

Navigating Career Transitions

Self-Assessment - Career Diagnostic

Successfully navigating career transitions require strong self-awareness, knowledge of new areas, expanding one's network, sharpening job search "tools," and managing the emotions of new challenges.

Review the following areas and assess where you're on track and in which areas you need to explore, strengthen and plan some action steps.

Self-Awareness: Know Thyself!

- ☐ What are your top skills?
- ☐ How have your interests evolved?
- ☐ What's your ideal job role?
- ☐ Ideal organization/company/mission?
- ☐ What's the "product" you are "selling?"
- ☐ What's your value proposition?
- ☐ What are you targeting?
- ☐ What's your "elevator pitch?"
- ☐ _____

Knowledge of New Areas: Research, research, research!

- ☐ Who are the key players in the space you've identified?
- ☐ Create a target list of organizations.
- ☐ What are the professional associations connected to your area?
- ☐ What's going on in the economy (or world) that's impacting this job market?
- ☐ Are there any alumni at these organizations?
- ☐ Check social media accounts of key players? Online discussion boards?
- ☐ Fletcher or Tufts professors active in this area?
- ☐ Job Fairs
- ☐ _____

Resources:

Ginn library resources/databases

Vault

Devex

Tufts Alumni Community

FCC jobs & databases

Location specific – Job Bank series, Chambers of Commerce, Book of Lists, etc.

Building your Connections: Network, network, network!

- ☐ Who's in your professional network?
- ☐ How many informational interviews have you done?
- ☐ What relationships are you building?
- ☐ Have you identified who can speak to your qualifications as they relate to references? Are you building these connections?
- ☐ What contribution are you making to others? Do you only ask for help, but never offer it?
- ☐ Have you thanked the people who have helped you along the way?

Sharpening your Job Search Tools:

- ☐ Is your resume up-to-date and ready to go?
- ☐ Are you customizing your cover letters and resumes? What's the narrative you're telling? Does your reader have to search to connect the dots, or have you done that for him/her?
- ☐ How's your online presence?
- ☐ Do you know how to leverage social media in a way that is relevant to advancing your career goals?
- ☐ Professional presence "checkup:" hair, clothes, posture, handshake, etc.
- ☐ Interviewing skills – Practice using "Big Interview" resource
- ☐ Follow up, thank you notes, requests for introductions?

Managing Your Mindset

Check your attitude. Job searching is HARD and getting rejected is even harder. What are you doing to maintain a positive outlook so you can project a winning attitude? *Energy attracts like energy.*

Action Steps: List 3 concrete steps you will take this week to gain more clarity, build momentum or overcome any blocks as you consider your next steps. Who can you share this with to build in some accountability and encouragement?

1.

2.

3.