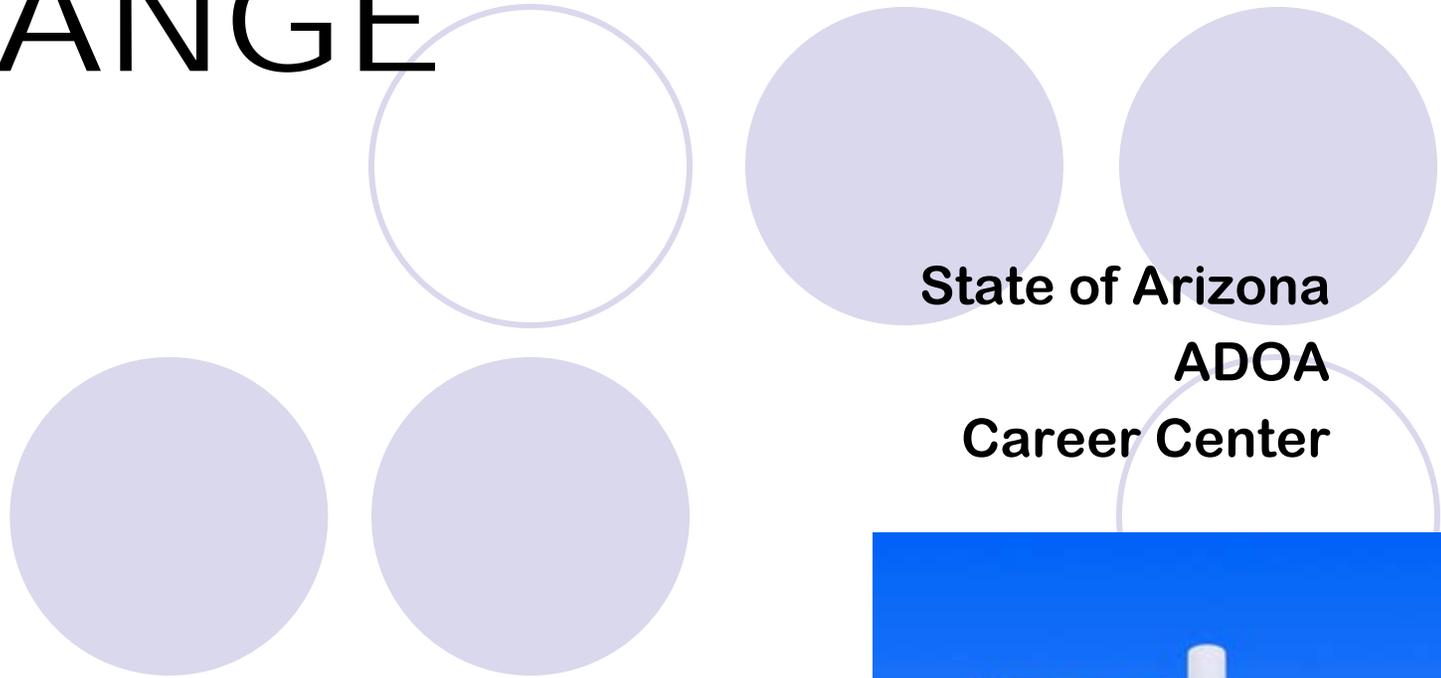


# MAKING A CAREER CHANGE



# AREAS TO INVESTIGATE



- Options for career changers
- How to identify your transferable skills
- Steps necessary to implement a career change plan
- Resources for retooling if you change careers

# CONSIDER A BRIDGE JOB ...

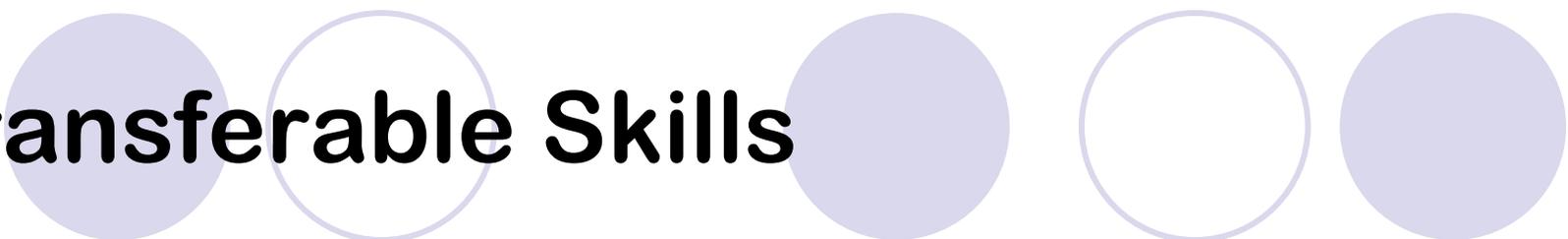


# Transferable Skills



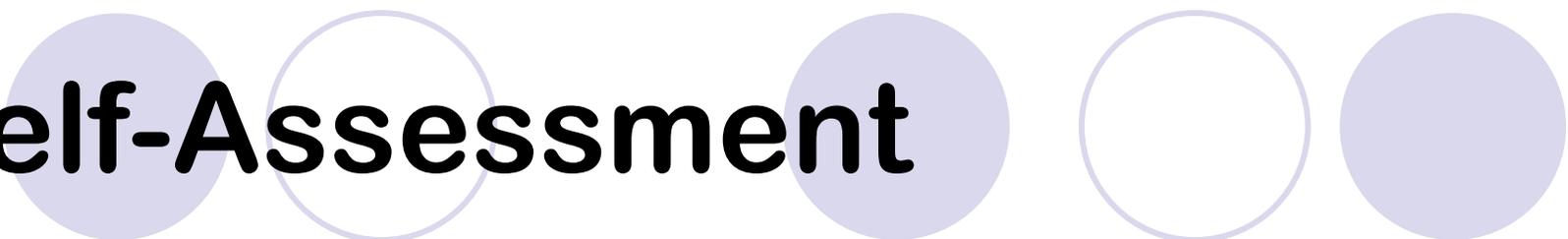
- Tools that enable you to move seamlessly from industry to industry and from career to career.
  - What you have done before and you can do again
  - What you have done that is similar and you can adapt

# Transferable Skills



- Managing People, Projects, Budgets
- Leading Team
- Improving Work Processes
- Project Management
- Communication Skills
- Participating in Teams
- Computers
- Technology
- Selling/Influencing
- Analyzing, Planning/Organizing
- Staffing/Recruiting
- Speaking/Presenting
- Training/Coaching

# Self-Assessment



- Identify areas of interest:
  - Formal assessments: *WOWI, Strong, MBTI*
- Identify Competencies, Skills, and Values
  - Informal assessments: *Ideal Work Preferences, Skills Assessment, Values Assessment, Accomplishments*
  - Career Center's Self-Assessment Guide

# MINI - MYERS-BRIGGS ASSESSMENT



- Take 10 minutes and answer all questions.
- Your first reaction will be your most accurate.
- Separate the assessment and record your answers directly on the self-scorable answer sheet that is attached.

# Making a Decision



- Research career options:
  - From interest assessments and "O\*net" <http://online.C/>
  - Network with colleagues currently in positions of interest
  - Complete a career change decision criteria worksheet: examine your personal situation based on the position and field of interest

# Decision Criteria



- Can you afford it?
- Are you able to go where the work is?
- Do you have skills that are needed in the new industry/field?
- Are you willing and committed to make the required changes?
- Is it necessary to make a change: depressed field?
- Do you have a driving need for change: fulfilling a personal vision?

# BIOGRAPHICAL SKETCH

- A ONE PAGE STORY ABOUT YOU!
- WRITTEN IN THE NARRATIVE, THIRD PERSON
- UTILIZES THE TESTIMONIAL APPROACH REGARDING YOUR SKILLS AND TRAITS



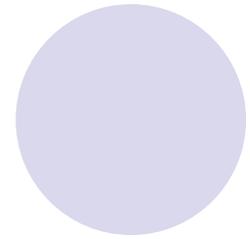
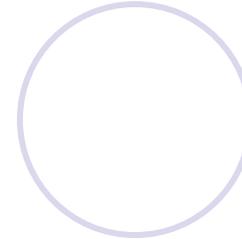
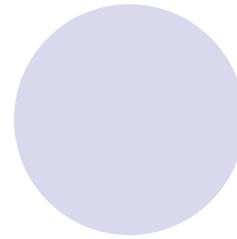
# ASSIGNMENT

- Set up three, 20 minute networking meetings with someone in the job or field you are targeting.



# NEWSTART

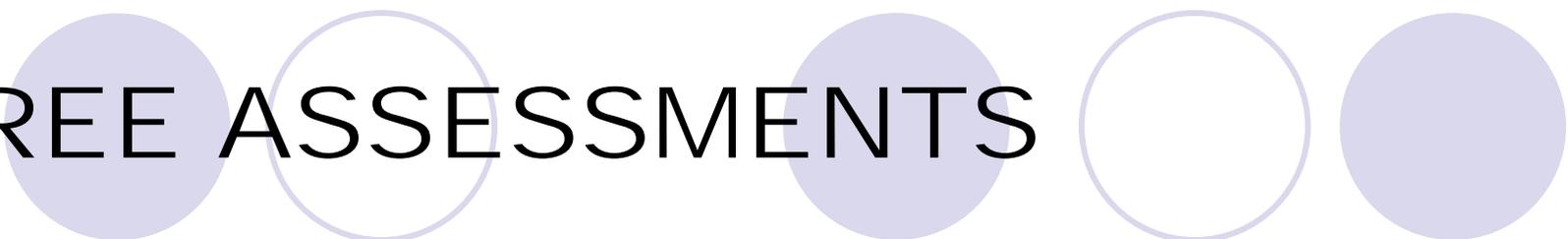
- **N** **U**TRITION
- **E** **X**ERCISE
- **W** **A**TER
- **S** **U**NSHINE
- **T** **E**MPERANCE
- **A** **I**R
- **R** **E**ST
- **T** **R**UST



# Tools & Resources



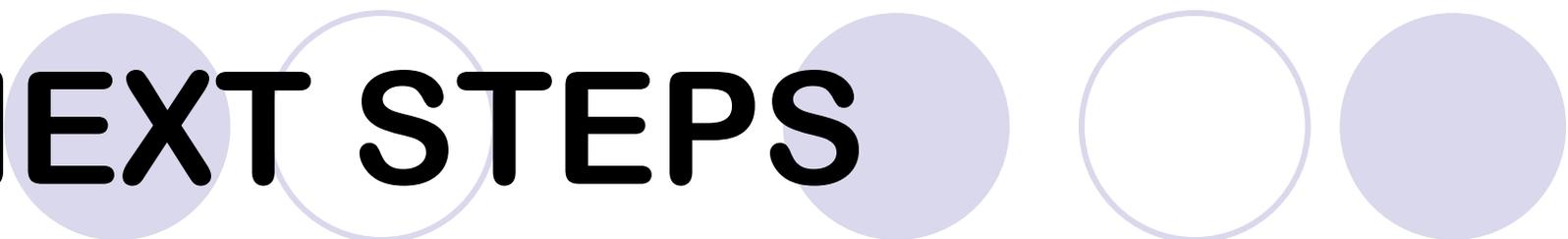
- Career Center
  - Career coaching & advisement
  - Online formal self-assessments
  - Informal tools: Self-assessment guide
  - Arizona Department of Education:  
[www.azcis.intocareers.org](http://www.azcis.intocareers.org)
- Salary.com
- O\*net
- Bureau of Labor Statistics



# FREE ASSESSMENTS

- **Career Decision-making Difficulties Questionnaire:** <http://kivunim.huji.ac.il/cddq>
- **The Career Key:** <http://www.careerkey.org/>
- **O\*NET OnLine:** <http://online.onetcenter.org>
- **Keirsey Temperament Sorter II:** <http://www.keirsey.com/sorter/instruments2.aspx>

# NEXT STEPS



- **Conduct a thorough self-appraisal**
- **Come to the Career Center for career coaching**
- **Make an initial choice of a second-career field**
- **Plan for and obtain education and training/retraining**
- **Begin to network while still in current position or in training**
- **Develop a resume and supporting documents for your new field.**

# THANK YOU FOR COMING!

- We appreciate your feedback! Please complete an evaluation form to assist us with our continued development and delivery of career management services!

