

Planning Worksheet

Use this worksheet to plan and track the steps in your career transition process.

Name: _____ Transition Plan Start Date: _____

Step	Title	Exercise	Completed ✓
1	Develop Your Transition Plan	Career Competency Assessment	
2	Obtain Transition Assistance	Free Career Transition Services	
3	Build Your Network	Networking Checklist	
		Networking Contacts	
4	Assess Your Skills & Interests	Work-Content Skills List	
		Functional Skills Checklist	
5	Use Your GI Bill Benefits	Research schools and industry credentials	
6	Construct Your Resume	Resume "Do's" and "Don'ts"	
		Construct your resume	
		Write your job search letters	
7	Conduct Company Research	Research Checklist	
		Company Contacts	
8	Interview Like a Pro	Interview Questions	
		Interview Record	
9	Negotiate Your Best Salary	Job Offer Evaluation	
	Gain Federal Employment	Federal Employment Resources	
		Federal Employment Checklist	
	Start Your Own Business	Resources for Entrepreneurship	

9 Steps to Job Search Success

