



GETMILITARYPHOTOS/SHUTTERSTOCK

# YOUR NEXT STEP

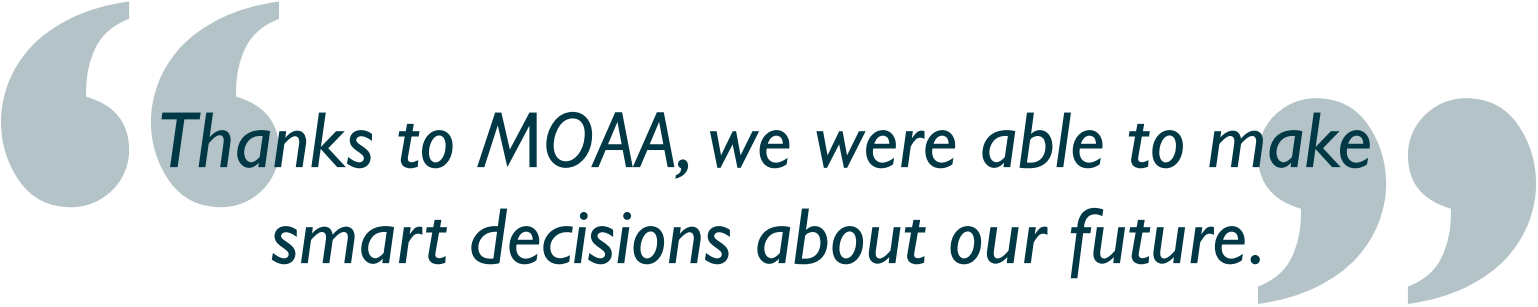
## CAREER TRANSITION ESSENTIALS

# WELCOME!

## Land a Career You'll Love.

You're about to embark on an exciting journey. To help you understand and respond, the Military Officers Association of America (MOAA) offers our guide. It will arm you with the knowledge to successfully navigate your transition into your civilian career.

MOAA is the country's leading organization protecting the rights of military servicemembers and their families. Those who belong to MOAA lend their voices to a greater cause and gain access to extensive benefits, including MOAA's Transition Center, which offers a suite of presentations, events, services, and tools designed to guide servicemembers as they move into the civilian workforce. The Transition Center is just one of many valuable resources made available to PREMIUM and LIFE MOAA members, who have access to all member benefits. MOAA members proudly hail from every branch of the uniformed services. To them, we have made the same promise that they have made to our country: **Never Stop Serving.**



*Thanks to MOAA, we were able to make smart decisions about our future.*

Patty and CPT Patrick Horan, USA (Ret)

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# HAVE A CAREER GAME PLAN

12-18  
MONTHS



## PLANNING

### Relationship building

- Family/Friends/Church
- Professionals/ Colleagues
- Volunteering/Sports
- Research
- Informational Interview
- Attend Career Fairs
- Interview Prep
- Expand Wardrobe
- Develop VA Claim**

5  
MONTHS



## STRATEGY

### Assessment

- Family, Medical, Financial
- Be prepared for additional federal and state taxes
- Defer major purchases until settled in to new job
- Look at SBP or commercial life insurance to replace SGLI

### Attend TAP Class

### Identify References

### Attend Networking Events

### Check Your Wardrobe

### Research

- Location/Careers

- Opportunities

- Contacts

### Social Media/LinkedIn

- Ensure you have a civilian photo and summary
- Headline should reflect your skills and brand
- Include key skills throughout profile
- Check your online and social image



6-11  
MONTHS

## EXECUTION

### Relationship management

### Refine Focus

### Job-Specific Resume

### Research

### Companies/Salaries

### Employer/Competitors

### Apply for Jobs

### Interview Prep

### Insurance/ SBP Decision

### Finalize Wardrobe



# GET YOUR RESUME RIGHT

It's Time To Talk About What You've Accomplished

## DO:

1. Always focus on the employer's needs
2. Show measurable results
3. Include keywords associated to job description
4. Stay within two pages
5. Use 11- or 12-point font

## DON'T:

1. Submit same resume for every job
2. Forget your LinkedIn URL
3. Use italics or graphics
4. Include references
5. Include street address

*It's easy to put your resume in black and white, but MOAA helps you put it in living color, and that helps you make your mark.*

CDR John Kane, USN (Ret)

*I spend a half hour every day screening 50 resumes or more, and if I don't spot some results in the first 10 seconds, the resume is history.*

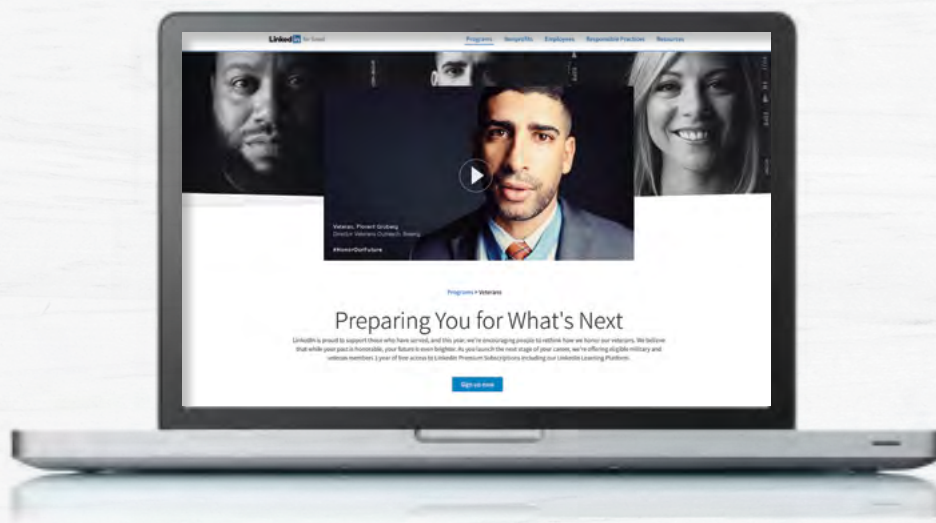
President, CJA Associates

# GET LINKEDIN

LinkedIn is the largest professional network in the world. Use it to establish your professional image and make connections to other professionals.

## RELY ON THESE IMPORTANT LINKEDIN FUNCTIONS:

- Job, people, and company searches
- Create and expand your network
- Customize your URL and add it to your resume
- Veterans receive one free year of Premium <https://veterans.linkedin.com/>



## LINKEDIN ESSENTIALS

Ensure you have a civilian photo and summary

Headline should reflect your skills and brand

Include key skills throughout profile

Join MOAA's Career Networking LinkedIn Group to receive useful transition tips each week and connect with more than 30,000 contacts.

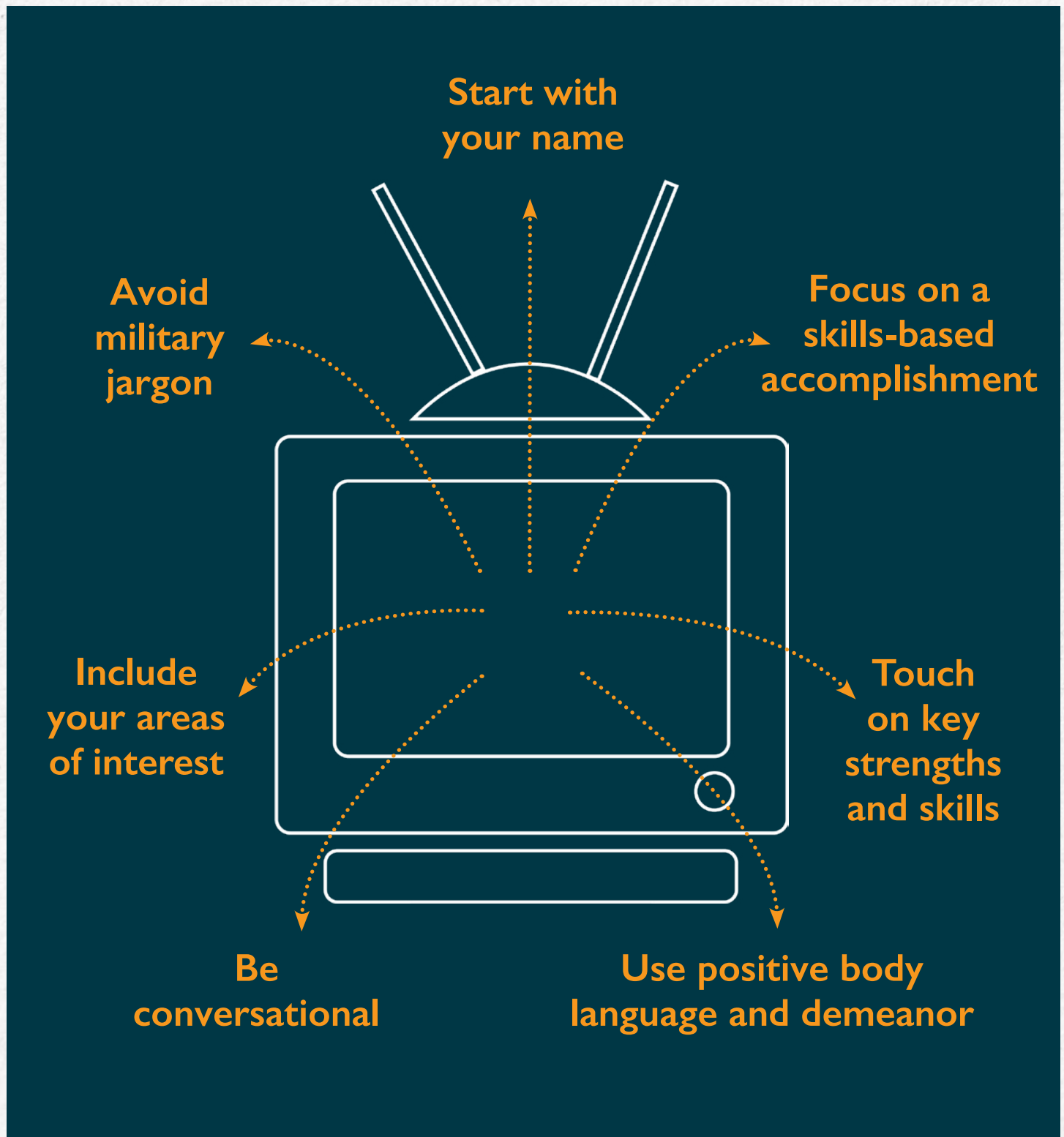
**CONNECT NOW**

*PREMIUM and LIFE Members - Learn more about LinkedIn by watching [MOAA's LinkedIn 101 webinar](#).*



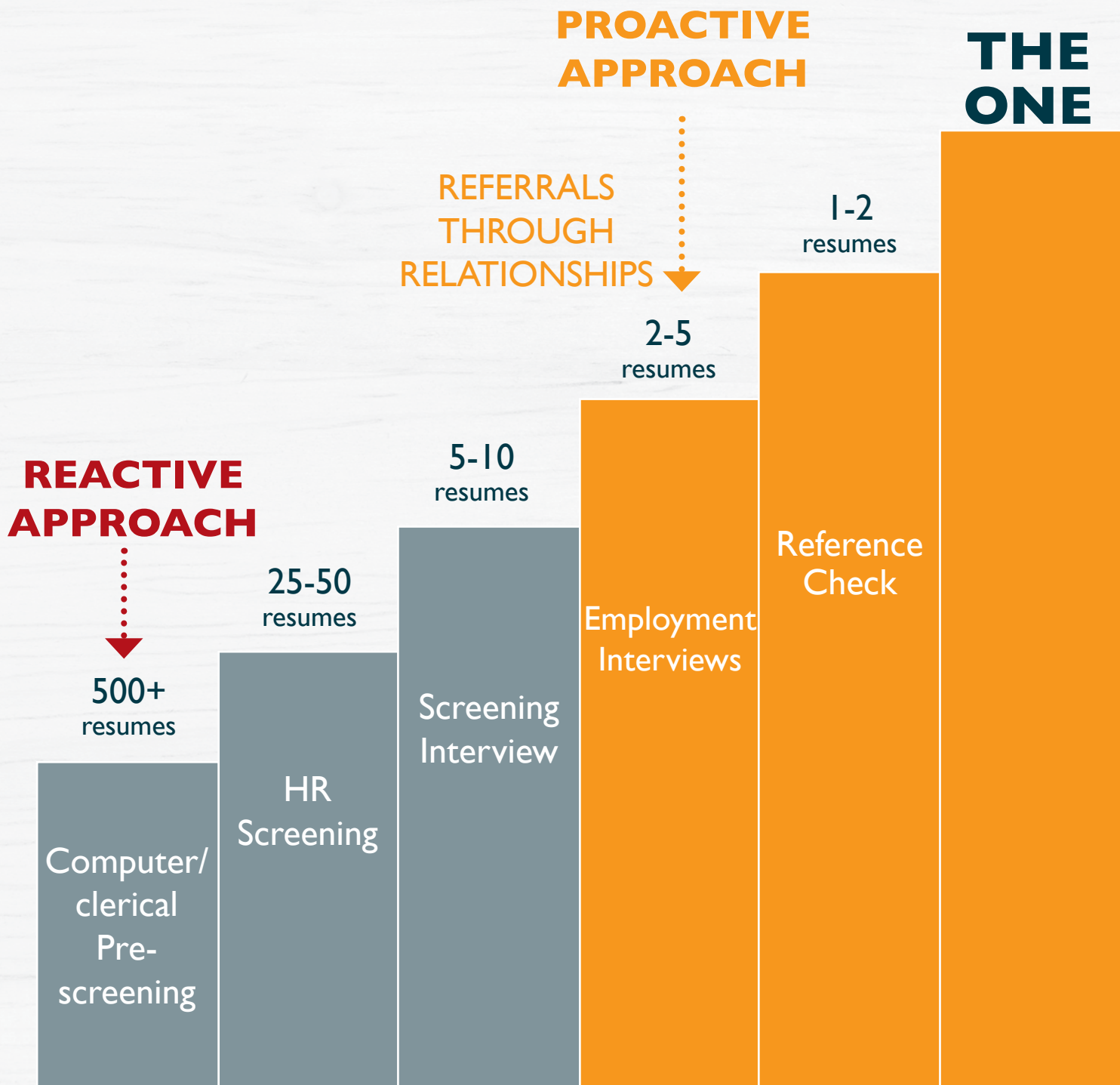
# YOUR 30-SECOND COMMERCIAL

Create a sound bite you can use to share critical information with employers and your network. Have it ready to go and make the most of this opportunity to “civilianize” yourself and your career.



# JUMP AHEAD BY NETWORKING

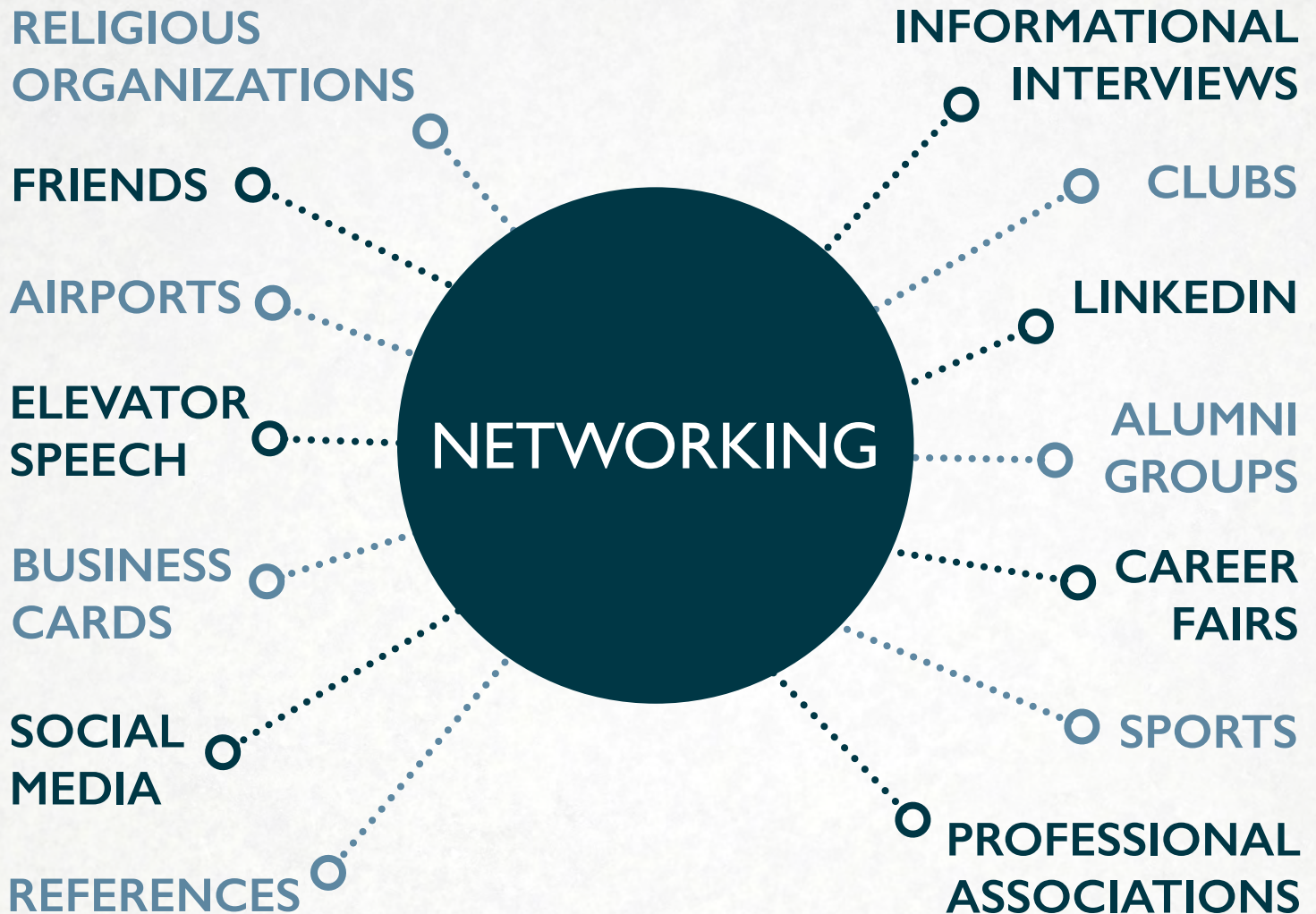
Taking a **proactive approach** to your transition that includes ongoing networking is the fastest way to land your dream job.





# NETWORKING WITH EVERYBODY, EVERYWHERE, **ALL** THE TIME

80-85% of all jobs come from networking



NETWORKING =  
CASUAL, PROFESSIONAL RELATIONSHIPS

PREMIUM and LIFE Members

**WATCH OUR NETWORKING WEBINAR**



# AGENCIES AND RECRUITERS

Agencies and recruiters provide you with yet another avenue to network. Take advantage of these opportunities, but be careful — don't pay an agency or recruiter, and don't limit your opportunities by signing an exclusive agreement.

**Bottom line: They work for the company – NOT for you!**

## CONTINGENCY

Fee upon placement

Salaries to \$125,000

Not usually exclusive

Presents many candidates

## RETAINED

Salaries above \$125,000

Free — paid by employer

Exclusive assignments

Presents 3-7 candidates



# PREPARE FOR THE INTERVIEW

If you get the interview – you are qualified

## Do Your Homework!

- Research the company
- Review details of the job description and why you are a great fit for the job
- Look for background on the interviewers (LinkedIn)
- Recon the area/route/traffic/parking
- Prepare your attire
- Why should they hire me?
- Keep a positive attitude

## INTERVIEW TYPES

Interviewing has changed. No longer is the interview process limited to in-person meetings. While phone interviews are the most prevalent, because they are used for screening, you should be prepared for each of these possibilities.



Phone



Internet



One-on-One



Panel

“*Success is more attitude than aptitude.*”

# TYPICAL INTERVIEW CONVERSATIONS

Tell me about yourself.

Give an example of when you set a goal and were able to meet or achieve it.

What about our company appeals to you? Why do you want this job?

Describe a time when you were criticized for something you did.

Describe a major change that occurred in a job you held. How did you adapt to the change?

## YOUR QUESTIONS

What are the outcomes you are looking for from the successful candidate in the first 6 months?

What obstacles must be overcome to succeed?

How do you like working here?

What are the opportunities for growth over the next 2 to 3 years?

What is the next step in the process? May I stay in touch?

***Tell them you want the job!***



# INTERVIEW TIPS

## Organize Your Thoughts

Translate your message into benefits to the hiring manager

*It's about how your skills can be used where you are going – not where you've been.*

### **Concise Answers**

Get right to the point

### **Be Natural**

Let the real you come through

### **Treat Everyone as the Hiring Authority**

*Half of acing an interview is knowing as much as you can about the company before the interview; anticipating what the company wants to know about you is the other half.*

Hal Lancaster

# THANK-YOU NOTE

It's important that you follow up all interviews with a thank-you note. Not only does it close the interview process, it adds a touch of class.

**Consider it a must-do.**

Send email  
same day; can  
also mail a note

Express  
appreciation

Reinforce  
understanding  
of position's  
requirements and  
qualifications match

Correct  
misunderstandings  
(if necessary)

Express interest  
in position and  
company

Follow up as  
instructed



Thank you!



# NEGOTIATING SALARY

## DEFER

“I’d be more comfortable discussing salary once I have a better understanding of the position.”

## KNOWLEDGE IS POWER

Do your salary homework

[Salary Negotiation 101 webinar](#) available on MOAA.org for PREMIUM and LIFE members

## DEFLECT

“My range is probably more flexible than yours; what is the range you are considering for this position?”

## ASSUME ALMOST EVERYTHING IS NEGOTIABLE

Larger companies have less flexibility with benefits packages

## DEFINE

“Based on my research I understand salaries are between \$X and \$Y for similar positions. Is this consistent with your salary range?”

## GET JOB OFFER – THEN:

Negotiate final salary

Get/give salary range

But may come earlier in the process

Discuss growth potential

Signing/performance bonuses

# WHERE TO FIND SALARY INFORMATION

Knowledge is power. The more you know, the better position you'll be in to negotiate a fair salary. Rely on these resources.



## READ

Occupational Outlook Handbook

Trade/Professional Journals

American Salaries and Wages

Survey/Newspaper

American Almanac of Jobs and Salaries

Jobs Rated Almanac

American Salary Wage Surveys



## TALK

Informational Interviews

Networking

Executive Recruiters

Competing Organizations

Consultants



## LINK

Salary.com

JobStar

America's Career Info Net

Payscale.com

Bureau of Labor Statistics

Glassdoor.com



# WHAT'S NEGOTIABLE? ALMOST EVERYTHING

Moving expenses

Work schedule

Housing

Phones

Parking

Computers

Start date

Commissions

Office space

Gym membership

Frequent-flyer miles

Entertainment costs

Transportation

Hiring bonuses

Wardrobe

Maternity/paternity packages

Association fees

Education

Choose no more than 1 to 2 items if you wish to negotiate.

## BENEFITS

Take time to understand and evaluate all the employee benefits.  
Salary is just one aspect.

Medical Benefits

Retirement Plan

401(k) Plan

Life Insurance

Vacation/Sick Leave

Perks/Incidentals

# EVALUATE THE **ENTIRE** PACKAGE

- Take time to evaluate the offer
- Discuss benefits with spouse, mentors, and MOAA
- Look for all opportunities to convert taxable income and expenses to pre-tax/tax-deferred — FSA
- Accept/decline/renegotiate
- Send thank-you notes
- Severance/relocation
- Get it in writing

*This is your opportunity to take your career in any direction you choose.*

*Transition is a starting point, not a finish line.*





# ADDITIONAL CAREER-TRANSITION ADVICE AND RESOURCES

## MOAA'S TOP TIPS FOR CAREER FAIR SUCCESS

What's the best way to navigate a career fair where you may be one of hundreds of job seekers talking with employers? Follow these proven tips to make sure you stand out in the crowd.

## WINNING THE FIRST 90 DAYS – STRATEGIES FOR TRANSITION SUCCESS

Rely on these winning strategies from MOAA's professional transition experts to make an immediate impact in your new position.

## MOAA'S CAREER- TRANSITION TIDBITS

Nervous about your separation from the military? Rely on these sure-fire tips from MOAA's team of transitional professions.



STEVEWOODS/SHUTTERSTOCK

**VISIT OUR CAREER TRANSITIONS CENTER**



# REAP THE REWARDS OF MOAA'S PREMIUM MEMBERSHIP

While MOAA provides career-transition information to all members, officers who commit to PREMIUM or LIFE membership gain access to a wider array of resources not only for themselves, but also for their spouses.

Become a PREMIUM Member today. Call **(800) 234-MOAA (6622)** or visit **[www.moaa.org](http://www.moaa.org)**. You'll have access to MOAA's full array of career-transition counseling resources, including:

One-on-one  
career consulting

Personalized  
resume critique

*Marketing  
Yourself* transition  
publication

MOAA's  
interview  
preparation

Archived transition  
information and  
materials

Networking  
opportunities

Military Executive  
Transition (MET)  
seminar

Weekly transition  
tips on LinkedIn

One-on-one  
financial benefits  
education

And more

**JOIN NOW**





# OTHER IMPORTANT DECISIONS YOU NEED TO MAKE

## SHOULD YOU ENROLL IN THE SURVIVOR BENEFIT PLAN (SBP)?

Understand the basics and the issues surrounding SBP. A little knowledge goes a long way. Rely on MOAA's SBP fact sheet to make the right SBP decision.

## SGLI TO VGLI OR SOMETHING ELSE?

Chances are you'll need life insurance coverage when you decide to separate from the military. Get the facts about selecting the right coverage.

## WHAT TO DO WITH YOUR THRIFT SAVINGS PLAN (TSP) AFTER SERVICE?

Be prepared to choose the option that makes the most sense for your life.

## EXPLORE MOAA'S PUBLICATIONS

Reap the benefits of membership when you use MOAA Publications — your most reliable resource for plain-English guidance on maximizing your hard-earned military benefits.

- Marketing Yourself for a Second Career: A Guide for a Successful Transition
- The MOAA Investors' Manual
- Transition Guide
- SBP Made Easy: Active Duty Guide to the Survivor Benefit Plan
- And many more

# THINK MOAA FIRST

As you make the transition from the military, you and your family will be faced with many decisions.

Our advice: **THINK MOAA FIRST.** Rely on our staff experts and top-rated products and services.

## INSURANCE SERVICES

Life and health  
(TRICARE supplements)  
Long term care insurance  
Vision  
Pet Insurance

## MOAA Publications

Easy-to-read publications on a wide range of topics including:

- Career and transition advice
- Survivor issues
- Estate planning
- Retirement planning
- Guide to marriage benefits
- Financial planning

...and much more!

## TRAVEL AND TOUR

Best price guarantees  
Member-only travel offers  
Member rental car and hotel rates

## STAFF SERVICES, PROFESSIONALISM, AND CAREERS

Legislative updates on Capitol Hill  
Benefits information  
Career counseling and resume reviews  
Career fairs & networking  
MOAA Pentagon office  
Local MOAA chapters

## FINANCIAL SERVICES

Banking and mortgage Products  
Credit cards  
Financial planning and investment services  
Interest-free college loans and grants

## MEMBER DISCOUNTS

MOAA — Dell® Member Purchase Program  
MOAA — Apple® Member Purchase Program  
MOAA Holiday Card Center  
Identity Guard

## NOT YET A MOAA MEMBER? JOIN TODAY

at **[www.moaa.org/join](http://www.moaa.org/join)** to gain access to these member benefits and more  
or call **(800) 234-MOAA (6622)**

