



U.S. DEPARTMENT OF LABOR
VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)
TRANSITION ASSISTANCE PROGRAM (TAP)
VERSION 5.2

U.S. DEPARTMENT OF LABOR

Employment Fundamentals of Career Transition (EFCT)





Important Announcements

Classroom

- **Technology:**
 - Classroom Computers
 - Personal Cell Phones
- **Breaks:** 10-minutes hourly with 1 hour lunch

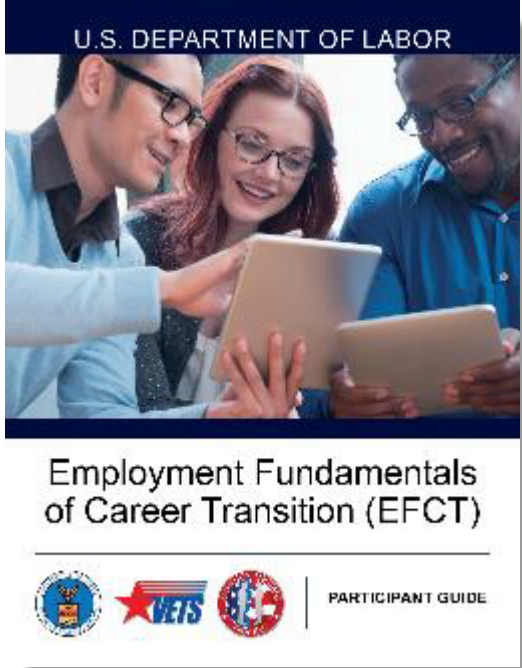


Safety

- **Emergency Exits**
- **Meeting Points**
- **Installation POCs**
- **Communication**



Employment Fundamentals of Career Transition Participant Guide



Hard Copy Participant Guide



Digital Fillable Participant Guide

Access the Workshop Materials,
<http://dol.gov/EFCTmaterials>





1 | Getting Started

Workshop Goals

You will be able to:

- Identify typical actions to acquire a civilian job.
- Align employment expectations with personal needs, goals, and best practices.
- Recognize resources available to support a search for civilian employment.



Employment Fundamentals Workshop Materials

Access the Workshop
Materials,

<http://dol.gov/EFCTmaterials>



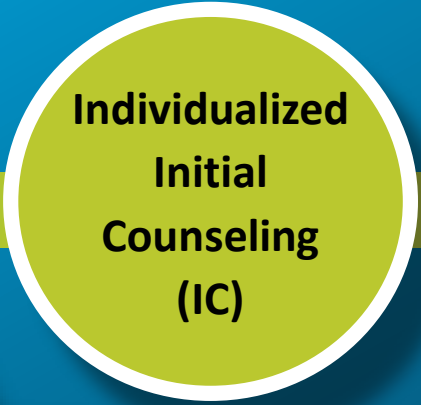
**Participant Guide
&
Presentation Slides**

**Employment Plan
Worksheet**

**VETS Resource
Guide**

TRANSITION OVERVIEW

NLT 365 days



DoD Transition Day



- Employment
- Vocational
- Education
- Entrepreneurship



NLT 90 Days

TAP Classes Near You

 DOL Employment Track: Employment Workshop (DOLEW)

 DOL Vocational Track: Career and Credential Exploration (C2E)

 DoD Education Track: Managing Your (MY) Education

 SBA Entrepreneurship Track: Boots to Business (B2B)

<https://tapevents.mil/>

Sections

1. Getting Started

2. Researching

3. Introducing Employment Rights

4. Building Your Personal Brand

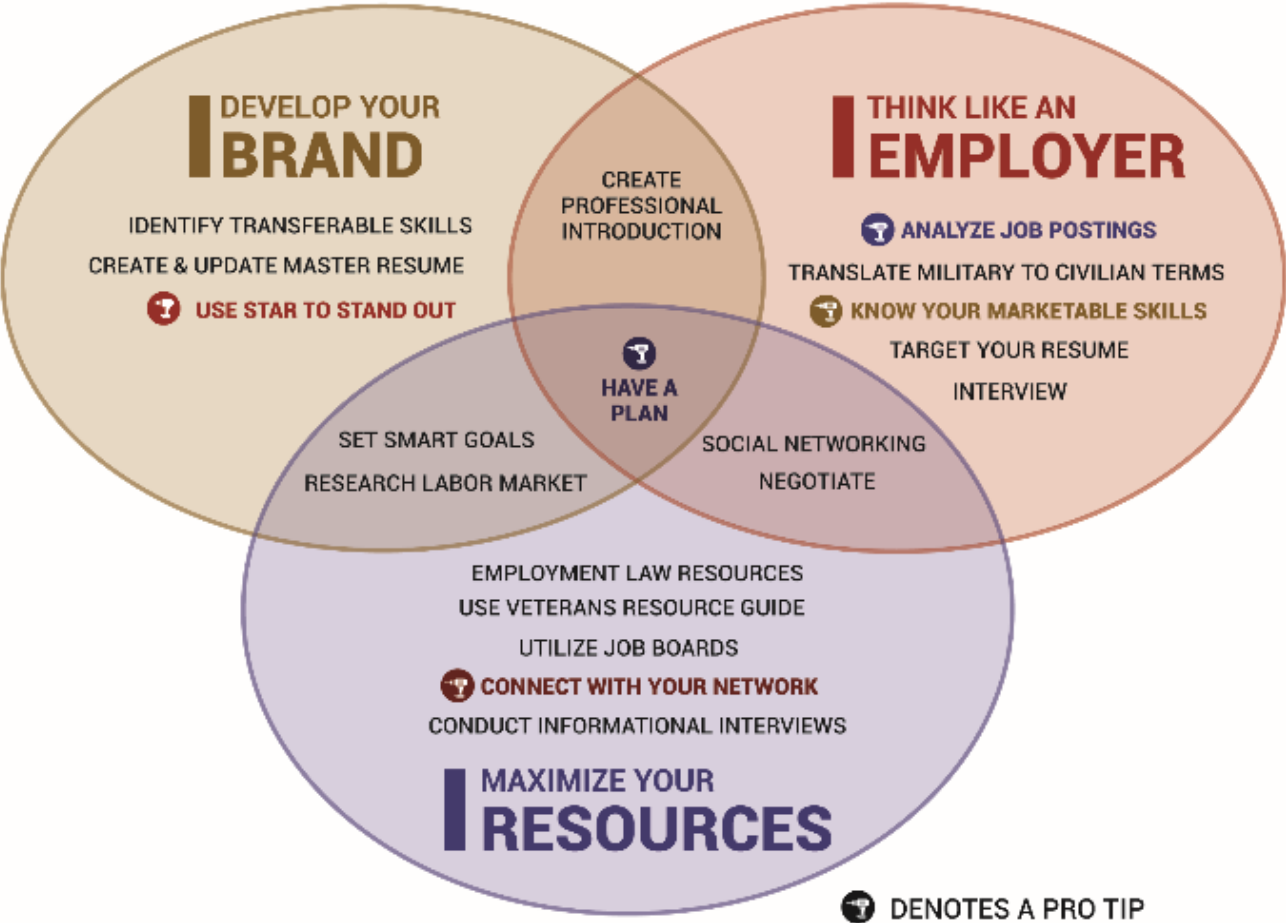
5. Networking

6. Finding the Job

7. Interviewing and Job Offers

8. Determining Your Next Steps

Workshop Topics and Fundamentals



DEVELOP YOUR BRAND

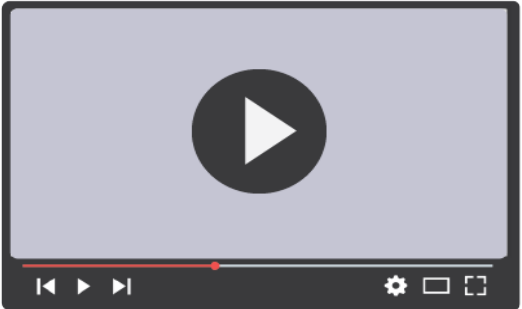
How you present yourself, your skills, and your experience.

THINK LIKE AN EMPLOYER

Apply this employer-focused lens to every aspect of your job search.

MAXIMIZE YOUR RESOURCES

Resources include online tools, websites, organizations, and follow-on services.



PRO TIP: Have a Plan



PRO TIP:
HAVE A PLAN

Making a plan based on job search fundamentals will separate you from other applicants as you continue to implement your plan during any career transition.



Activity 1.1: Introductions

Answer these questions:

My job in the military is: _____.

After the military, I want to: _____.

The Contemporary World of Work

- Changes in Employment
- Work/Life Balance



Optimizing Your Job Search with AI

1. Utilize the power of Artificial Intelligence (AI).
2. Use tools like Microsoft Co-Pilot (Bing), ChatGPT, Perplexity, and Gemini.
3. Use well-structured prompts.
4. Double-check the content generated.
5. Leverage AI technologies effectively.
6. Responsibility of user.



Activity 1.2: Using AI to Translate Military Terms

1. **Select an AI Chatbot:** Microsoft Copilot (Bing), Gemini, ChatGPT, Perplexity, etc., or just observe.
2. **Type this prompt:** Translate this military term into a civilian term: *“type your word here”*.

Military Term

Civilian Term

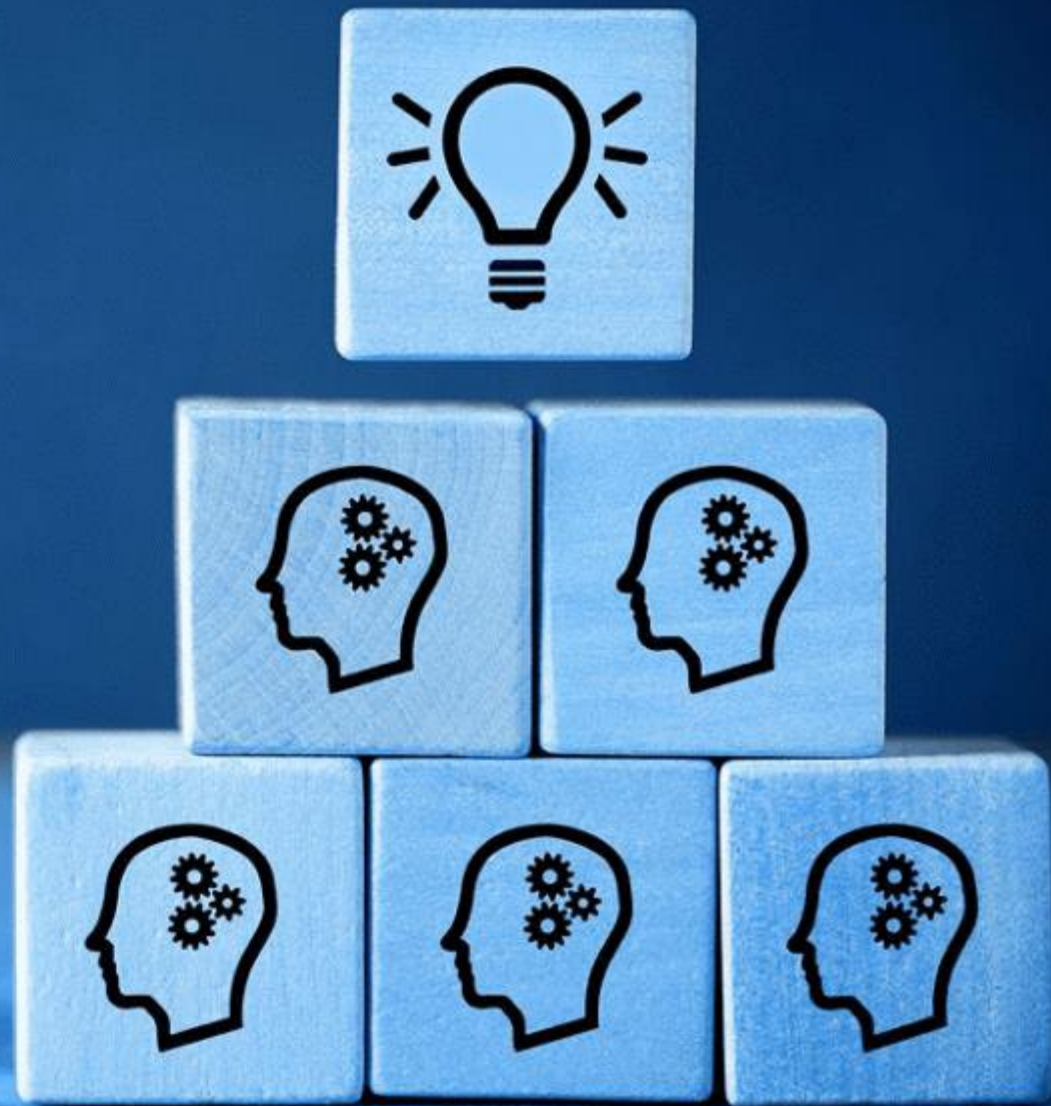
Section 1 Progress

- ✓ Workshop Materials
- ✓ Transition Overview & TAP Class Available
- ✓ Workshop Topics and Fundamentals
- ✓ Have a Plan
- ✓ Contemporary World of Work
- ✓ Optimizing Your Search with AI

SECTION



2 | Researching



The Importance of Research

1. What does the labor market look like?
2. What career resources do I have available to me?
3. What skills can I use in that job market?

These answers help you develop an Employment Plan.



Why is Labor Market Information (LMI) Important?

Supplies essential information to make career decisions.

LMI Key Terms

- 1. Local Market Demand
- 2. Labor Market Supply
- 3. Education and Training Requirements
- 4. Wages and Compensation
- 5. Salary Range
- 6. Industry Trends
- 7. Growth Potential
- 8. Occupations
- 9. Knowledge, Skills, and Abilities (KSA)
- 10. Location

CareerOneStop

- Online source for career exploration.
- Sponsored by DOL.
- Partner of the AJC Network.
- Provides free online tools.



<https://www.careeronestop.org/>



Demonstration 2.1: CareerOneStop Occupation Profile

- Job Description
- Outlook
- Job Openings
- Typical Wages
- Education and Certifications

Market Research Analysts and Marketing Specialists

Description: what do they do?

Research conditions in local, regional, national, or online markets. Gather information to determine potential sales of a product or service, or plan a marketing or advertising campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution. May employ search marketing tactics, analyze web metrics, and develop recommendations to increase search engine ranking and visibility to target markets.

Also known as:

Business Development Specialist, Communications Specialist, Demographic Analyst, Market Analyst, Market Research Analyst, Market Research Consultant, Market Research Specialist, Market Researcher

Career video

[View transcript](#)

<https://www.careeronestop.org/>



Activity 2.2: CareerOneStop Occupation Profile Search

1. **Access** CareerOneStop, <https://www.careeronestop.org/> or scan the QR code to view on your mobile device.
2. **Select** Toolkit > Careers > Occupation Profile.
3. **Enter** in a keyword or occupation > review the cards.



When viewing on your phone, click on the “hamburger menu”.



Think About Your Current Job

- Are the activities similar?
- Are these activities that you can do?
- Are these activities that you would like to do?



American**Job**Center®

2,400 **professionally staffed** centers located across the U.S. and territories.
Provide **no cost, one-on-one assistance** tailored to the needs of the veteran.
Veterans receive **service ahead or instead** of others – a.k.a. Priority of Service.

Services include:

1. Translating and identifying skills
2. Connecting with local industry leaders
3. Information on in-demand jobs
4. Training opportunities
5. Resume assistance
6. Interviewing practice
7. Job search activities
8. Computers, internet, telephones, etc.

Learn How American Job Centers Can Help

Access Video 2: American Job Center video at <https://www.dvidshub.net/video/embed/936702>

or

Scan QR code to view the video on your mobile device.





Activity 2.3: Locate the Name of Your AJC

1. AJC Chart

Locate the State Workforce Agencies Chart on page 134 of your PG. Identify the unique AJC name used in your desired state.

2. Online

Access the CareerOneStop AJC Locator at:

<https://www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx>

or scan the QR code to view on your mobile device.

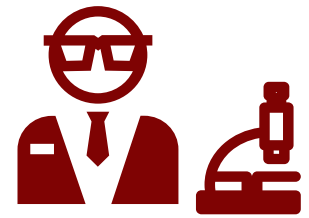


Contact your local AJC. Refer to the AJC Email Example.

Informational Interviews

Gain additional insight into an occupation by speaking with people already in the industry.

- How would they describe their type of work, industry, or their career path?
- How did they become interested in the industry or get started in this career field?
- What one piece of advice would they give someone entering the field?
- What are the education and training requirements?



What is Your Market Value?

Market Value Statement

*Market value can be defined as the price “**your**” knowledge, skills, and abilities would bring based upon the industry and location of the position.*

$$K+S+A = \text{VALUE}$$



Activity 2.4: Identify Your Skills

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Transferable Skills

- **Transferable skills:** Applicable across various occupations.
- These are broad abilities that you can apply across different jobs and industries. They showcase your overall potential to learn and adapt. Transferable skills can be both hard and soft.

Identify Transferable Skills

Military Recruiter Discussion

- Communication skills
- Problem-solving skills
- Instruction/training
- Mentoring/coaching

THINK LIKE AN
EMPLOYER





Activity 2.5: Identify Comparable Occupations

- Administrative Services Manager
- Advertising and Promotions Manager
- Human Resources Manager or HR Specialist
- Market Research Analyst
- Interviewer

What are Marketable Skills?

- Your skills and knowledge that employers, or the employment market, are actively looking for in a particular job opening.
- They are often listed in the job description and directly tie to the duties and responsibilities of the position.

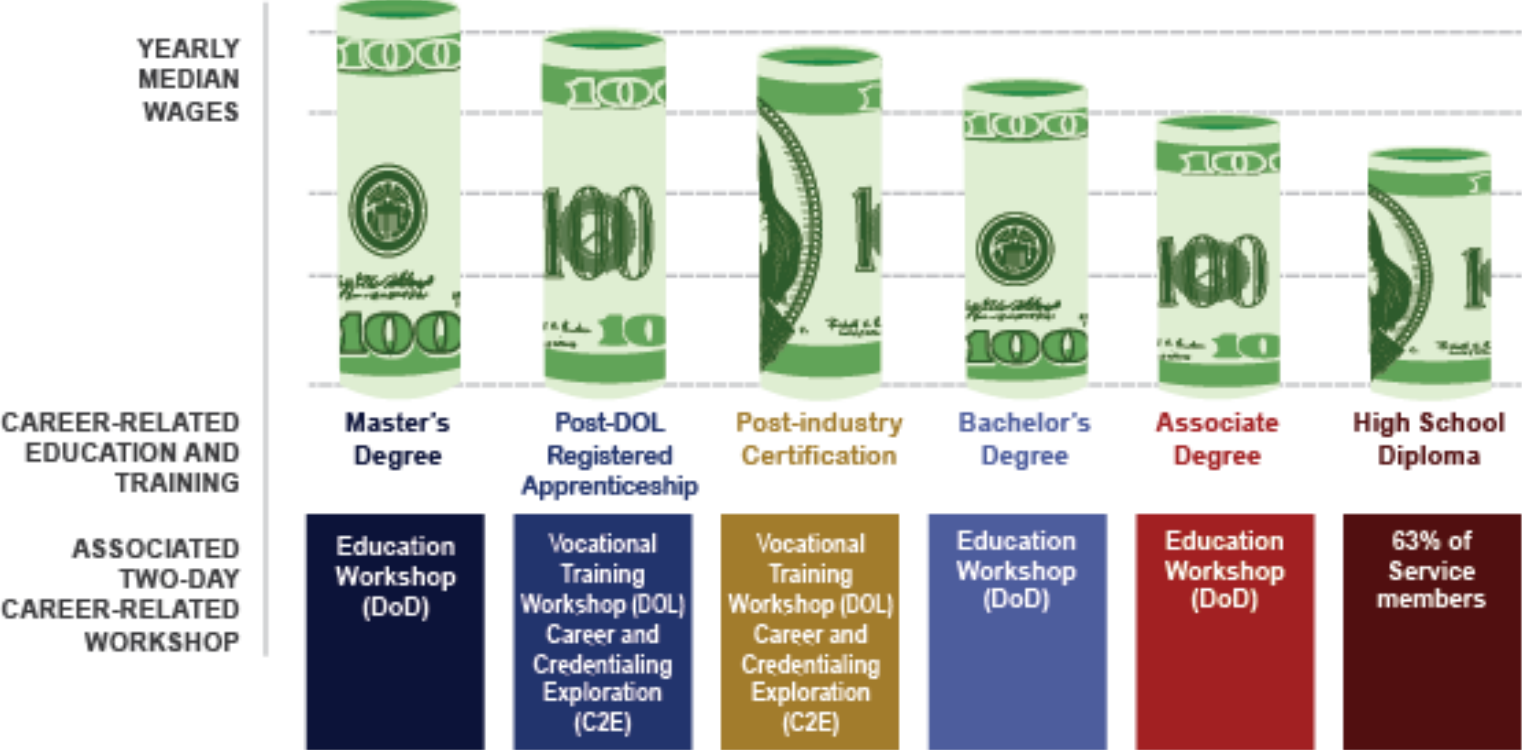
PRO TIP: Know Your Marketable Skills



PRO TIP:
KNOW YOUR MARKETABLE SKILLS

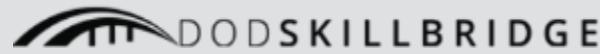
Knowing what job skills you have, and which of those skills employers are looking for, greatly enhances what you offer as a job applicant.

Career-Related Education and Training Statistics



Depicted are visual median earnings provided by BLS and Small Business administration for full time workers over age 25: Earnings statistics can change annually.

Gaining More Skills



DOD SkillBridge



Army Career Skills Program (CSP)



United Services Military Apprenticeship Program (USMAP)



DOD COOL



MilGears

Other Opportunities

Apprenticeships



Pathways into
Federal
Government



Section 2 Progress

- ☑ Importance of Research
- ☑ Your Transferable & Marketable Skills
- ☑ Labor Market Information
- ☑ CareerOneStop & American Job Centers
- ☑ Market Value and KSAs
- ☑ Gaining More Skills

SECTION





3

**Introducing
Employment
Rights**



Six Laws Impacting Transitioning Service Members

USERRA

ADA

EEO

VEVRAA

FLSA

FMLA

Access Video 3: 6 Laws Impacting Transitioning Service Members video at

<https://www.dvidshub.net/video/embed/990721>

or

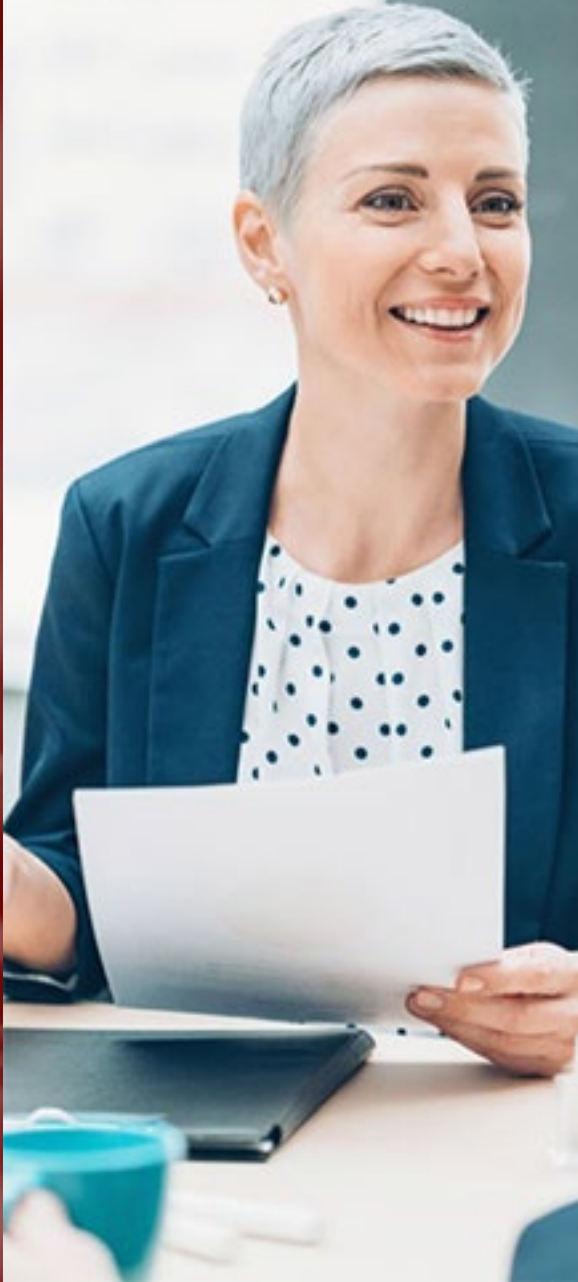
Scan QR code to view the video on your mobile device.



Self-Disclosure and Self-Advocacy

Approximately 30% of veterans have a service-connected disability.

- Disclosing a Disability.
- What is Self-Advocacy?





Activity 3.1: Ask JAN

- Navigate to the Job Accommodation Network (JAN) **A to Z of Disabilities and Accommodations**, <https://askjan.org/a-to-z.cfm> or scan the QR code to access the site.
- Select a topic to search.
- What accommodations are available?



Section 3 Progress

- ☑ 6 Laws Impacting Service Members
- ☑ Self-Disclosure & Self-Advocacy
- ☑ Ask JAN





4

**Building Your
Personal
Brand**

What is Personal Branding?

Identifying what is unique about you and then marketing that uniqueness.



Tips on Creating Your Personal Brand

Your brand is “advertised” through your resume, professional introduction, interviews, LinkedIn profile, and how you present yourself.

1. Align with your values.
2. Be consistent.
3. Be authentic.
4. Create a positive impact.
5. Build on your strengths.
6. Have a focus.
7. Present your value proposition.

PRO TIP: Use STAR to Stand Out



PRO TIP:
USE STAR TO STAND OUT

Distinguish yourself as an applicant by creating achievement statements that demonstrate your ability to perform, and even excel, as an employee.

What is the STAR Method?



Situation

Think of a specific time or circumstance when you used a particular skill.

EXAMPLE:

The Promotion Board adopted a new computer system. It would not take the format of the promotion packages. The submitted packages were rejected.



Task

Name the key objective you were responsible for in that situation.

EXAMPLE:

As the team leader, I was tasked with ensuring the 5,500 promotion packages were updated with the correct format and resubmitted within 72 hours.



Action

Emphasize the skills and resources involved.

EXAMPLE:

I developed an Excel spreadsheet for my team to track the 5,500 promotion packages to ensure they were all updated with the correct format.



Result

Summarize how you specifically contributed.

EXAMPLE:

I led my team to successfully update 5,500 promotion packages using the new format and resubmitted them to the Promotion Board within the deadline.





Final STAR Achievement Statement

Developed and applied a comprehensive document tracking system within 72 hours, ensuring that 100% of 5,500 promotion packages were updated, corrected, and completed ahead of the Promotion Board deadline.

Compare the Statements - Training

Candidate A

- Prepared special training for department.



Candidate B

- Conducted compliance training for 225 managers across six locations with 95% satisfaction rate.



Compare the Statements - Logistics

Candidate A

- Determined proper equipment and staffing levels to load, unload, move, and store materials.



Candidate B

- Reduced time spent on conducting inventory by 20% by reorganizing physical storage of supplies.



Compare the Statements - HR

Candidate A

- Performed personnel functions such as selection, training, and evaluation.



Candidate B

- Increased employee retention rate by 16% by focusing on training, team building, and recognition programs.





Activity 4.1: Write a STAR Achievement Statement

STEP 1:

Write one job responsibility or task.

STEP 2:

Review the job responsibility.

STEP 3:

Use the STAR Method to create your achievement statement.

Military Jargon Translated to Civilian Terminology

Now that you have practiced writing STAR statements, remember to translate military terms to civilian terms. Some commonly used terms have been provided in your PG pages 65-67.

Military Term

Civilian Term



Activity 4.2: Develop Your Brand Exercise

Example: Amy is a First Sergeant and wants to transition to a Project Manager.

Feeling overwhelmed by deadlines and lagging projects?
Sounds like you're in need of a project manager with a proven track record of success.
Introducing Amy Ramirez!





Activity 4.2: Develop Your Brand Exercise

- Identify one person in your team.
- Identify their transferable and marketable skills.
- Use the STAR method/attributes.
- Create 60-90 second commercial.
- You can deliver the commercial how you see fit, i.e., role play, radio announcer, or even fun and crowd engaging.



Work History Outline, Master Resume, and Targeted Resume

Access Video 4: Building Your Resume at <https://www.dvidshub.net/video/embed/936714>



or

Scan QR code to view the video on your mobile device.



Resumes

Master



Targeted

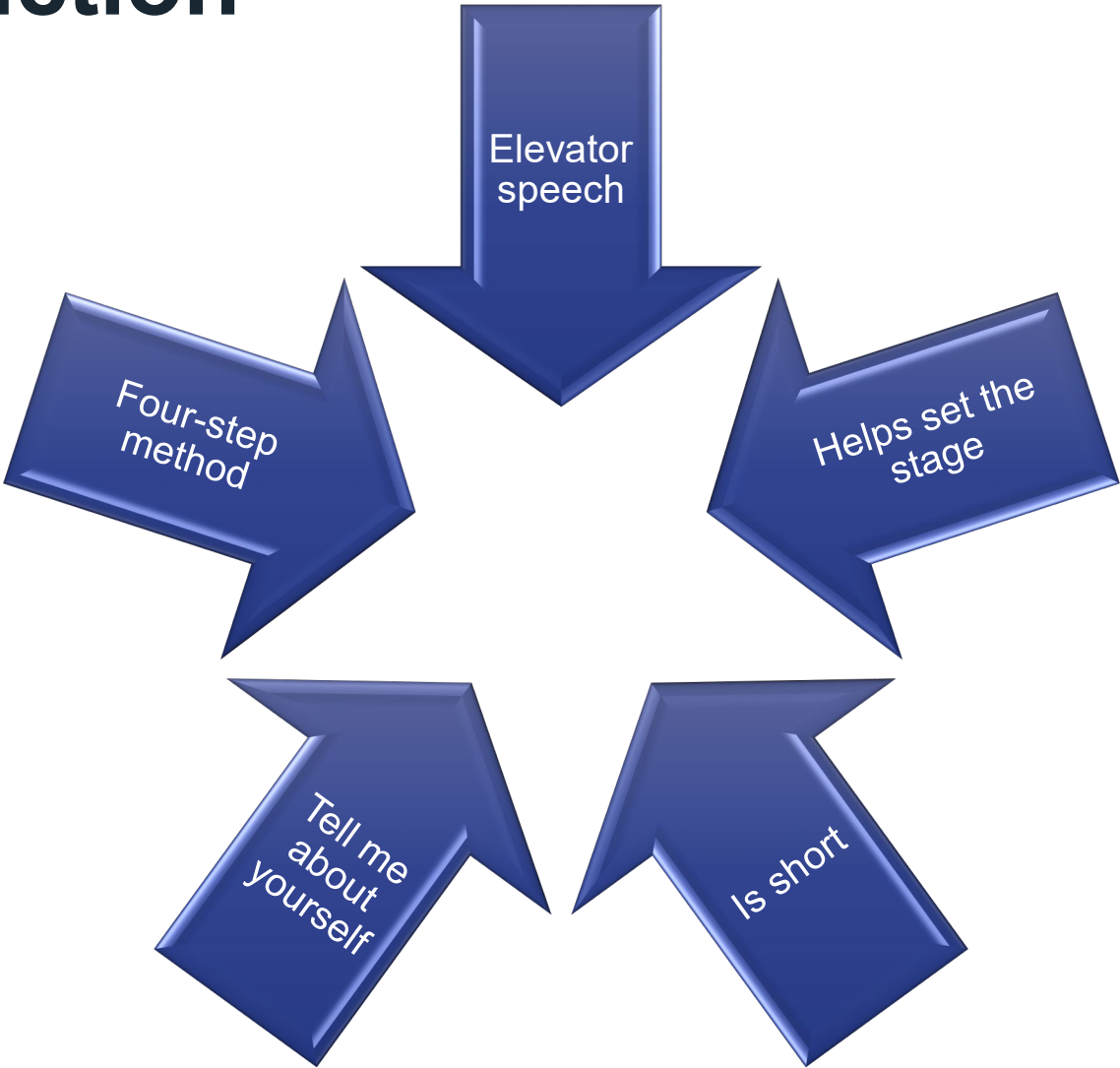




Activity 4.3: Work History Outline

- Employer Name & Location
- Job Title
- Dates

Professional Introduction



STEP 1 – Capture Attention with your Goals

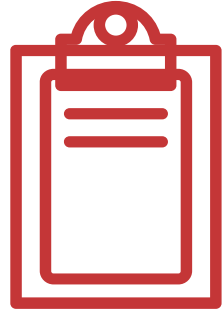


Start with your name and then tell them your career goals.

“My name is Joshua Banks.

I look forward to using my project management knowledge to create new and exciting products in logistics.”

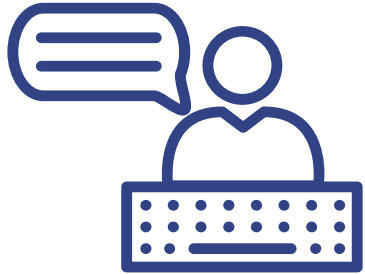
STEP 2 – Include Your Relevant Experience



Bridge the gap with your **relevant**, professional history.

“In the military, I was fortunate to work in supply and logistics while deployed overseas. My attention to detail and thirst for innovation lead me to suggest several improvements in operating procedures. Two suggested procedures were adopted across the company and saved several thousand dollars annually.”

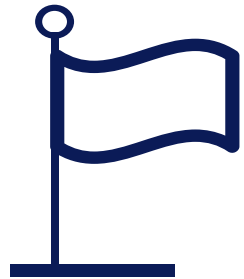
STEP 3 – Make the Connection



Express why you are the best candidate. Don't make them guess.

“I noticed you have an opening for a Project Manager within your logistics department in your Baltimore expansion. As a detail-oriented veteran with more than 6 years of fast-paced supply experience, I would excel in that role.”

STEP 4 – Call to Action



What do you want to happen next?

- Exchange contact information.
- Ask to set up a follow-up meeting.
- Ask when you may expect to hear back.

“I would love the opportunity to discuss how I can contribute to your team further. Could we exchange information and possibly set up a follow-up meeting?”



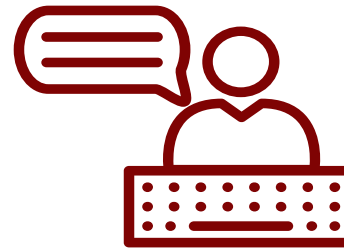
Activity 4.4: Draft Your Professional Introduction



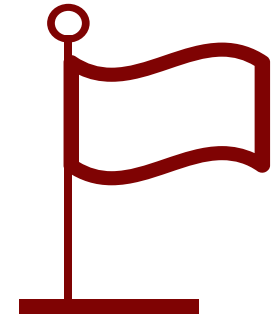
Capture attention with your goals.



Include your relevant experience.



Make the Connection.



Call to action.

How can you use your professional introduction in your job search?



Activity 4.5: Practice Your Professional Introduction

1. Stand up and present yourself as you would in a real professional introduction.
2. Follow facilitator instructions for pairing up.



Section 4 Progress

- ☑ Personal Branding
- ☑ STAR Statements
- ☑ Work History Outline, Master Resumes,
& Targeted Resume
- ☑ Professional Introductions

SECTION

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5

Networking

How Hiring Occurs

Advertised

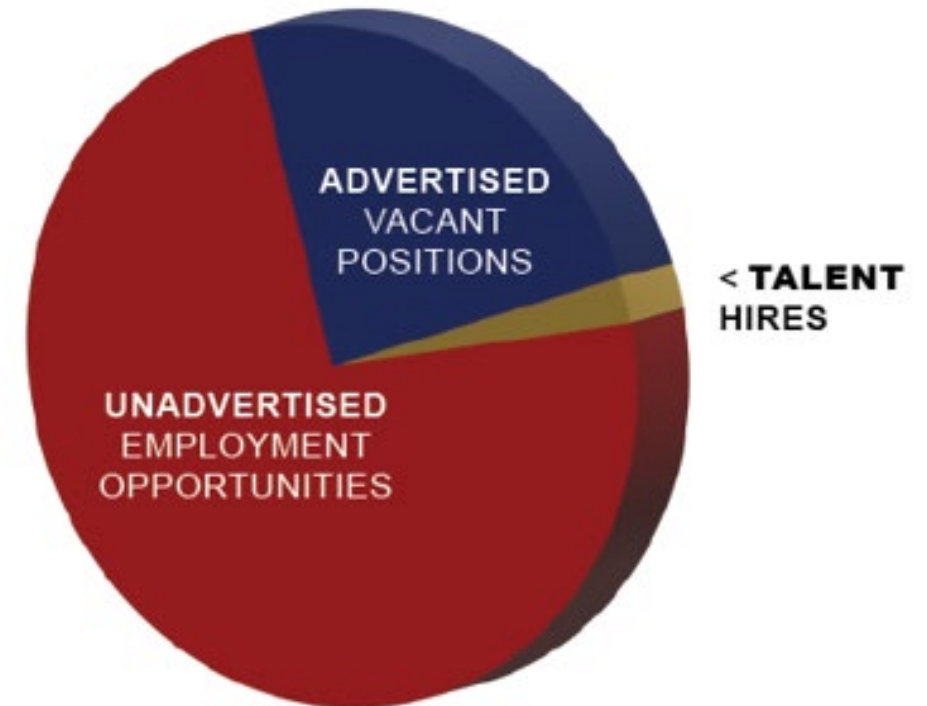
Between 25% and 40%

Unadvertised

Between 60% and 80%

Talent Hire

Between 3% and 5%



THINK LIKE AN
EMPLOYER

Networking

- Most jobs are found through networking.
- Everyone you know, meet, or interact with is a member of your network.

**MAXIMIZE YOUR
RESOURCES**



PRO TIP: Connect with Your Network



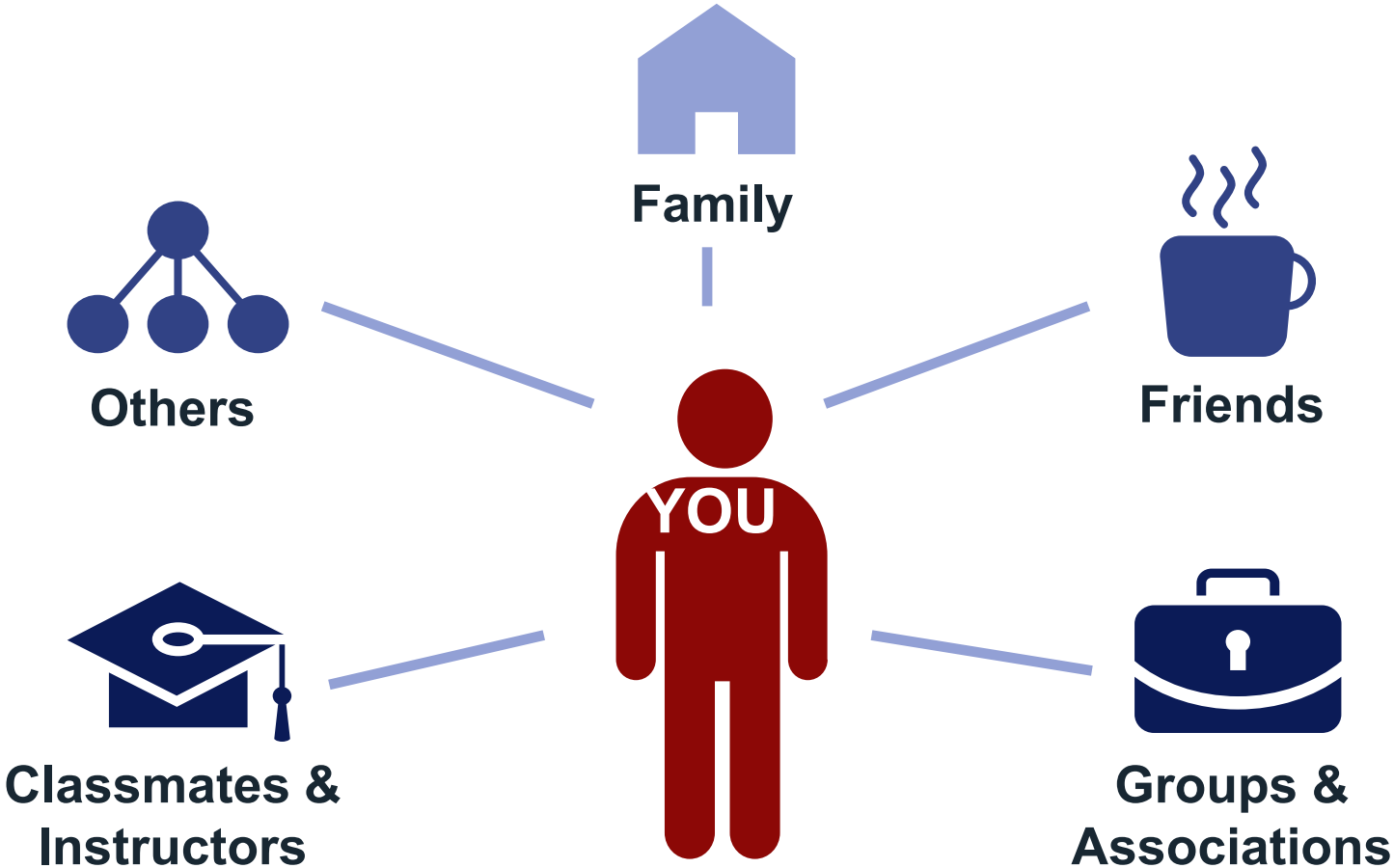
PRO TIP:

CONNECT WITH YOUR NETWORK

Since most positions are filled through personal and professional connections, networking is fundamental in getting the job you want.



Activity 5.1: Identify Your Network Contacts



Network Contacts

Does everyone on your list know:

- What you do in the military?
- What your skill areas are?
- You are transitioning out of the military?
- What career you are interested in?

Tips for Networking

1. Reach out to your network.
2. Let your network know you are transitioning.
3. Be authentic and considerate.
4. Be specific in what you need: a reference, introduction, referral, information?
5. Maintain your network, start now and stay in touch.
6. Find ways to reciprocate and create a mutually beneficial network.

Use Social Media to Expand Your Network

Apply these three strategies:



Make career connections.



Set job preferences.



Research companies and identify recruiters.

Popular sites include:



FACEBOOK

[facebook.com](https://www.facebook.com)



X

Formerly known as Twitter.
[twitter.com](https://www.twitter.com) or [x.com](https://www.x.com)



LINKEDIN

[LinkedIn.com](https://www.linkedin.com)



LinkedIn

World's largest professional online network.

- Active-duty, guard, and reserve members receive a one-year complimentary Premium subscription.*
- Veterans receive a one-year complimentary Premium subscription.
- Spouses receive a one-year complimentary Premium subscription and may be eligible to renew with **every PCS**.*
- Premium subscription includes access to LinkedIn Learning.

www.linkedin.com/military

* Subject to change



Section 5 Progress

- ✓ How Hiring Occurs
- ✓ Network Contacts
- ✓ Using Social Media to Expand Your Network
- ✓ LinkedIn-Free Premium & LinkedIn Learning

SECTION

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6

Finding the Job

Looking For A Job?

EMPLOYMENT

Accounting.....	107	Inventory.....
Administrative/Clerical.....	110	Legal Ad.....
Automotive.....	129	Legal.....
Banking.....	106	Inst.....
Biotech.....	150	M.....
Business Development.....	111	
Business, Mktg, Supply.....	199	
Computer/IT.....		
Construction.....		
Consultant.....		
Customer Service.....		
Design.....		
Distribution/Shipping.....		
Education.....		
Food/Chem/Case.....		
Government.....		

Job Boards

- What is a job board?
- Why use a job board?
- Targeted job boards.





Demonstration 6.1: Using CareerOneStop Website

1. **Access** CareerOneStop, <https://www.careeronestop.org/> or scan the QR code. Select **Job Search** on the top bar.
2. **Locate** Search Jobs > **Enter** in a keyword or occupation > **Select** See Jobs – apply filters to sort.
3. **View** position details.
4. **Use** a different source.



When viewing on your phone, click on the “hamburger menu”.





Activity 6.2: Practice Using CareerOneStop Website

1. **Access** CareerOneStop, <https://www.careeronestop.org/> or scan the QR code. Select **Job Search** on the top bar.
2. **Locate** Search Jobs > **Enter** in a keyword or occupation > **Select** See Jobs – apply filters to sort.
3. **View** position details.
4. **Use** a different source.



When viewing on your phone, click on the “hamburger menu”.



Seeking Out Veteran-Ready Employers

HIRE VETS MEDALLION PROGRAM

USAJOBS



MAXIMIZE YOUR
RESOURCES

Why is Analyzing a Job Posting Important?

1. Identifies required tasks.
2. Connects your skills with requirements.
3. Identifies additional needed education.
4. Helps you write STAR statements.
5. Provides exact wording.



Applicant Tracking System (ATS)

1. Specialized software which stores and manages resumes and applicants.
2. Performs keyword searches.
3. Using exact job posting language in your resume is essential.
4. Helps schedule different hiring process stages with candidates.

PRO TIP: Analyze Job Postings



PRO TIP:
ANALYZE JOB POSTINGS

Looking closely at a job posting will help you think like an employer and create an effective targeted resume.

Locate Keywords in a Job Posting

- The **skills** you possess that match the job posting are **marketable** because they increase your chances and make you more valuable.
- Analyzing allows you to locate **keywords and phrases** to assist you in creating **targeted STAR statements**.
- Your targeted statements with keywords will increase your chances of being selected if an **ATS** is used during your application process.

Key Steps When Analyzing a Job Posting

1. Carefully review the job posting to **locate marketable skills** and key words that are **important to the employer**.
2. Review job announcement and **highlight keywords and phrases**.
3. Review your master resume and highlight the coinciding words that you think **match the job posting**.
4. Draft your targeted resume **for every job posting**.
5. **Required qualifications** are the **minimum** necessary to perform the job. **Preferred qualifications** are the **next level up**. If you have the preferred qualifications listed in a posting, you will be among the **most qualified** applicants.



Activity 6.3: Analyze Job Posting for Keywords



What Keywords Did You Locate?

- **Job title-** Supply Coordinator
- **Specialized programs and software-** MFDs, MPS, Microsoft Office, Word, Excel, Outlook
- **Marketable Skills-** Associate degree, logistics, customer service, process equipment orders
- **Transferable Skills-** organized, coordinate, detail-oriented, attention to detail, training

Using Keywords in a STAR Statement, Example 1



Job posting states: **Manage equipment orders** making sure they are delivered correctly and on time.

Keyword STAR statement: **Managed equipment orders** for a 4,000 personnel global military movement, **coordinated** delivery with **vendors** resulting in on-time distribution and zero loss.

Note: “vendors” was listed elsewhere in the job posting.

Using Keywords in a STAR Statement, Example 2



Job posting states: Responsible for **responding to customer inquiries** about their orders and delivery time.

Keyword STAR statement: **Responded** to over 300 **customer inquiries** monthly, developed action items, **followed up**, and confirmed 100% **delivery** of inventory.

Note: “delivery” was listed elsewhere in the job posting.

Completing a Job Application



Eight Tips for Filling Out a Job Application

1. Read and follow application instructions carefully.
2. Keep your application consistent with your resume.
3. Make sure your resume and cover letter are targeted.
4. Consistently save your information.
5. Do not leave blank spaces.
6. Do your salary research.
7. Be prepared to provide references.
8. Proofread your application.



PRO TIP:
HAVE A PLAN

Making a plan based on job search fundamentals will separate you from other applicants as you continue to implement your plan during any career transition.

Employment Plan Worksheet

If you downloaded the PG and filled in the activities throughout the sections, you will notice the worksheet has auto-populated your answers in one convenient place for future reference.

Employment Plan Worksheet

EMPLOYMENT PLAN

When ready to begin your job search, review this Employment Plan and revise to include more information on your location and refined career field. The information on this plan worksheet is a place to begin and provides some immediate action items.

Identify Your Skills (Reference PG pages 33)

Using job pos

1. _____

Your Work History Outline (Reference PG page 74)

Using your Work History Outline below, create your master resume starting with your current or most recent employer's name and location, then adding each job title, start date, and end or completion date. Be sure to include p

1. Employer Name & Loc

Job Title: _____

Use STAR to Standout (Reference PG page 64)



Write ST

My Professional Introduction (Reference PG page 79)

Use your professional introduction at networking events and expand on it during interviews.

Connect with Your Network (Reference PG page 88)

Reach out to your network contacts and pursue new networking opportunities.

Recall you could contact them to:

- Let them know you are transitioning out or leaving the military and will be looking for a new job/career.

Section 6 Progress

- ☑ Job Boards
- ☑ Using CareerOneStop
- ☑ Applicant Tracking Systems (ATS)
- ☑ Analyzing a Job Posting
- ☑ Using Keywords in STAR Statements
- ☑ Employment Plan Worksheet

SECTION



RESUME

EXECUTIVE SUMMARY

7 | Interviewing and Job Offers

suspendisse nulla pretium, rhoncus temp
um volutpat. Nisi rhoncus temp est, et
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Recall Prior Interview Experience



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Interview Methods

- Telephone Screening and Telephone Interview
- Video or Virtual Teleconference Interview
- In-Person Interview



Types of Interviews

1. One-to-One
2. Group
3. Panel
4. Meal
5. Demonstration
6. Stress
7. On-the-Spot
8. Career Fair

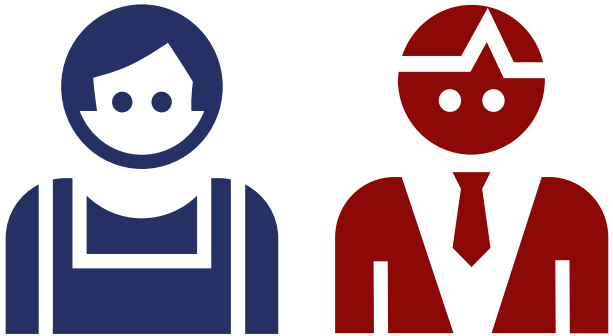


What Employers are Looking for

How well can the candidate perform the job?

Will the candidate be a good worker?

Will the candidate fit into the company culture?



Types of Interview Questions

Traditional Interview Questions

“Tell me about yourself.”



“Why should we hire you?”



“Why do you want this job?”



Other Types of Interview Questions

Behavioral Questions

- Evaluate actions that were possibly encountered in previous jobs.
- Predict future responses.

Situational Questions

- Present a hypothetical scenario to evaluate a candidate's response.
- May evaluate a candidate's skill or personality.



STAR Method for Interview Questions

Answer behavioral or situational questions with examples from your STAR statements.



Activity 7.1: Virtual Interview Example

Access Video 5: Virtual Job Interview Example video at <https://www.dvidshub.net/video/embed/908962>

or

Scan QR code to view the video on your mobile device.



Think Like an Employer as you play the role of an ACME Logistics HR representative. View the resume and job posting in your PG to go along with this interview.



Activity 7.1: Virtual Interview Example

What did you think?

1. The candidate provided some specific skills in their response to “Tell me about yourself”.
2. The candidate used the STAR method when answering questions.
3. The candidate gives a reason to hire them in the final question.
4. What did you like?
5. What do you recall as being a positive thing the candidate did or said?
6. Are there any areas you recommend for improvement?



Activity 7.2: Job Offer Quiz

TRUE or FALSE?

Job Offers

- Understand all areas of the offer.
- Ensure the position aligns with your career goals.
- Consider your short and long-term goals.
- Avoid on-the-spot decisions. Take 24 hours to consider.



Receiving a Job Offer – Know the Terms

- 1. Salary or Wage
- 2. Minimum Wage
- 3. Overtime Pay
- 4. Non-exempt Employee
- 5. Exempt Employee



Salary and Benefits

- Conduct salary range research to gain a better understanding of both the labor market and your value in the market. Use BLS.gov or AI for assistance.
- Benefits can sometimes help off-set your decision making if the salary is not ideal. However, benefits are not required to be provided for every job.

Evaluating Job Offers: More Factors to Consider

- Job/Position
- Career Growth Potential
- Company
- Work/Life Balance
- Commute
- Travel Requirements
- Benefits & Perks
- Salary/Compensation

Why Negotiate a Job Offer?

- Offers can include a mix of desirable and undesirable elements.
 - -Salary -Schedule -Education -Paid Time Off -Telework -Signing Bonus
- Consider negotiating the terms of the offer instead of declining.
- It is recommended to ask for 24 hours to consider an offer.
- Consider the negotiation tips offered on page 127.

“According to NPR, people who never negotiate salaries can miss additional earnings of between \$1 million and \$1.5 million in their lifetime.”

Communicating Your Decision

- Accept
- Request additional time
 - To consider
 - To evaluate
 - To negotiate
- Decline



Negotiation is collaborative. Negotiation creates a Win/Win.

Section 7 Progress

- ✓ Methods and Types of Interviews
- ✓ Types of Interview Questions
- ✓ STAR Method During Interviews
- ✓ Understanding Job Offers
- ✓ Negotiating Job Offers
- ✓ Communicating Your Decision

SECTION

1

2

3

4

5

6

7

8

8

**Determining
Your Next
Steps**



Sections Completed

1. Getting Started

2. Researching

3. Introducing Employment Rights

4. Building Your Personal Brand

5. Networking

6. Finding the Job

7. Interviewing and Job Offers

8. Determining Your Next Steps

3 Fundamental Concepts

DEVELOP YOUR
BRAND

THINK LIKE AN
EMPLOYER

MAXIMIZE YOUR
RESOURCES



Activity 8.1 Identify Next Steps in Your Transition

1. What do I need more information about?
2. What specific questions do I need to ask to get clarifications?
3. What do I need to do next?

Implement Your Plan



PRO TIP:
HAVE A PLAN





Making a plan based on job search fundamentals will separate you from other applicants as you continue to implement your plan during any career transition.

Section 8 Progress

- Sections Review
- Fundamentals
- Next Steps
- Employment Plan Worksheet



Complete Course Evaluation



- You have reached the redirect page for the Department of Defense Transition Assistance 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.
- If you experience any difficulties accessing the assessment or while completing the assessment, please contact the Processing Center by sending an e-mail to DMDC.TGPSP-Assessment@mail.mil.

[Click Here to Take the Assessment](#)

Authorities: [10 USC 1782](#)

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

Results: [OPA.mil](#)

[Accessibility/Section 508](#)



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

The image features a close-up of the American flag's red and white stripes on the left and right sides. The background is a dark blue field filled with out-of-focus, glowing white and light blue circular bokeh lights. Centered in the middle of the image is the text "Thank You" in a clean, white, sans-serif font.

Thank You