

Job Search Advocate®

LEAVING THE MILITARY?

Considering the transition from military to civilian status? Much of that process deals with finding a job, something with which you likely have very little if any experience. Searching for a job and a new career is hard. Yes, it can be confusing, time-consuming, stressful, frustrating, and scary, but it can also be exciting, eye-opening, rewarding, educational, and even fun – if you do it the right way.

Hundreds of companies hire thousands of veterans every year – that's a fact. But how and why do those companies hire them? And how do those individuals find those jobs with those companies? Some choose to go it alone. Others seek professional assistance.

JOB SEARCH ADVOCATE

Tom Wolfe, Career Coach offers you a personal **Job Search Advocate (JSA®) – a career transition strategy designed specifically to assist active duty military personnel in their move to civilian employment.** Your JSA will make sure that you do everything possible to organize, prepare, and execute a thorough transition plan and job search, maximizing the odds that you land not just a job, *but the right job and career for you.*

Your JSA is there for you every step of the way, from the day you decide to change careers until the day you are ready to accept an offer and everything that happens in between those critical events in your life. Once you start your new job, you might choose to make your JSA a part of your continuing professional development – your own personal Career Coach.

WHAT EXACTLY DOES MY JSA DO?

It depends. There is no one-size-fits-all when it comes to career transition. Every individual has different wants, needs, strengths and weaknesses. Your JSA needs to know you and your motivators, both personal and professional. Once your JSA knows *where are you now* (Point A) and *where do you want to be* (Point B), a plan is developed to get you from A to B, staying by your side throughout that journey. Here is a sampling of what your JSA does for you.

➤ **Market Knowledge**

Are you marketable? What is the impact of the economy on your marketability? What jobs are appropriate – does your military experience transfer to the civilian sector?

➤ **Self-knowledge Development**

You must know your strengths, weaknesses, talents and attributes. Who are you and what makes you tick? Interviewing with insufficient self-knowledge is a recipe for failure.

➤ **Preparation**

You must be mentally and physically prepared. Paperwork. Reference lists. Job search correspondence. Personal marketing strategy. Appropriate attire. Company research.

➤ **Resume Guidance**

Translating military experience into civilian terminology. Resume development, appraisal, review, critique, and customization. More than one version? How to use it once it's done.

➤ **Generating Interviews**

There are seven distinct ways to generate interviews. Which ones are right for you and how should you employ them in your search?

➤ **Timing issues**

What is the best time to get out? Does it really matter? When should preparations begin? How far in advance should you interview? How long is an offer valid?

➤ **Interviews**

What are they? What should you expect? Are you prepared? Do you know what you are getting into? Can you handle rejection and perhaps even use it to your advantage?

➤ **Compensation & Benefits**

How much are you worth? A pay cut or a pay raise? Benefits? Juggling multiple offers? Accepting and declining offers correctly is important. You may have to negotiate the offer – there is a right way and a wrong way to do that.

➤ **Employment Services**

Can placement companies or headhunters add value? Should you use them? If so, which ones? How do you select the right one and manage the relationship?

➤ **Your Network**

The single most important aspect of a successful search. Do you have one? Who should be on it? How do you develop it? How do you use it?

➤ **Job Search Etiquette**

Do you know the rules of the game? Accepted standards, behaviors, and social norms? Interviewing has its own set of rules. Are you prepared for all contingencies?

➤ **The Federal Job Market**

Many military veterans pursue a civil service career. Is this a good option for you? How do you conduct a federal job search? What about other not-for-profit options?

➤ **Paperwork**

It's more than a resume. Consider all of your job search documentation, including well-crafted cover letters, references, and professional and post-interview follow-up correspondence.

➤ **Special Circumstances**

Searching from a remote location? Deployed or about to deploy? Restricted to a particular region or city? Special veteran's status? Dual career family?

Your *Job Search Advocate* provides answers to all of those questions; reinforces what you already know and fills in the blanks; stands by your side from day one to day last with guidance, coaching, constructive criticism, and assistance; maximizes your potential; keeps you on the right path to find the *right opportunity the first time!*

WHAT DOES IT COST?

Since each client has different needs, the cost will vary from person to person. Most clients spend more on their interviewing attire than they do to retain their JSA! Plus, fees are refundable if you are not satisfied with the level and quality of service.

THE NEXT STEP?

Call or send an email requesting a complimentary 30 minute telephone session with Tom Wolfe, Career Coach. During this session we will review your situation and determine if a JSA is appropriate for you. Should that be the case, we will discuss fees and establish a game plan.