Career Transition Guide

Kent State University
Division of Human Resources
As you begin your job search, ask yourself the following:

1. Whose career piques my interest the most?

2. What gives me energy—and am I successful with it at work?

3. What are my career ideals, and what companies align with them?
The following list is a tool to determine those things most important regarding your career and life. As you begin to investigate job opportunities, focus on the categories where you scored the highest.

Rank the following with a 1=least important and 5=most important

1. Job Stability
2. Benefit Packages
3. Team-Oriented Work Environment
4. Working Autonomously
5. Job Prestige (Title)
6. Analytically Challenging
7. Project-Oriented
8. Work Environment
9. Peer-Group Environment
10. Being part of the Decision-Making Process at work
11. Financial rewards
12. Ability to be Creative
13. Career Advancement
14. Family-Oriented (quality of life)
15. Daily goal-oriented Environment
# JOB SEARCH PHASES

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<tr>
<th>PHASE 1</th>
<th>Decide your career path/conduct research</th>
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<tbody>
<tr>
<td></td>
<td>Create Market Profile</td>
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<td>NETWORK</td>
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| PHASE 2 | Post resume/complete online applications |

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<th>PHASE 3</th>
<th>Contact Potential Employers Regarding Current Openings</th>
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<td>Contact Area Employers for Informational Interviews</td>
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<td>Arrange/Schedule time to attend Professional gatherings</td>
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Creating Your Expanded Network

Sources
1. Job sites/social media/internet searches
2. Newspaper
3. Friends and Family
4. Co-workers
5. Professional Organizations
Internet Job Boards/Social Networking

- LinkedIn
- Indeed
- Facebook
- HigherEdJobs
- Glassdoor
- CareerBuilder
- SimplyHired
- ResumeLibrary.com
- OhioMeansJobs.com
Internet Job Boards/Social Networking cont’d
Best Workplaces:

• Northcoast 99 - [https://www.northcoast99.org/winners](https://www.northcoast99.org/winners)


• Best Employers in Ohio - [https://www.craninskycleveland.com/awards/best-employers-ohio](https://www.craninskycleveland.com/awards/best-employers-ohio)
Helpful links:

- [https://www.bls.gov/emp/tables/occupations-most-job-growth.htm](https://www.bls.gov/emp/tables/occupations-most-job-growth.htm)
- [https://studentaid.gov/h/apply-for-aid](https://studentaid.gov/h/apply-for-aid)
- [www.MyIMPACTSolution.com](www.MyIMPACTSolution.com)
- [https://www.greaterakronchamber.org/](https://www.greaterakronchamber.org/)
- [https://www.gcpartnership.com/](https://www.gcpartnership.com/)