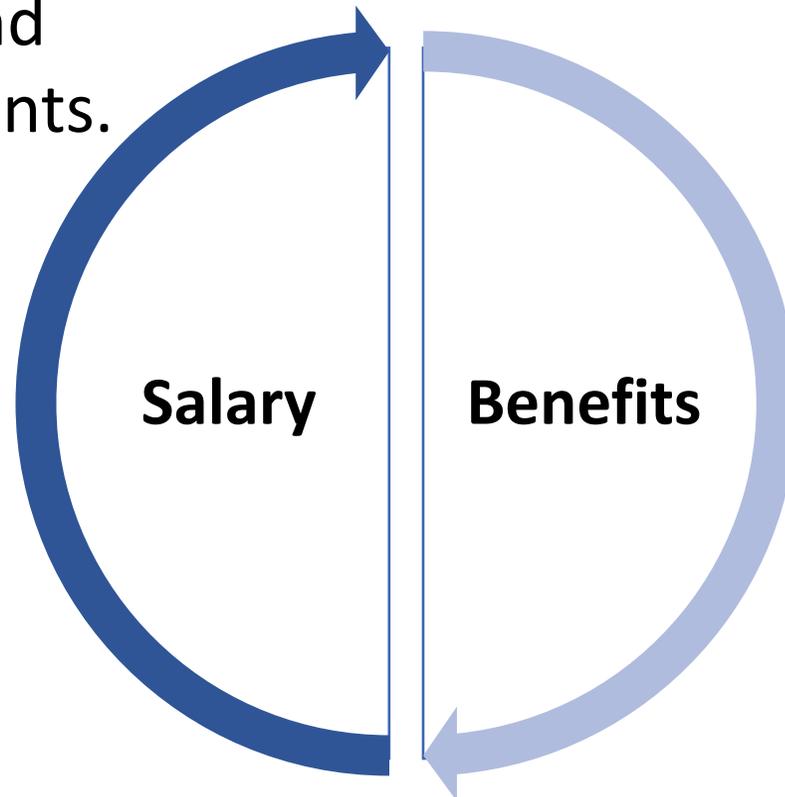




Know the Terms of the Offer

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Pg. 116

Salary can be impacted by industry, location, and individual requirements.



Benefits must be taken into consideration when evaluating an offer.



Section 11

Negotiating a Job Offer

Participant
Guide:
Pg. 121

In this section, you will learn the basic dos and don'ts of negotiating a job offer.





Negotiating Dos and Don'ts

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Guide:
Pg. 121



DOs

- ✓ Research
- ✓ Be realistic
- ✓ Be aware
- ✓ Be open minded
- ✓ Let the employer make the first move
- ✓ Consider the entire compensation package, not just salary



DON'Ts

- ✗ Negotiate right after the offer is made
- ✗ Accept an offer strictly for the money
- ✗ Start a bidding war
- ✗ Accept an offer until you've seen it in writing
- ✗ Inflate your current earnings
- ✗ Get overly aggressive
- ✗ Get overly eager



How to Negotiate

Participant
Guide:
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- Know your market value.
- Define your walk-away point.
- Never say a number first.
- Ask for time.
- Prepare your talking points.
- Ask for more than your target number.
- Be flexible.
- Don't be afraid to walk away.





11.3 Activity: Case Study

Participant
Guide:
Pg. 123

Let's practice





Section 12

Communicating Your Decision

Participant
Guide:
Pg. 126

In this section, you will learn how to properly communicate your decision to the employer.





Communicating Your Decision

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Guide:
Pg. 126

Upon receiving a job offer, you have the following response options:



Accept



Delay



Decline



Section 13

Summing It Up

Participant
Guide:
Pg. 129

- ✓ Identified and developed effective career goals.
- ✓ Learned how to market yourself effectively to a future employer.
- ✓ Recognized the three different methods of how hiring occurs.
- ✓ Connected your skills and abilities with the needs of an employer.
- ✓ Used the STAR method to write achievement statements and understand how to use them throughout the job search process.
- ✓ Created a professional introduction.
- ✓ Identified strategies to manage your online presence.



Summing It Up (continued)

Participant
Guide:
Pg. 129

- ✓ Recognized the steps to set up an informational interview.
- ✓ Created a draft targeted resume.
- ✓ Expanded your network.
- ✓ Demonstrated appropriate verbal and non-verbal communication skills/techniques for an interview.
- ✓ Learned the difference between federal resumes and standard resumes.
- ✓ Identified the relevant factors in evaluating a job offer.
- ✓ Identified the basic dos and don'ts in negotiating.



13.1 Activity: Initiate the Plan

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Guide:
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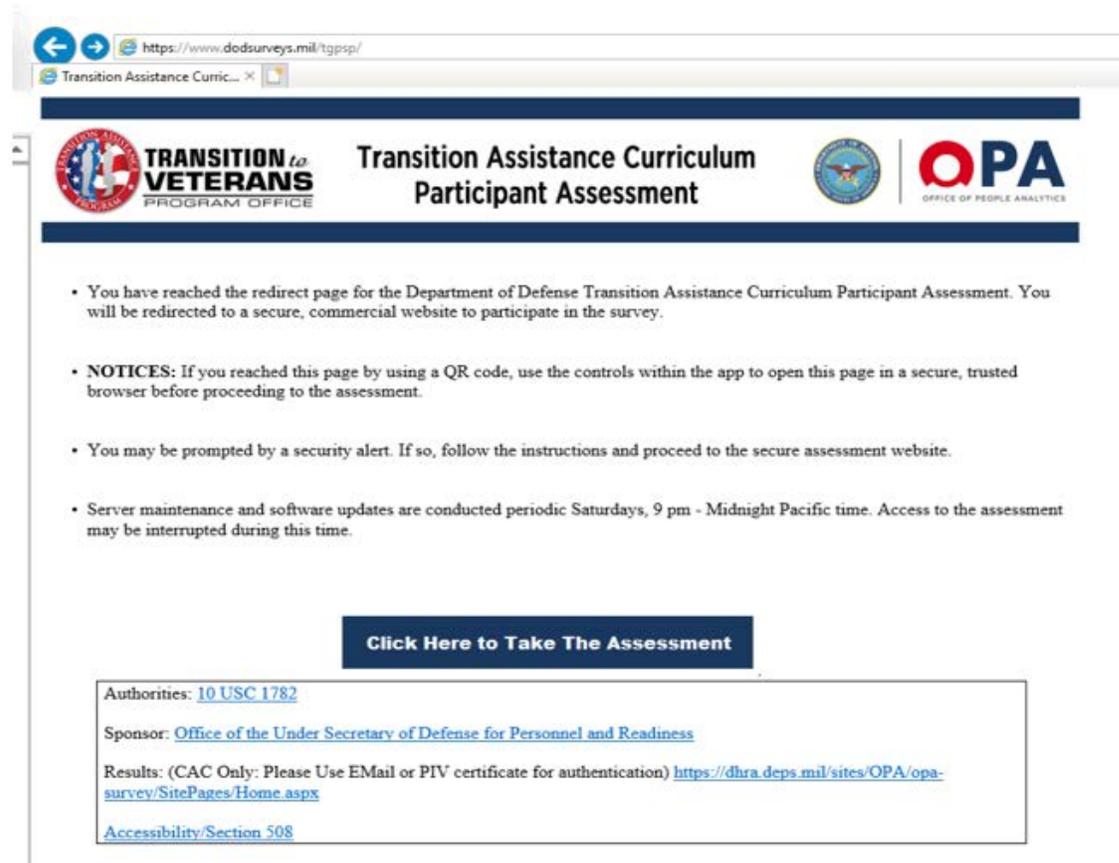
Let's practice





Complete Course Evaluation

<https://www.dodsurveys.mil/tgppsp/>

A screenshot of a web browser displaying the "Transition Assistance Curriculum Participant Assessment" page. The browser's address bar shows the URL "https://www.dodsurveys.mil/tgppsp/". The page header includes the "TRANSITION to VETERANS PROGRAM OFFICE" logo, the title "Transition Assistance Curriculum Participant Assessment", and the "OPA OFFICE OF PEOPLE ANALYTICS" logo. The main content area contains a list of instructions and notices. At the bottom, there is a prominent blue button labeled "Click Here to Take The Assessment". Below the button, a box contains additional information: "Authorities: [10 USC 1782](#)", "Sponsor: [Office of the Under Secretary of Defense for Personnel and Readiness](#)", "Results: (CAC Only: Please Use EMail or PIV certificate for authentication) <https://dhra.deps.mil/sites/OPA/opa-survey/SitePages/Home.aspx>", and "[Accessibility/Section 508](#)".

[←](#) [→](#) <https://www.dodsurveys.mil/tgppsp/>

Transition Assistance Curric... ×

 **TRANSITION to VETERANS**
PROGRAM OFFICE

Transition Assistance Curriculum
Participant Assessment

 **OPA**
OFFICE OF PEOPLE ANALYTICS

- You have reached the redirect page for the Department of Defense Transition Assistance Curriculum Participant Assessment. You will be redirected to a secure, commercial website to participate in the survey.
- **NOTICES:** If you reached this page by using a QR code, use the controls within the app to open this page in a secure, trusted browser before proceeding to the assessment.
- You may be prompted by a security alert. If so, follow the instructions and proceed to the secure assessment website.
- Server maintenance and software updates are conducted periodic Saturdays, 9 pm - Midnight Pacific time. Access to the assessment may be interrupted during this time.

[Click Here to Take The Assessment](#)

Authorities: [10 USC 1782](#)

Sponsor: [Office of the Under Secretary of Defense for Personnel and Readiness](#)

Results: (CAC Only: Please Use EMail or PIV certificate for authentication) <https://dhra.deps.mil/sites/OPA/opa-survey/SitePages/Home.aspx>

[Accessibility/Section 508](#)



Thank You for Your
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