The Department of Labor Employment Workshop

2-Day Workshop

January 2021 Edition

Section 1
Getting Started

Participant Guide: Pg. 7

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

Objectives

Participant Guide: Pg. 7

- 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)

Participant Guide: 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)

Participant Guide: Pg. 7

- 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

Participant Guide: Pg. 8

Prerequisites

Participant Guide: Pg. 10

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

Participant Guide: Pg. 10

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

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

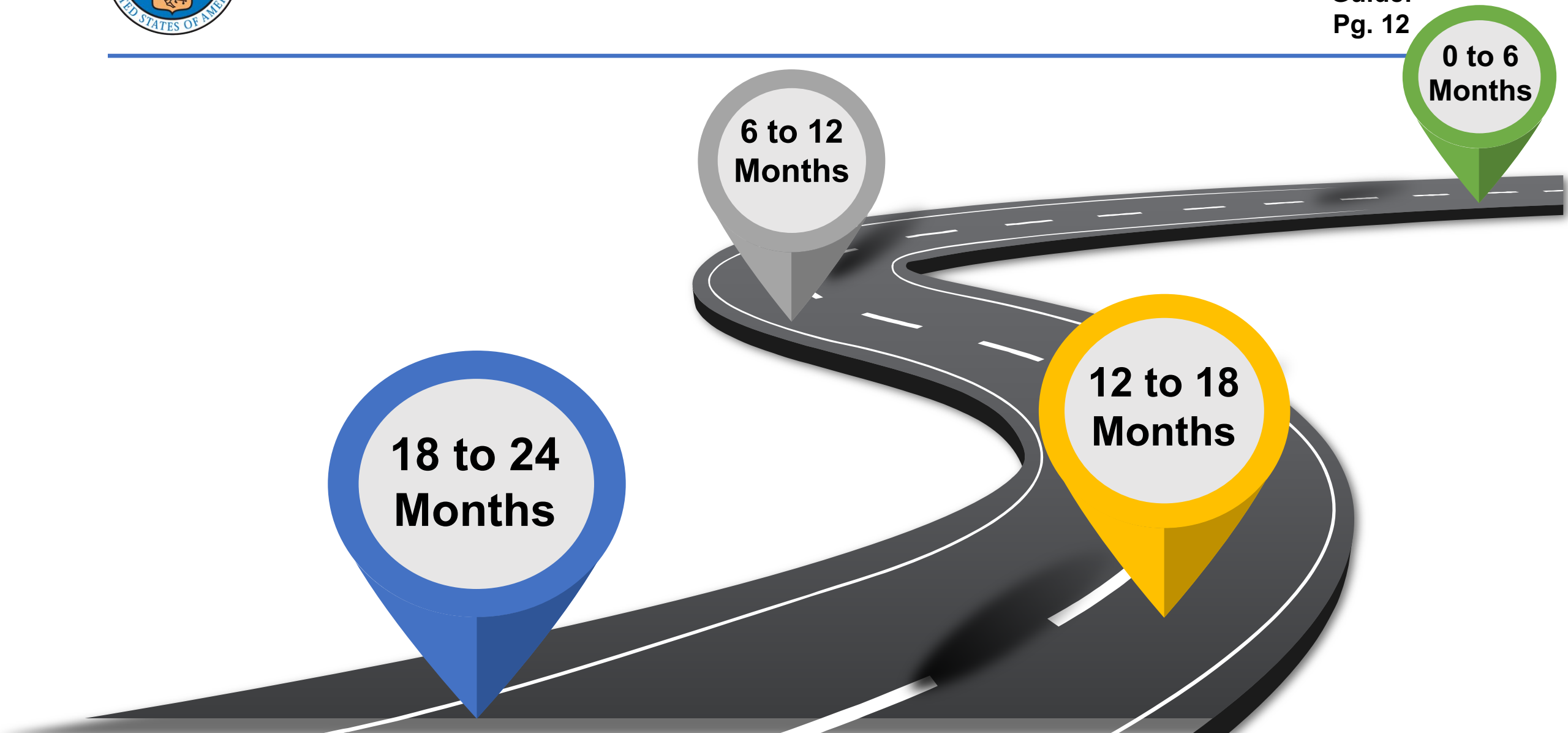
Four Principles of Getting a Job

Participant Guide: Pg. 11

- Think like an Employer
- Identify Your Skills
- Develop & Deliver Self-Marketing Message
- Discover, Research & Connect

Career Transition Timeline

Participant Guide: Pg. 12



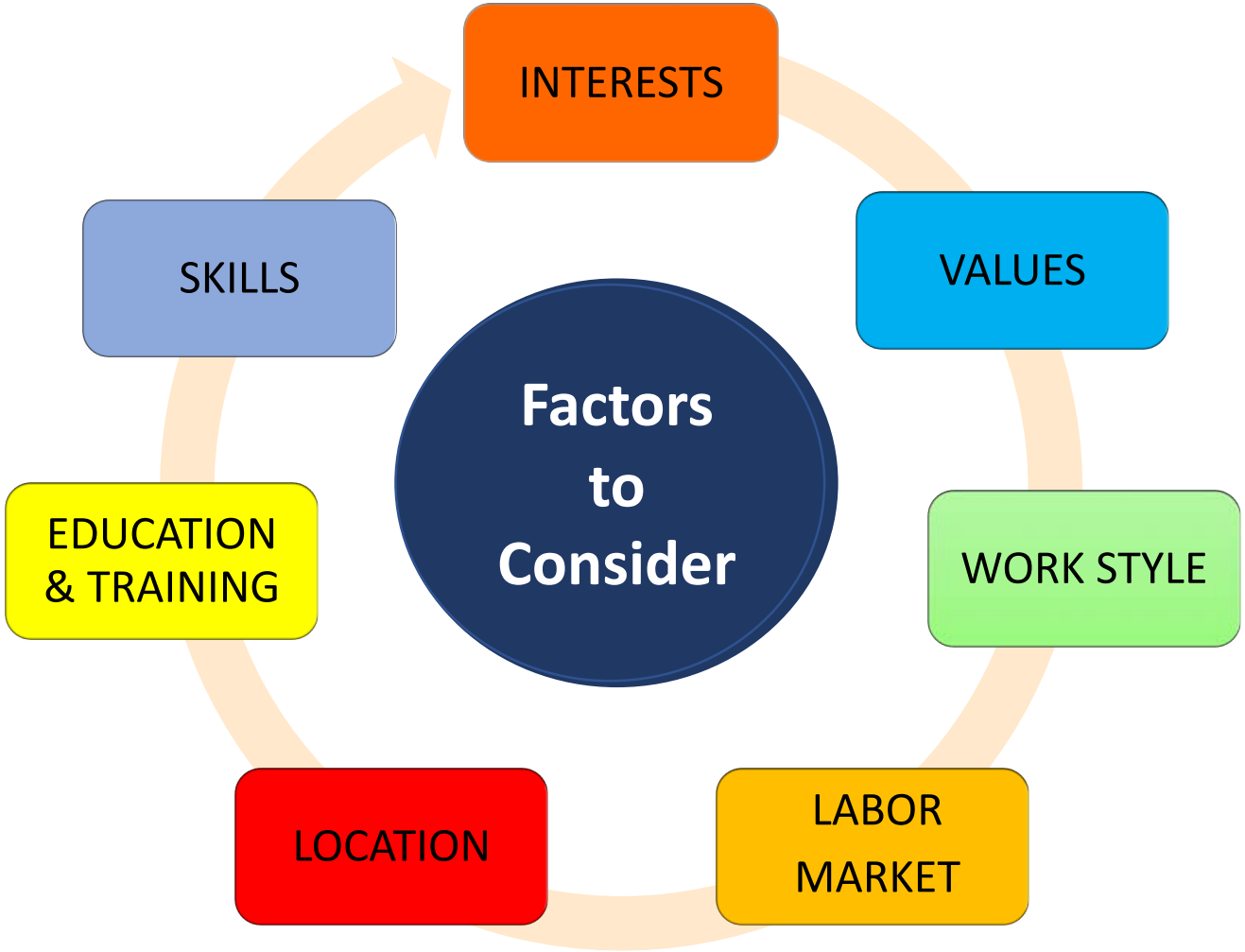
Section 2
Identifying Your Career Goals

Participant Guide: Pg. 14

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

Participant Guide: Pg. 14



SMART Goals

Participant Guide: Pg. 14

- **S** – Specific
- **M** – Measurable
- **A** – Achievable
- **R** – Realistic
- **T** – 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

Participant Guide: Pg. 16

Let’s practice.

Section 3
Surveying the Job Market

Participant Guide: Pg. 18

In this section, you will learn:

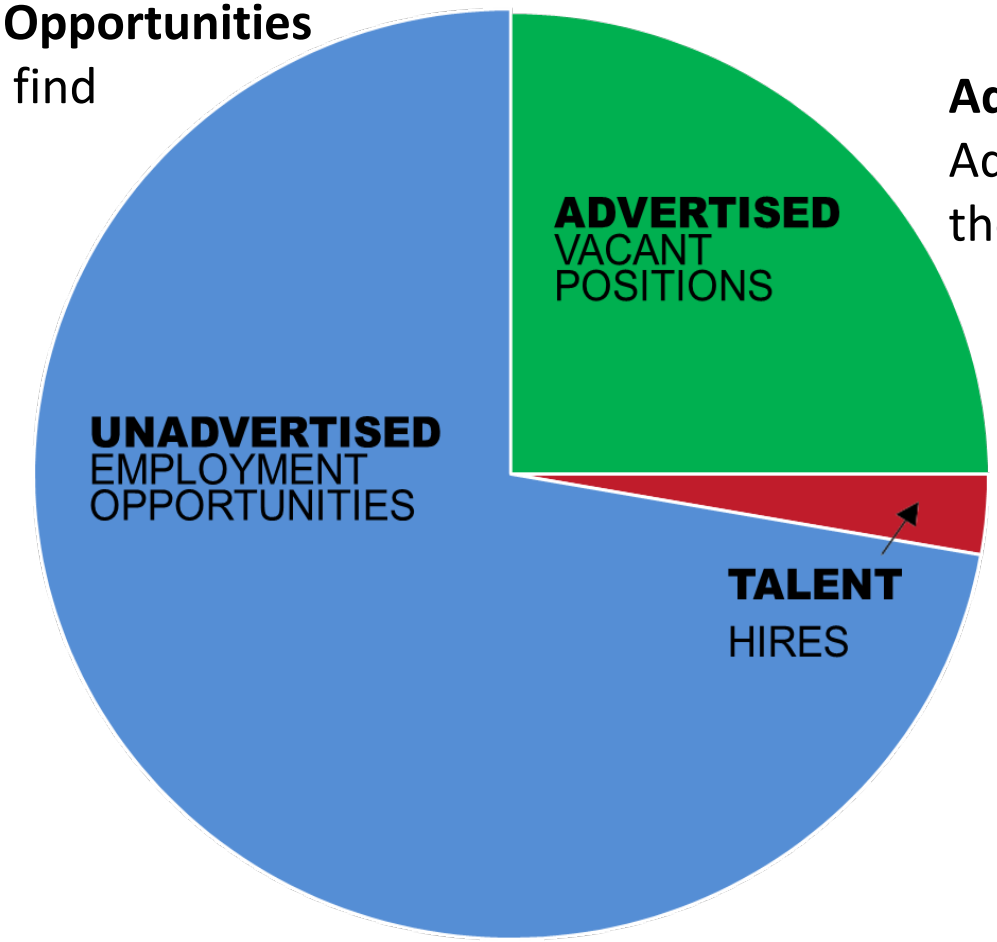
- What to expect in today's job market.
- How hiring occurs.
- What options are available to you.

Think like an Employer

How Hiring Occurs

Participant Guide: Pg. 18

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

Participant Guide: Pg. 19

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

Participant Guide: Pg. 19

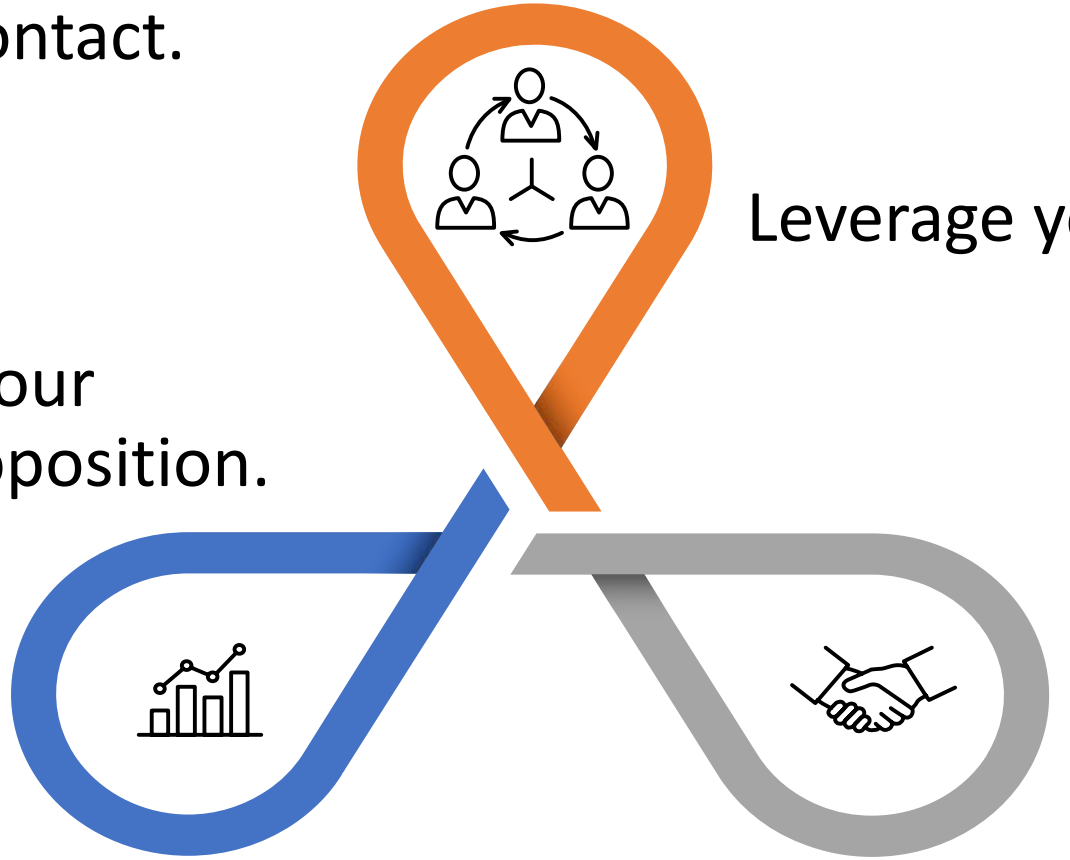
Key Task: Make a strong case that you are the best candidate.

- 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

Participant Guide: Pg. 19

Key Task: Make contact.



Leverage your networks.

Explain your value proposition.

Develop a cold contact system.

Unadvertised Employment Opportunities

Participant Guide: Pg. 20

- Key Task: Investigate opportunities.

Leverage network.

Research companies.

Contact company representatives.

Develop application package.

Additional Options

Participant Guide: Pg. 20

Entrepreneurship

The Registered Apprenticeship Program

AmeriCorps and Volunteer Service

Managing Your Education

Section 4
Identifying Your Skills

Participant Guide: Pg. 24

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.

Inventory Your Skills

Participant Guide: Pg. 24

SOFT SKILLS

- Communication
- Critical thinking
- Relationship Building
- Teambuilding

HARD SKILLS

- Microsoft Office
- Typing
- Mechanical Knowledge
- Equipment Operating

4.2 Activity: Create a Skills Inventory

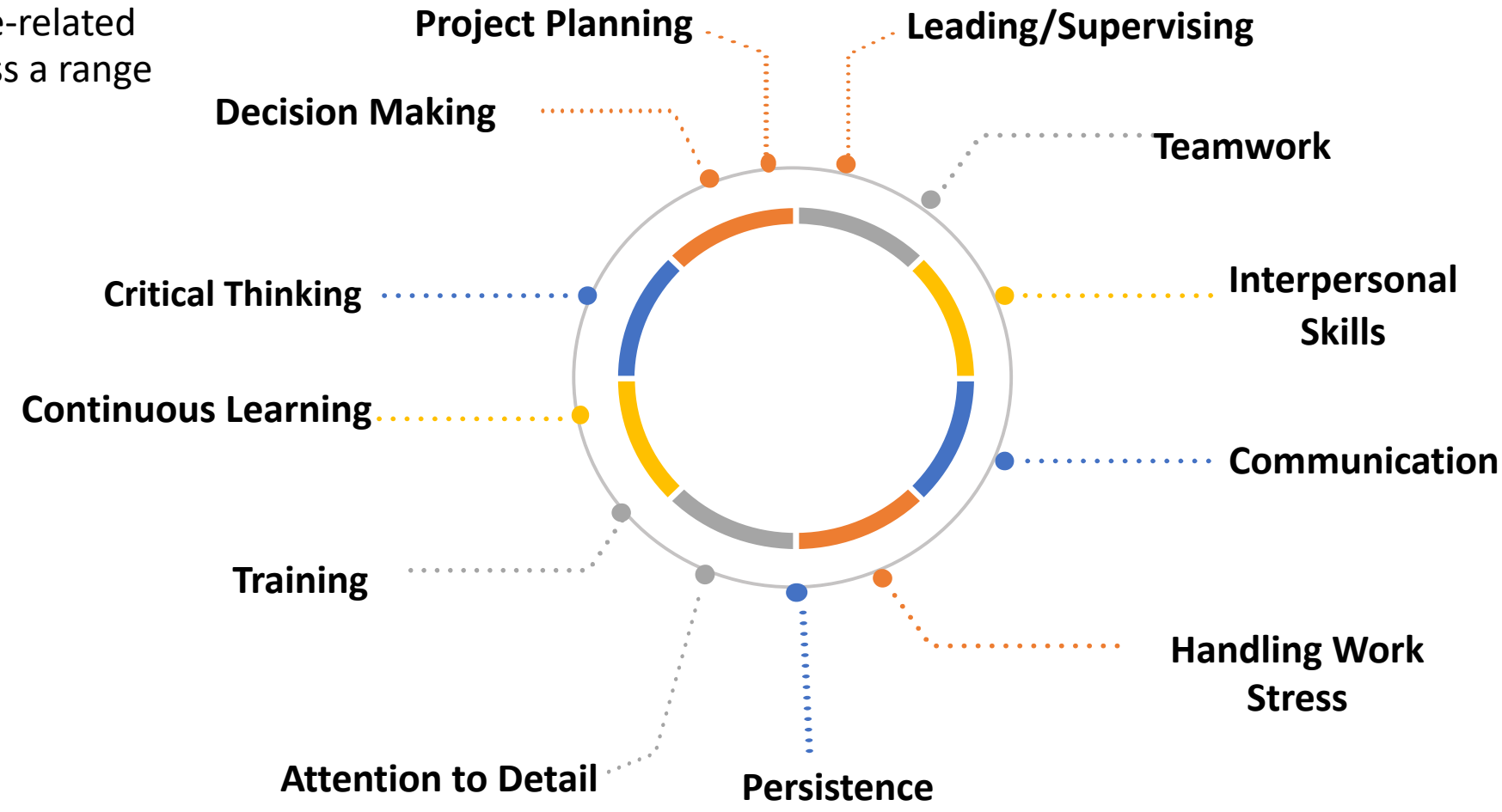
Participant Guide: Pg. 24

Let’s practice

Transferable Skills

Participant Guide: Pg. 26

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

Participant Guide: Pg. 27

Let’s practice

The STAR Method Example

Participant Guide: Pg. 30

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**

Participant Guide: Pg. 30

"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."

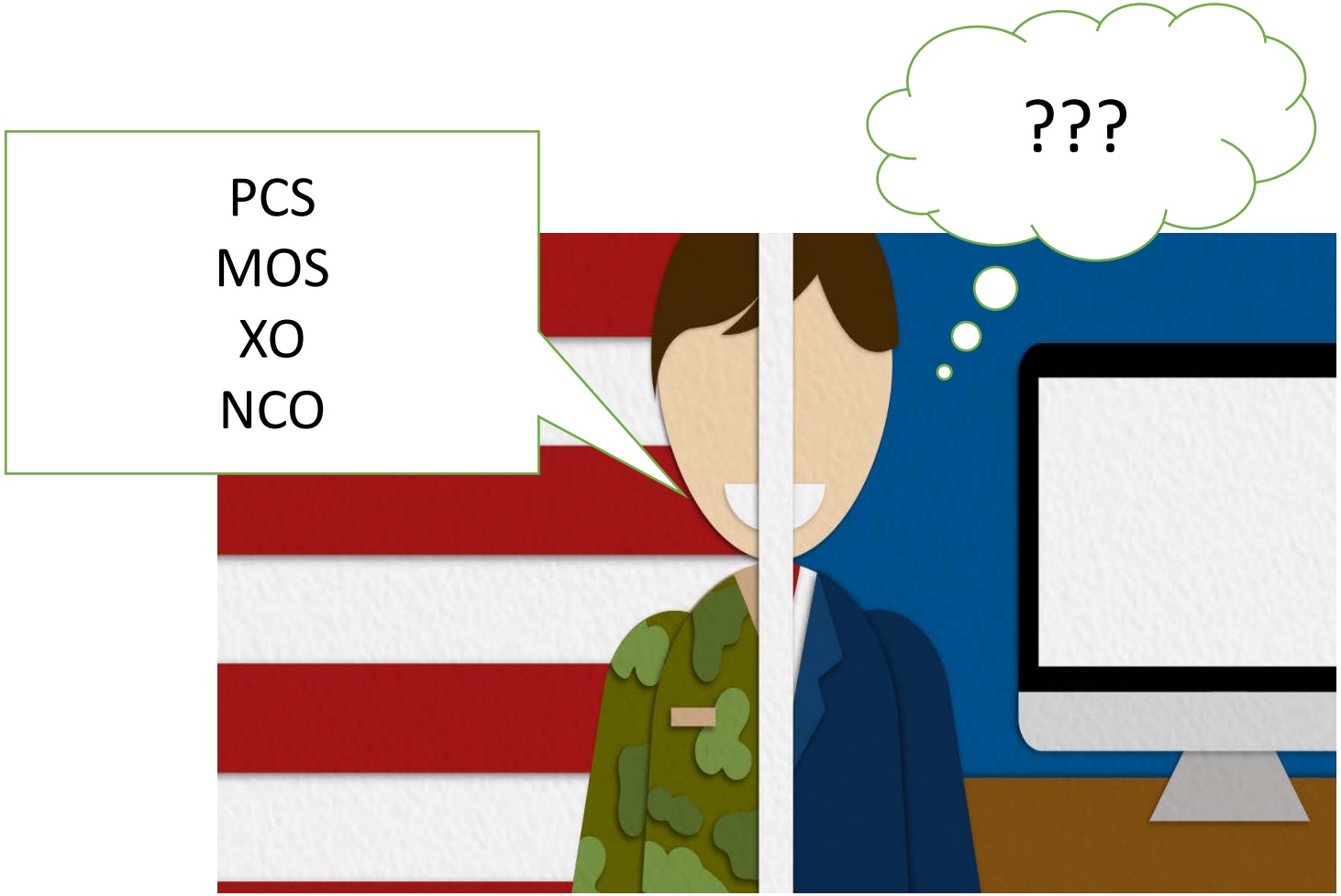
4.8 Activity: Using the STAR Method to Create Achievement Statement

Participant Guide: Pg. 31

Let’s practice

Translating Military Terminology into Civilian Terms

Participant Guide: Pg. 33



Developing Skills

Participant Guide: Pg. 35

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

Section 5
Developing Your Personal Brand

Participant Guide: Pg. 37

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?

Participant Guide: Pg. 37

Personal branding is how you present yourself to others.

Creating a Strong Online Presence

Participant Guide: Pg. 37

- 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

Participant Guide: Pg. 38

Let’s practice

Using Social Media to Leverage Your Online Presence

Participant Guide: Pg. 39

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

Participant Guide: Pg. 39

- 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

Participant Guide: Pg. 40

- 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

Participant Guide: Pg. 40

- 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

Participant Guide: Pg. 41

STEP 01
Start by introducing yourself.

STEP 02
Provide a summary of what you do.

STEP 03
Explain what you want.

STEP 04
Finish with a call to action.

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

Resumes

Participant Guide: Pg. 44

Types of Resumes

Participant Guide: Pg. 45

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

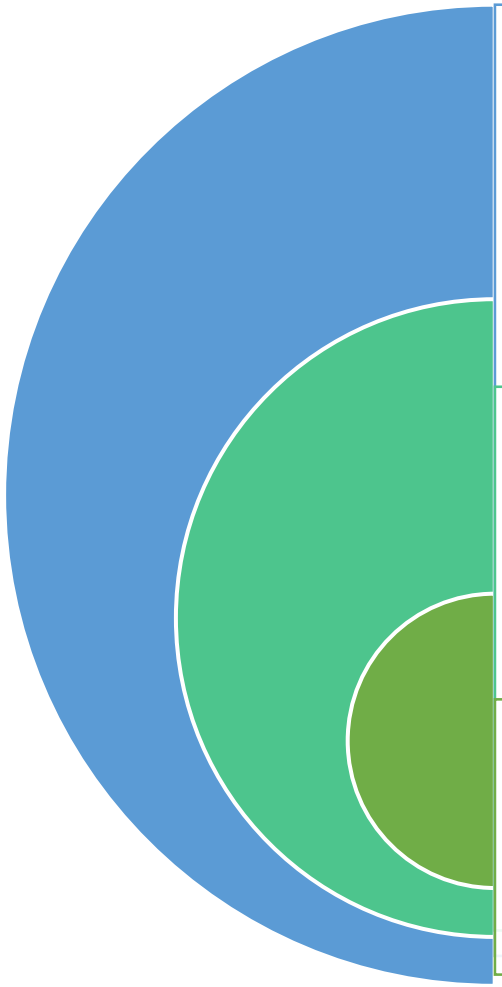
Participant Guide: Pg. 46

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

Participant Guide: Pg. 47



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

Participant Guide: Pg. 47

Resume Format

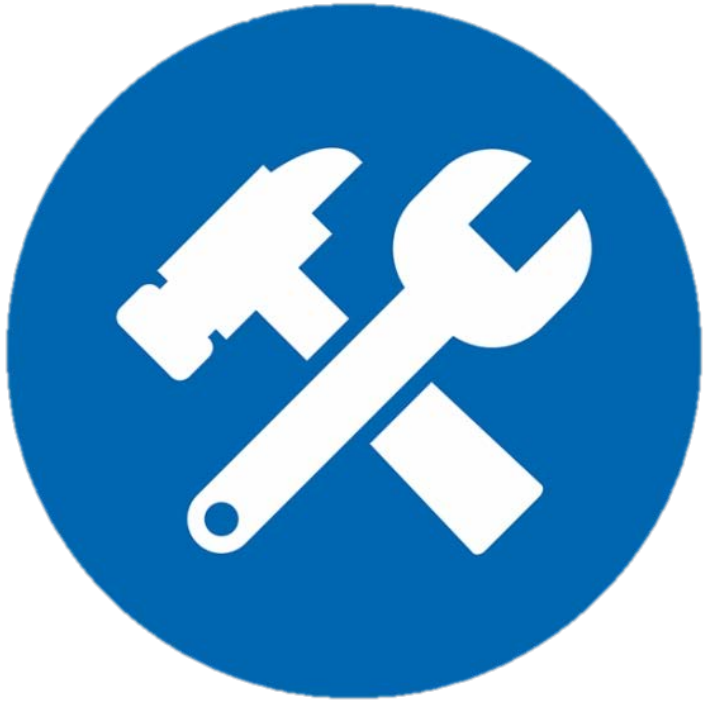
Participant Guide: Pg. 47

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

Building Your Resume Section by Section

Participant Guide: Pg. 48



Contact Information

Participant Guide: Pg. 48

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)

Participant Guide: Pg. 49

- 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

Participant Guide: Pg. 49

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

Participant Guide: Pg. 50

- 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

Participant Guide: Pg. 50

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

Participant Guide: Pg. 51

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

Participant Guide: Pg. 52

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

Participant Guide: Pg. 53

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

Participant Guide: Pg. 54

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

Participant Guide: Pg. 54-59

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

Participant Guide: Pg. 60

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

Example

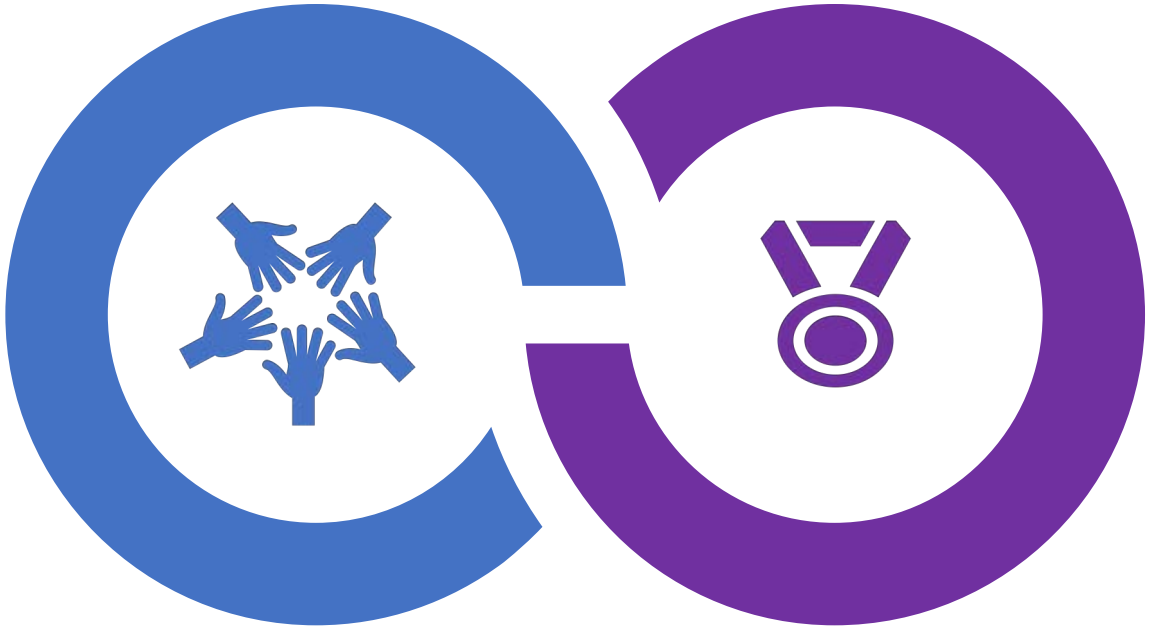
- Master of Arts in Educational Leadership, University of Arizona, Tucson, AZ, March 2020
- Bachelor of Arts, Political Science, Emory University, Atlanta, GA, June 2018, Summa Cum Laude
- Associate of Science in Human Resources Management, Georgia State University, Atlanta, GA, May 2016, GPA: 3.8

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

Other Additions

Participant Guide: Pg. 61

VOLUNTEER SERVICE



AWARDS

Cover Letters

Participant Guide: Pg. 62

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

Participant Guide: Pg. 65

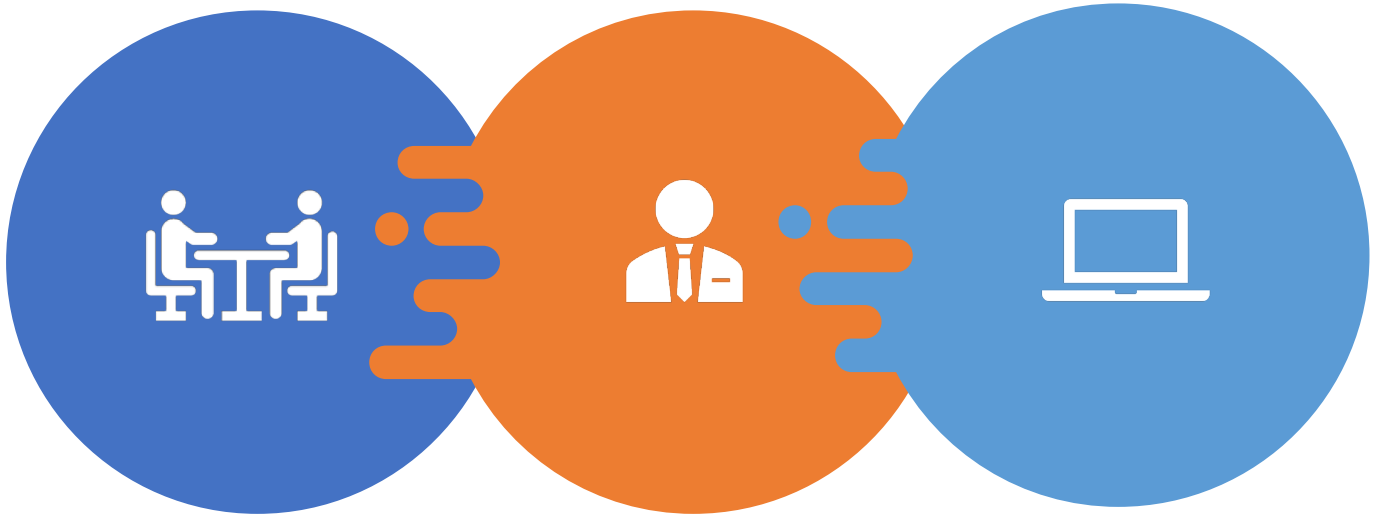
In this section, you will learn how to connect to the right people by using networking through formal, informal, and online.

Discover, Research & Connect

Networking

Participant Guide: Pg. 65

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



INFORMAL NETWORKING

FORMAL NETWORKING

ONLINE NETWORKING

Expanding Your Network

Participant Guide: Pg. 66

Methods include:

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

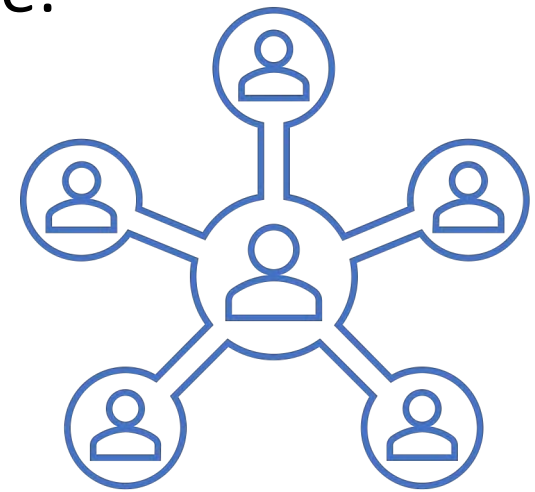
Networking Events

Participant Guide: Pg. 67

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

Participant Guide: Pg. 68

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

Participant Guide: Pg. 68

- 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

Participant Guide: Pg. 69

- 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

Participant Guide: Pg. 69

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

Additional Options for Quickly Expanding Your Network

Participant Guide: Pg. 70

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

Informational Interviews

Participant Guide: Pg. 71

- 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

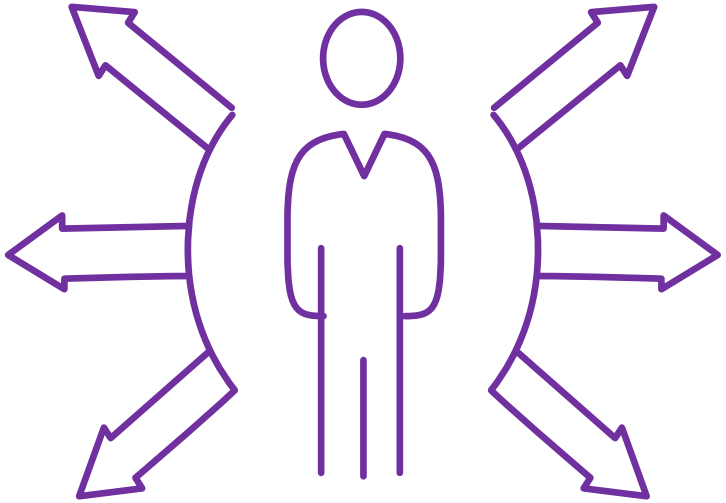
Participant Guide: Pg. 72

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

Find a Mentor

Participant Guide: Pg. 73

- 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)

Participant Guide: Pg. 74

- 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

Participant Guide: Pg. 75

Let’s practice

Section 7
Activating Your Brand

Participant Guide: 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

Participant Guide: Pg. 80

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)

Participant Guide: Pg. 81

- 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

Participant Guide: Pg. 81

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

7.5 Activity: Brainstorm Your References

Participant Guide: Pg. 83

Let’s practice

Section 8
Exploring Federal Hiring

Participant Guide: Pg. 86

In this section, you will learn about:

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

Federal Civil Service

Participant Guide: Pg. 86

The federal civil service is comprised of three distinct services:

- Competitive Service
- Excepted Service
- Senior Executive Service

Veterans' Preference

Participant Guide: Pg. 87

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.

FEDS® HIRE VETS

Finding Federal Jobs

Participant Guide: Pg. 89

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

Participant Guide: Pg. 89

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

Participant Guide: Pg. 90

Let’s practice

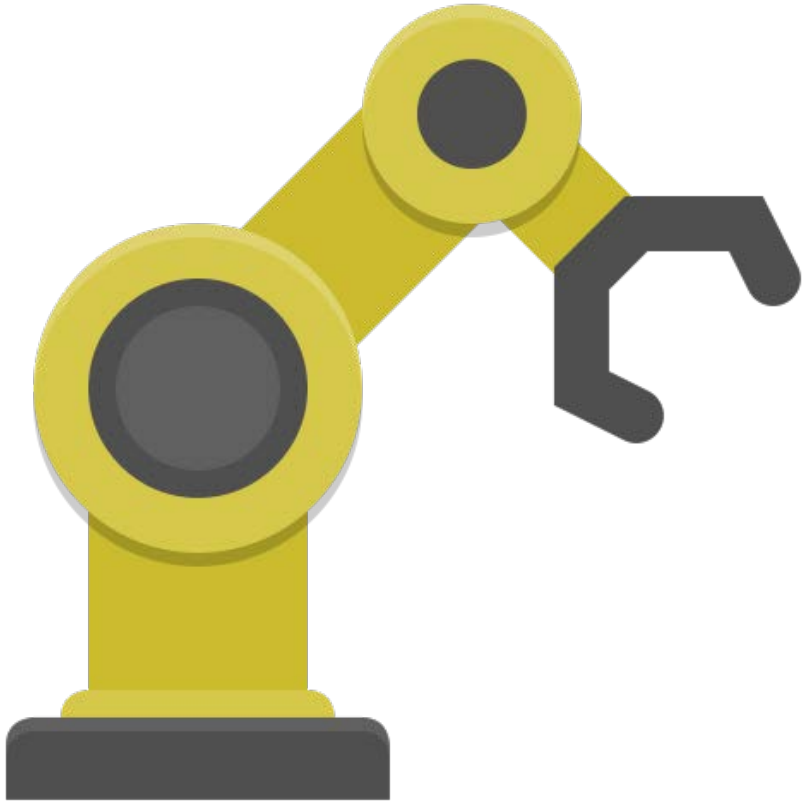
The Differences Between Federal Resumes & Standard Resumes

Participant Guide: Pg. 90

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

Participant Guide: Pg. 91

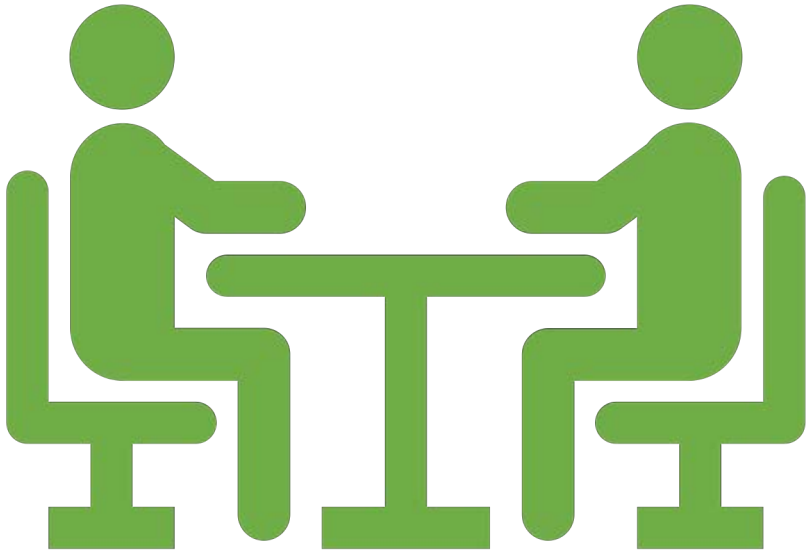


Section 9
Preparing for an Interview

Participant Guide: Pg. 93

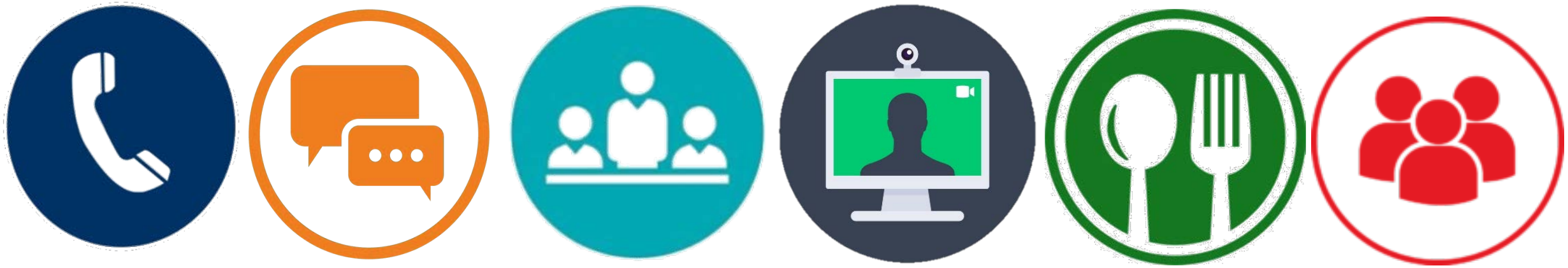
In this section, you will learn:

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



Types of Interviews

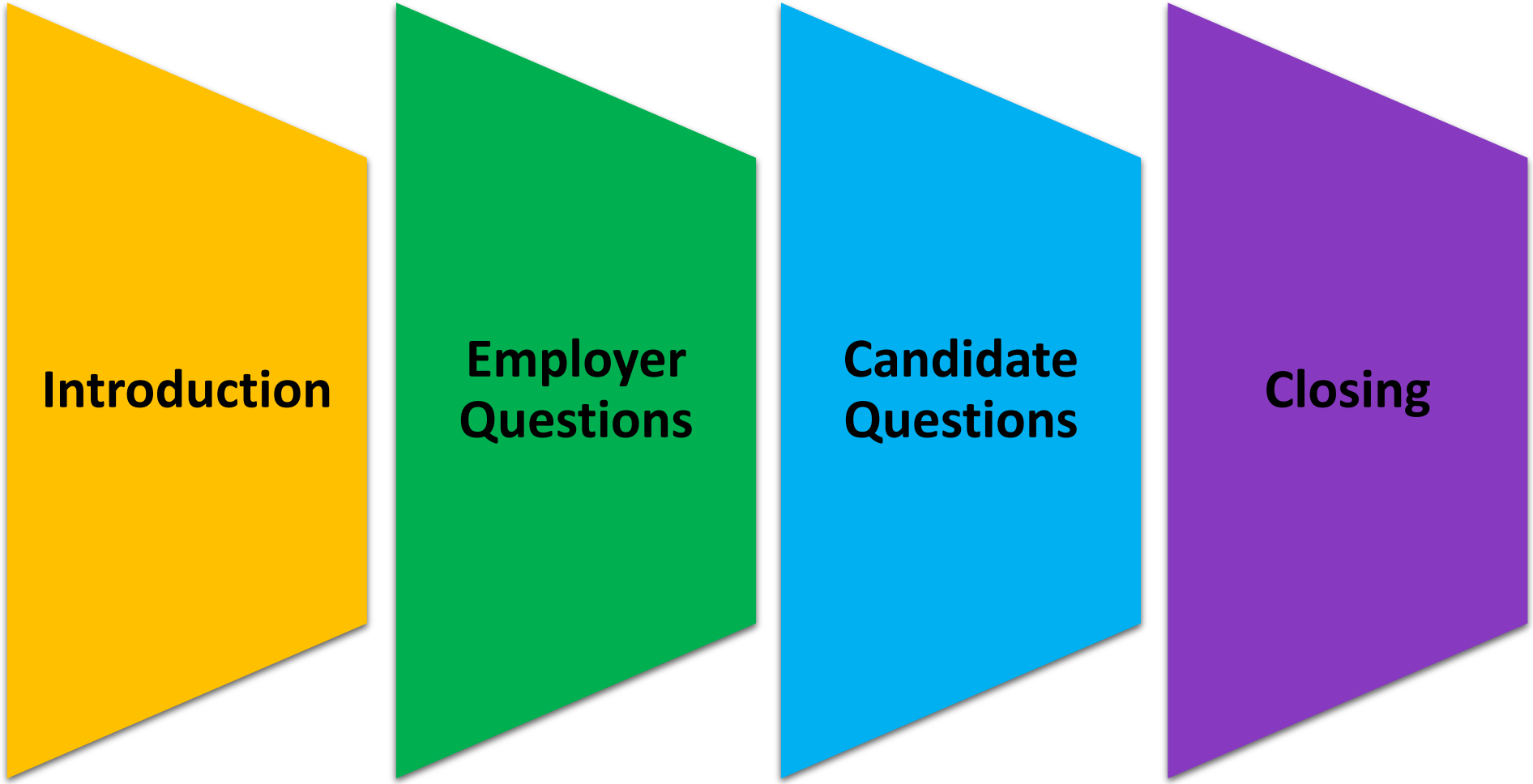
Participant Guide: Pg. 93



Phone | Face-to-Face | Committee | Video | Meal | Group

Interview Stages

Participant Guide: Pg. 95



9.2 Activity: Interview Stages

Participant Guide: Pg. 95

Let’s practice

Interview Stages: Introduction

Participant Guide: Pg. 96

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

Participant Guide: Pg. 96

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

Participant Guide: Pg. 97

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

Participant Guide: Pg. 98

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

Participant Guide: Pg. 98

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

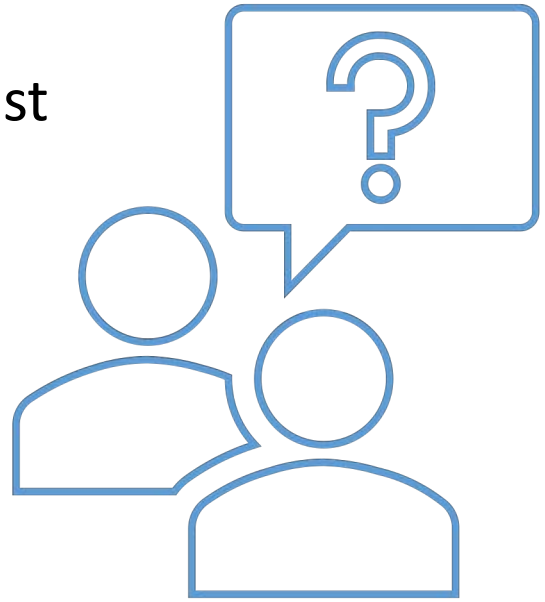
Business Attire

Participant Guide: Pg. 99

Common Interview Questions

Participant Guide: 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 Guide: Pg. 105

Let’s practice

How to Answer Salary Expectation Questions

Participant Guide: 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.

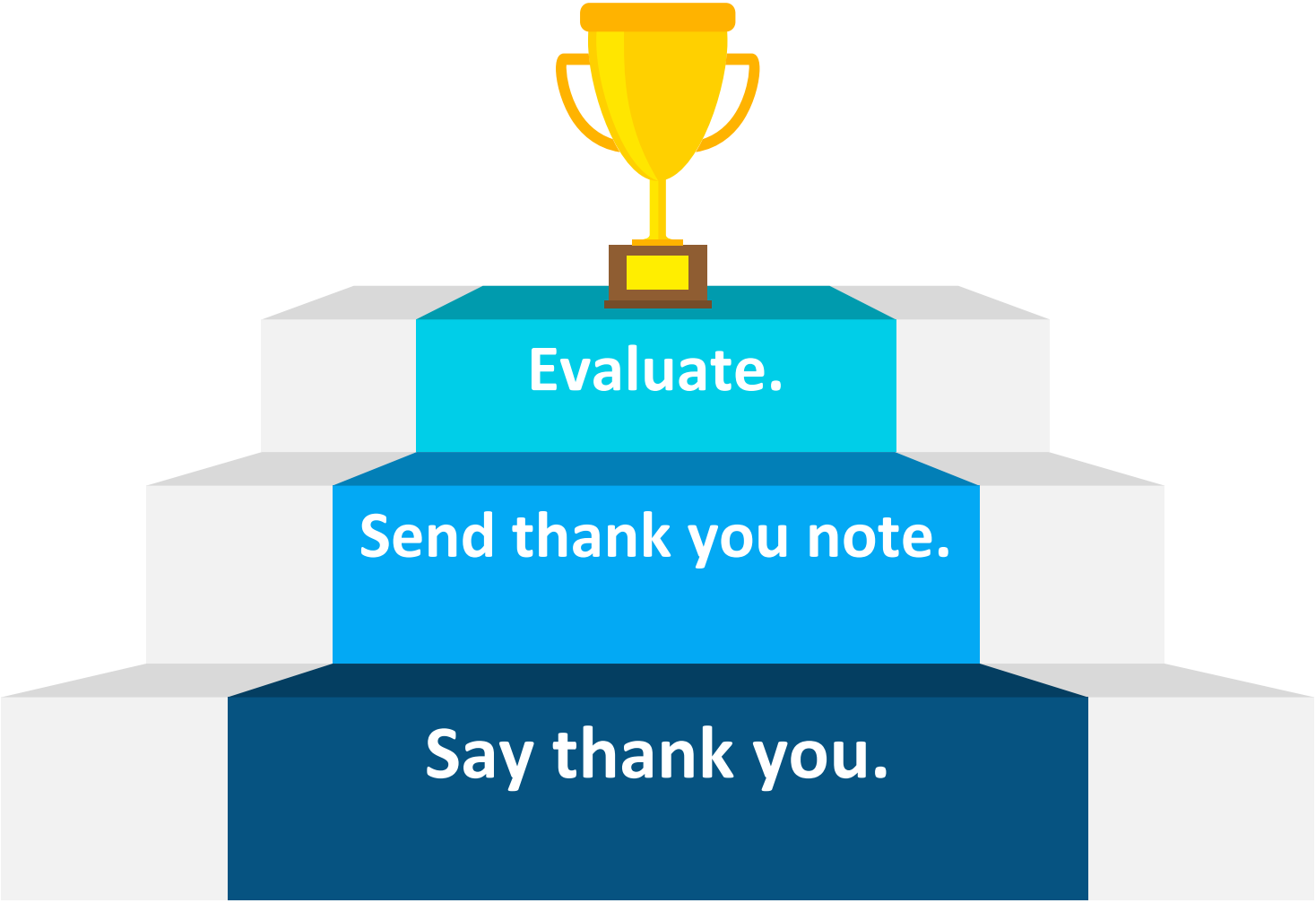
9.6 Activity: Mock Interview Practice

Participant Guide: Pg. 113

Let’s practice

Following Up After the Interview

Participant Guide: Pg. 114



Section 10
Receiving and Deciding on a Job Offer

Participant Guide: Pg. 117

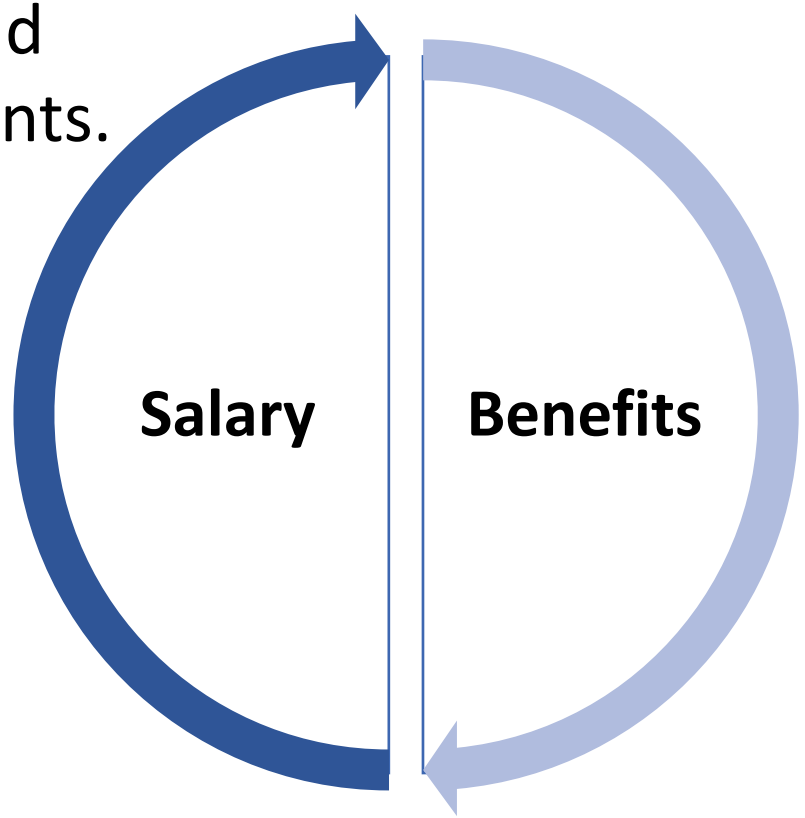
In this section, you will learn:

- The difference between salary and benefits.
- How to evaluate an offer.
- The basics dos and don'ts of negotiating a job offer.
- How to properly communicate your decision to the employer.

Know the Terms of the Offer

Participant Guide: Pg. 117

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



Benefits must be taken into consideration when evaluating an offer.

Evaluating Job Offers

Participant Guide: Pg. 118

What are the most important factors in accepting a job offer?

Negotiating Dos and Don’ts

Participant 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 in writing
- ✕ Inflate your current earnings
- ✕ Get overly aggressive
- ✕ Get overly eager

How to Negotiate

Participant Guide: Pg. 122

- 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

Communicating Your Decision

Participant Guide: Pg. 125

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

Accept

Delay

Decline

Section 11
Summing It Up

Participant Guide: Pg. 128

- ✓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. 128

- ✓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.

11.1 Activity: Initiate the Plan

Participant Guide: Pg. 128

Let’s practice

Complete Course Evaluation

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OPA
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- 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.
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Accessibility/Section 508

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