

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

- ___ Job Stability
- ___ Benefit Packages
- ___ Team–Oriented Work Environment
- ___ Working Autonomously
- ___ Job Prestige (Title)
- ___ Analytically Challenging
- ___ Project-Oriented
- ___ Work Environment
- ___ Peer-Group Environment
- ___ Being part of the Decision-Making Process at work
- ___ Financial rewards
- ___ Ability to be Creative
- ___ Career Advancement
- ___ Family-Oriented (quality of life)
- ___ Daily goal-oriented Environment

JOB SEARCH PHASES

PHASE 1
Decide your career path/conduct research
Create Market Profile
NETWORK
PHASE 2
Post resume/complete online applications
PHASE 3
Contact Potential Employers Regarding Current Openings
Contact Area Employers for Informational Interviews
Arrange/Schedule time to attend Professional gatherings

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



Internet Job Boards/Social Networking cont'd

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Best Workplaces:

- Northcoast 99 -
<https://www.northcoast99.org/winners>
- Northeast Ohio Top Workplaces –
<https://www.cleveland.com/top-workplaces/>
- Best Employers in Ohio -
<https://www.crainscleveland.com/awards/best-employers-ohio>

Helpful links:

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