

CAREER CHANGE PLANNING CHECKLIST

Probably the biggest mistake you can make is attempting to change careers without a plan. “Failing to Plan is Planning to Fail.” This is why you must have some type of framework in place from which to plan. By utilizing this checklist you will identify the transferable skills and abilities that can lead to a successful new career.

Perform a Self-Assessment

- Self-assessment is the first step of the career planning process. During a self-assessment you gather information about yourself in order to make an informed career decision. A self-assessment should include a look at a minimum of the following:
 - Identify skills, knowledge, and abilities – are your skills a good match for the career you would like to pursue?
 - Identify areas for growth/development – where do you need training?
 - Determine personal success criteria – what is important to you?
 - Should you seek advice from a career counselor for outside perspective?

- Your values are possibly the most important thing to consider when you're looking for that new career. If you don't take your values into account when planning your career, there's a good chance you'll dislike your work and therefore not succeed in it. You need to ask yourself the following questions:
 - Is having a high salary a priority with me?
 - Is it important to work with people or do I prefer to work on my own?
 - Is it important that my work make a contribution to society?
 - Is prestige important to me?

- Self-awareness:
 - What are my professional goals? Short term and long term?
 - What factors caused me to consider a career change?
 - Is my current position bringing on this change?
 - What do I like about my current position?
 - What are the future opportunities with my new career?

Doing this type of research will allow you to explore more about yourself and your interests, skills, career and life values.



Assess Opportunities

- Have you researched the type of job you would like to have?

- By discussing your values, skills and interests with friends, family, professional associates and career counselors, you can seek advice about your new career path. Getting insight from others will help you consider all the alternatives and the associated risks and rewards. You may also consider visiting your local public libraries or using the internet to explore alternative career opportunities.

- You need to find out if your crossover skills will allow you to make a career change or if specialized training is required. It is far better to embark on a new career when armed with the real facts rather than simply follow a dream that may not suit your circumstances.



<p>Analyze Your Weaknesses for the Career Change</p>	<p>A personal SWOT analysis is a powerful technique that can be used when seeking a career change. SWOT stands for Strengths, Weaknesses, Opportunities, and Threats. This analysis will give you the foundation from which you can move forward with your objective to support your career change.</p> <ul style="list-style-type: none"> • What are your personal weaknesses and how are you seen by others? • It is imperative that you list any areas you feel may be holding you back. • What are the shortcomings in your capabilities and what skills do you need to improve? What training do you need? • Don't be afraid to ask others what they consider to be your weaknesses? • What personal difficulties do you need to overcome to reach your goal? • Once you have analyzed your weaknesses, you need to come up with a Career Change Action Plan. 	<input type="checkbox"/>
<p>Putting Together the Action Plan</p>	<p>Developing a career action plan is the fourth step in the career planning process.</p> <ul style="list-style-type: none"> • Have you put together an action plan to include possible risks along the way? <ul style="list-style-type: none"> ○ Do you have enough money saved to cover your costs for approximately six months of salary just in case your career change takes longer than you think? ○ What are the costs of additional training? ○ What are the costs emotionally? Do you have a support group to help you through the difficult times? ○ Have you decided if you want to transition into this new career all at once or more slowly over time? <ul style="list-style-type: none"> ▪ Have you established goals and milestones to follow in order to reach your new career? ▪ How long is your timeline and is it realistic? Some career changes can take months and maybe even years. • When thinking about a career change, you can't do it alone. As soon as you have decided on the career field, begin developing new network contacts. One of the best ways to do this is conducting informational interviews. • Training and seminars <ul style="list-style-type: none"> ○ Before switching careers, you must find a way to bridge your current experience, skills, and education with your new ones. While transferable skills are an important part of a career change, it is often necessary to gain additional training and experience before you can jump into a career field. ○ Take the time to research whether you need additional training, education, or certifications. ○ Utilize your network and the internet to locate training for areas where you feel you need improvement to be successful in your new career. 	<input type="checkbox"/>
<p>Job Search Skills & Techniques</p>	<ul style="list-style-type: none"> • Resume and Cover Letter: These are the two most important marketing tools for your job search. Developing an effective resume and cover letter is essential in order to secure your initial interview. Your local Career Center has resources to assist you in designing your resume along with an effective cover letter. 	<input type="checkbox"/>

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| | <ul style="list-style-type: none">• Job Search Strategy: The successful job search requires a definite plan of action. How will you develop a list of potential employers? How will you contact them? How can you build your network to include them? What are your communication strengths and how can you best use them?• Another way to network is to join associations for that industry. People in your network can provide inside information about current job-openings and can even help you set up interviews with hiring managers. Networking is essential for all job-seekers, but it's a MUST when you are changing careers.<ul style="list-style-type: none">▪ Networking will provide you more leads than any website that you use. More people get hired by networking than they do submitting their resumes on the web. Don't be afraid to ask your friends and family for leads. The more people you tell that you are looking for a new career, the better chance you have of landing solid leads that will score you an interview.▪ Interviews: It is easy to be so intent on getting interviews that you neglect to prepare for them. Have you researched the organization? Are you prepared to communicate what you can contribute? Have you studied the kinds of questions often asked? Make sure you hone your interviewing skills. | |
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