



U.S. DEPARTMENT OF LABOR

VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)

TRANSITION ASSISTANCE PROGRAM (TAP)

VERSION 3.1B

U.S. DEPARTMENT OF LABOR

Employment Fundamentals of Career Transition (EFCT)





1 | Getting Started

Workshop Goals

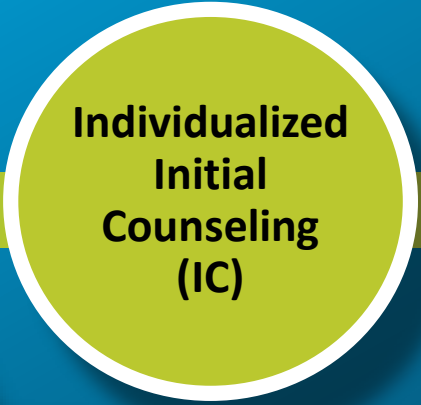
You will be able to:

- Identify typical steps to acquire a civilian job.
- Align employment expectations with personal needs, goals, and best practices.
- Recognize resources available to support a search for civilian employment.



TRANSITION OVERVIEW

NLT 365 days



DoD Transition Day

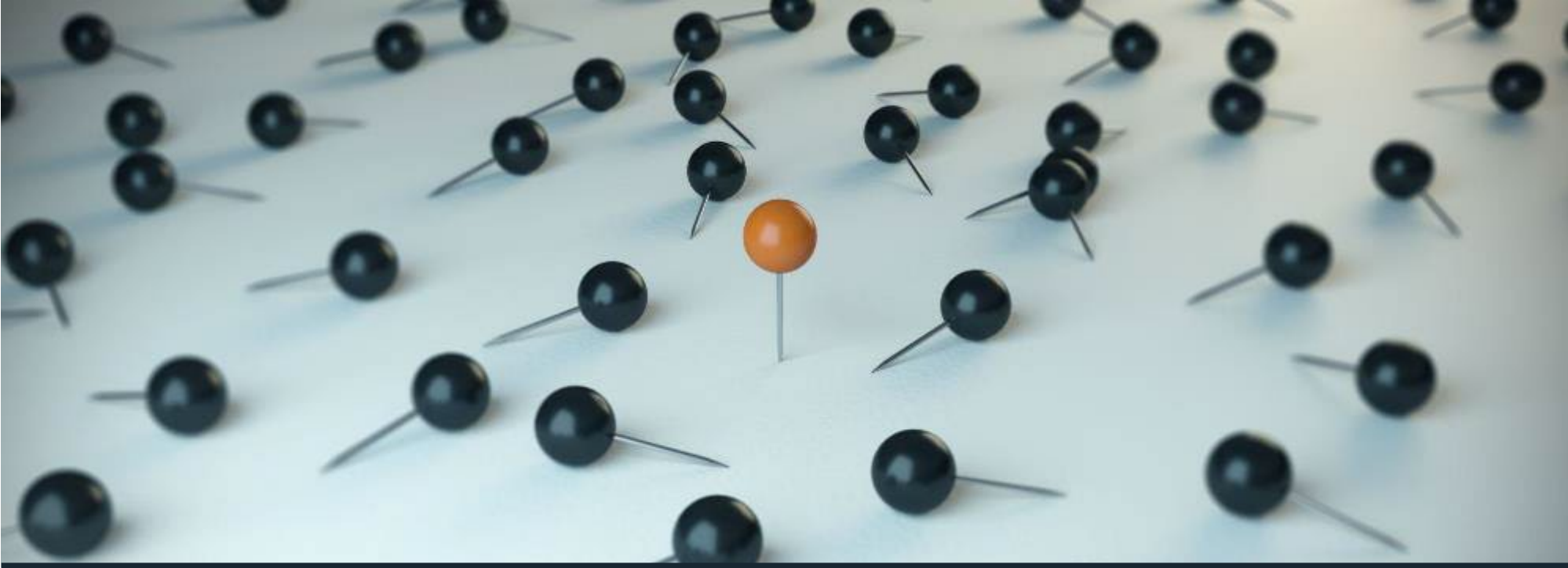


- Employment
- Vocational
- Education
- Entrepreneurship



NLT 90 Days

TAP Classes Near You



<https://tapevents.mil/>

Workshop Topics and Fundamentals



DEVELOP YOUR BRAND

How you present yourself, your skills, and your experience.

THINK LIKE AN EMPLOYER

Apply this employer-focused lens to every aspect of your job search.

MAXIMIZE YOUR RESOURCES

Resources include online tools, websites, organizations, and follow-on services.

PRO TIP: Have a Plan



PRO TIP:
HAVE A PLAN

Making a plan based on job search fundamentals will separate you from other applicants as you continue to implement your plan during any career transition.

Employment Fundamentals Workshop Materials



Access the Workshop
Materials,
dol.gov/EFCTmaterials

Participant
Guide

Worksheet

Resource
Guide





Activity 1.1: Where Are You Now?

Answer these questions:

My current job in the military is: _____.

After the military, I want to: _____.

The Contemporary World of Work

- Changes in Employment
 - Work/Life Balance



2 | Researching



What are Marketable Skills?



PRO TIP: Know Your Marketable Skills



PRO TIP:
KNOW YOUR MARKETABLE SKILLS

Knowing what job skills you have, and which of those skills employers are looking for, greatly enhances what you offer as a job applicant.

Identify Transferable Skills

Military Recruiter Discussion

- Communication skills
- Problem-solving skills
- Training others
- Instructional skills

THINK LIKE AN
EMPLOYER



Why is Labor Market Information Important?

Labor Market Information (LMI)

Labor Demand

Labor Supply

Labor Market

What is Your Market Value?

Market Value Statement

*Market value can be defined as the price “**your**” knowledge, skills, and abilities would bring based upon the industry and location of the position.*

$$K + S + A = \text{VALUE}$$

What is CareerOneStop?

The screenshot shows the CareerOneStop website interface. At the top left is the logo with a stylized American flag and the text "careeronestop your source for career exploration, training & jobs". Below the logo is the text "Sponsored by the U.S. Department of Labor. A proud partner of the americanjobcenter network." On the top right, there are links for "Login" and "Español", and a search bar with the text "Search CareerOneStop" and a magnifying glass icon. A dark blue navigation bar contains the following menu items: "Explore Careers", "Find Training", "Job Search", "Find Local Help", "Toolkit", and "Resources For". Below the navigation bar are four main content cards, each with a header, a representative image, and a list of sub-links. The first card is green and titled "Explore career options", featuring a man in a kitchen and listing "Assessments", "Career videos", and "Highest-paying careers". The second card is purple and titled "Find training and education", featuring a woman with a clipboard and listing "Schools and programs", "Scholarships", and "Certifications". The third card is blue and titled "Job search planning", featuring a man in a warehouse and listing "Resumes", "Interviews", and "Job postings". The fourth card is red and titled "Find local help and services", featuring a woman at a laptop and listing "American Job Centers", "Unemployment", and "Specialized programs".

careeronestop
your source for career exploration, training & jobs
Sponsored by the U.S. Department of Labor. A proud partner of the [americanjobcenter](#) network.

Login Español

Search CareerOneStop

Explore Careers Find Training Job Search Find Local Help Toolkit Resources For

Explore career options
[Assessments](#)
[Career videos](#)
[Highest-paying careers](#)

Find training and education
[Schools and programs](#)
[Scholarships](#)
[Certifications](#)

Job search planning
[Resumes](#)
[Interviews](#)
[Job postings](#)

Find local help and services
[American Job Centers](#)
[Unemployment](#)
[Specialized programs](#)

<https://www.careeronestop.org/>



Activity 2.1: CareerOneStop Occupation Profile Demonstration

- Job Description
- Activities
- Skills
- Knowledge
- Abilities

Market Research Analysts and Marketing Specialists

Description: what do they do?

Research conditions in local, regional, national, or online markets. Gather information to determine potential sales of a product or service, or plan a marketing or advertising campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution. May employ search marketing tactics, analyze web metrics, and develop recommendations to increase search engine ranking and visibility to target markets.

Also known as:

Business Development Specialist, Communications Specialist, Demographic Analyst, Market Analyst, Market Research Analyst, Market Research Consultant, Market Research Specialist, Market Researcher

[View transcript](#)

Career video

0:00 / 1:21

[View transcript](#)

<https://www.careeronestop.org/>



Activity 2.2: CareerOneStop Occupation Profile Search

Access CareerOneStop,
<https://www.careeronestop.org/>

The screenshot shows the CareerOneStop search interface. At the top, there are two search filters: "Search by Occupation" with a text input field labeled "Keyword or Code", and "Location" with a text input field labeled "City, State or ZIP Code". A blue "Search" button with a magnifying glass icon is to the right of the location field. Below the filters is a section titled "List of Occupations" with a minus sign icon. Underneath, there is a list of six occupation categories, each preceded by a blue plus sign icon:

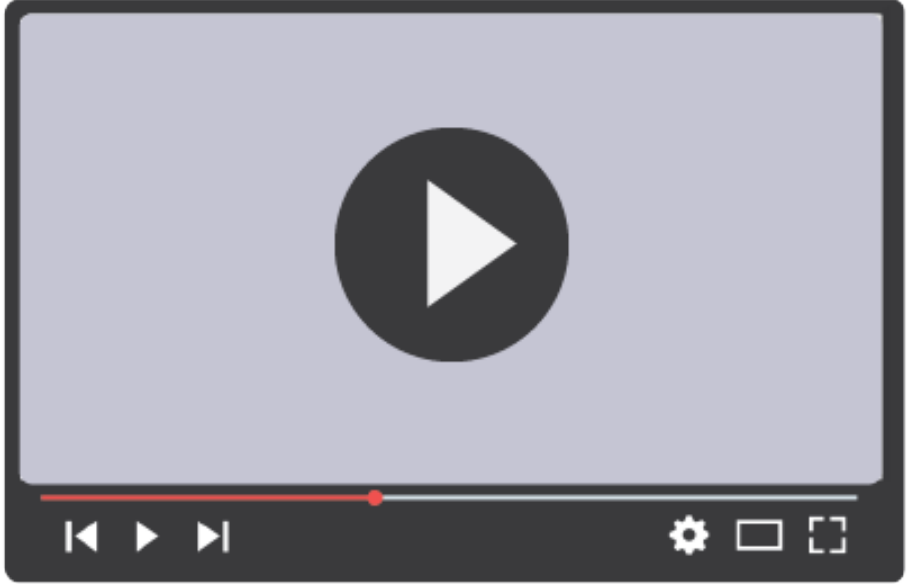
- + [Architecture and Engineering](#)
- + [Arts, Design, Entertainment, Sports, and Media](#)
- + [Building and Grounds Cleaning and Maintenance](#)
- + [Business and Financial Operations](#)
- + [Community and Social Service](#)
- + [Computer and Mathematical](#)

List Four Marketable Skills

1. _____
2. _____
3. _____
4. _____

American Job Center

- Veterans receive priority
- Find workforce service:
<https://www.careeronestop.org/LocalHelp/AmericanJobCenters/american-job-centers.aspx>
- Comprehensive AJCs



Go to dol.gov/EFCTmaterials
Click on AJC video link
OR
Scan QR code to view the AJC
video on your phone



Career-Related Education and Training Statistics

CAREER-RELATED EDUCATION AND TRAINING	YEARLY MEDIAN WAGES	ASSOCIATED TWO-DAY CAREER-RELATED WORKSHOP
Master's Degree*	\$81,848	Education Workshop (DoD)
Post-DOL Registered Apprenticeship**	\$77,000	Vocational Training Workshop (DOL)
Post-industry Certification***	\$71,798	Vocational Training Workshop (DOL)
Bachelor's Degree*	\$69,368	Education Workshop (DoD)
Associate Degree*	\$50,076	Education Workshop (DoD)
High School Diploma*	\$42,068	63% of Service members

*Source: US Census Bureau: 2020 <https://www.census.gov/data/tables/time-series/demo/income-poverty/cps-pinc/pinc-03.html>

**Source: 2021 www.Apprenticeship.gov <https://www.apprenticeship.gov/>

***Source: DOL VETS own calculation using median weekly earnings from BLS Current Population Survey, 2021 Annual Averages: <https://www.bls.gov/cps/cpsaat54.htm>

Gaining More Skills

•DOD SkillBridge  DODSKILLBRIDGE

•Army Career Skills Program (CSP)



•United Services Military Apprenticeship Program (USMAP)



•MilGears



Other Opportunities

Apprenticeships

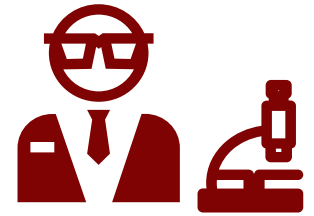


Pathways into
Federal
Government



Informational Interviews

- How did they become interested in the industry or get started in this career field?
- What one piece of advice would they give someone entering the field?
- What is their education level?
- Who else in the industry would they recommend contacting?



What are SMART Goals?



S

Specific

M

Measurable

A

Achievable

R

Realistic

T

Timely

A person's hand is pointing at a laptop screen. The entire image has a blue overlay. A dark blue rectangular box is positioned in the lower-left quadrant, containing the text '3 | Building Your Personal Portfolio'.

3

**Building Your
Personal
Portfolio**

What is Personal Branding?

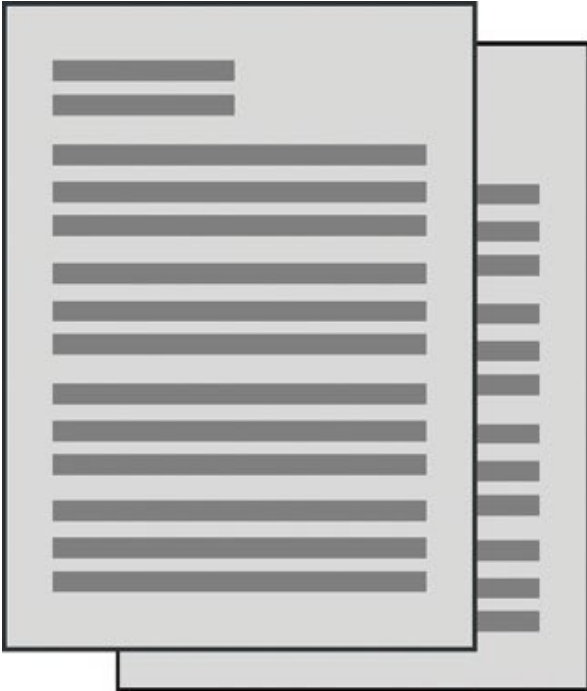


Translating Military Terminology into Civilian Terms

- Military Terms & Acronyms
- Job Titles
- Education



Work History Outline, Master Resume, and Targeted Resume





Activity 3.1: Work History Outline

- Employer Name and Location
- Job Title
- Date



Resumes

Master



Targeted



PRO TIP: Use STAR to Stand Out



PRO TIP: **USE STAR TO STAND OUT**

Distinguish yourself as an applicant by creating achievement statements that demonstrate your ability to perform, and even excel, as an employee.

What is the STAR Method?



Situation

Think of a specific time or circumstance when you used a particular skill.

EXAMPLE:

The Promotion Board adopted a new computer system.

It would not take the format of the promotion packages.

The submitted packages were rejected.



Task

Name the key objective you were responsible for in that situation.

EXAMPLE:

As the team leader, I was tasked with ensuring the 5,500 promotion packages were updated with the correct format and resubmitted within three days.



Action

Emphasize the skills and resources involved.

EXAMPLE:

I developed an Excel spreadsheet for my team to track the 5,500 promotion packages to ensure they were all updated with the correct format.



ACTION

Result

Summarize how you specifically contributed.

EXAMPLE:

I successfully updated all 5,500 promotion packages using the new format and resubmitted them to the Promotion Board within the deadline.





Final STAR Achievement Statement

Developed and applied a comprehensive document tracking system, ensuring that 100% of 5,500 promotion packages were updated, correct, and completed ahead of the Promotion Board deadline.

Compare the Statements - Training

Candidate A

- Prepare training for department.



Candidate B

- Conducted compliance training for 225 managers across six locations with 95% satisfaction rate.



Compare the Statements - Logistics

Candidate A

- Determine proper equipment and staffing levels to load, unload, move, or store materials.



Candidate B

- Reduced time spent on conducting inventory by 20% by reorganizing physical storage of supplies.



Compare the Statements - HR

Candidate A

- Perform personnel functions such as selection, training, or evaluation.



Candidate B

- Increased employee retention rate by 16% by focusing on training, team building, and recognition programs.





Activity 3.2: Write a STAR Achievement Statement

- **STEP 1:** Write one job responsibility or task.
- **STEP 2:** Review the job responsibility.
- **STEP 3:** Use the STAR Method to create your achievement statement.

Professional Introduction

- Is also known as an Elevator speech.
- Is short and to the point.
- Highlights unique qualifications.
- Will have multiple versions.



STEP 1 – Introduce Yourself



Give your full name, smile, extend your hand for a handshake, if applicable, and add a nice greeting.

Hi, my name is Dakota Riggs. It's nice to meet you.

STEP 2 – Provide a Brief Summary of Your Background

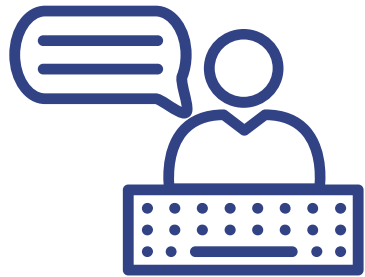


Include relevant information

In my position, I had to get good at...
Thanks to a challenging experience, I
learned how to...

I recently completed my service with the Army as an Automated Logistical Specialist. I have over 4 years of warehouse experience recording and tracking shipments.

STEP 3 – Explain What You Want

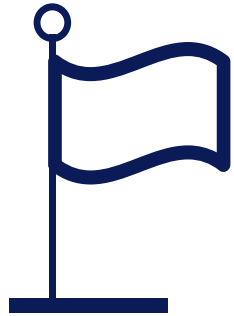


Explain the value you bring

- I am interested in working as a...
- I've always been passionate about _____ and would like the opportunity to bring my skills to this position.

I would like the opportunity to put my business administration and record-keeping skills to work for a growth-oriented, global company like ABC Corporation.

STEP 4 – Finish With a Call To Action



End your professional introduction by asking for what you want to happen next.

- I would like to stay connected to learn more about...
- Would you mind if I set up a quick call next week for us to talk about...?

Would you mind if I set up a quick call next Tuesday for us to talk about any upcoming opportunities on your team?



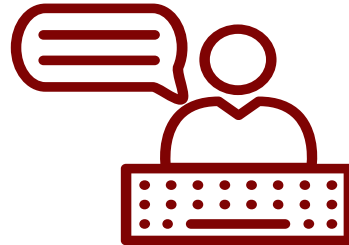
Activity 3.3: Draft Your Professional Introduction Statement



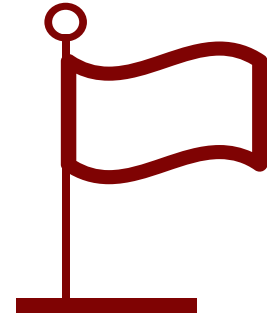
Introduce Yourself.



Give a brief summary of your background.



Explain what you want.



Finish with a call to action.

How can you use your professional introduction in your job search?



Activity 3.4: Practice Your Professional Introduction Statement





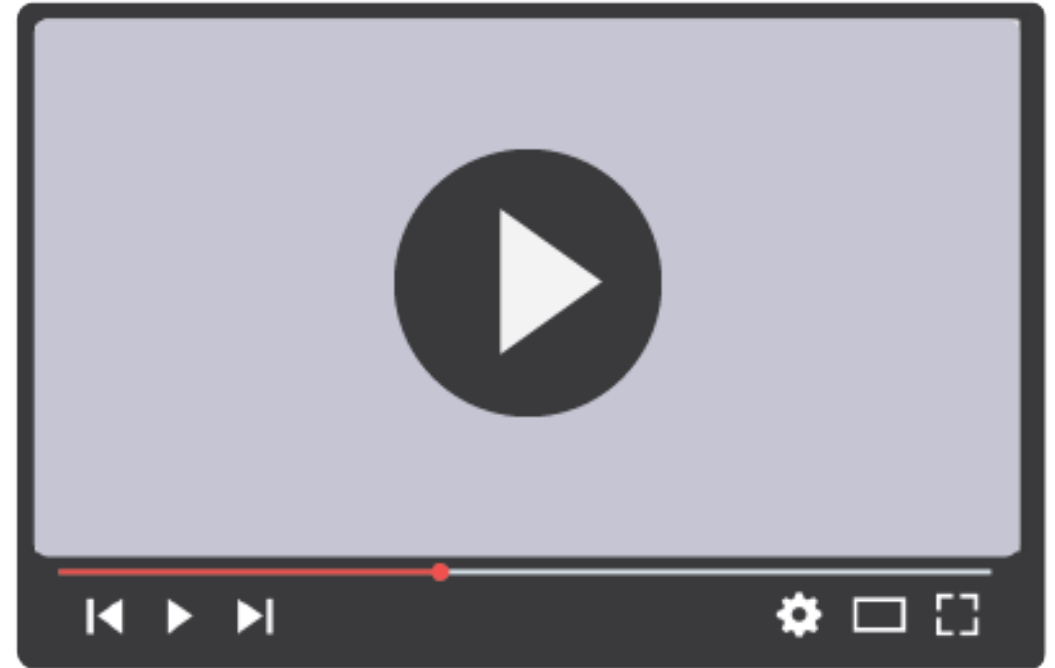
4

**Introducing
Employment
Rights**



Six Laws Impacting Transitioning Service Members

- USERRA
- ADA
- EEO
- VEVRAA
- FLSA
- FMLA



Go to
dol.gov/EFCTmaterials
Click on 6 Laws video link

OR

Scan QR code to view
the 6 Laws video on your
phone



Self-Disclosure and Self-Advocacy

Approximately 25% of veterans have a service-connected disability.

- Disclosing a Disability
- What is Self-Advocacy?

Job Accommodation Network (JAN),
<https://askjan.org/>



The background features a network of person icons connected by lines, overlaid on a faint city skyline. The entire image has a reddish-orange tint.

5

Networking

How Hiring Occurs

Advertised

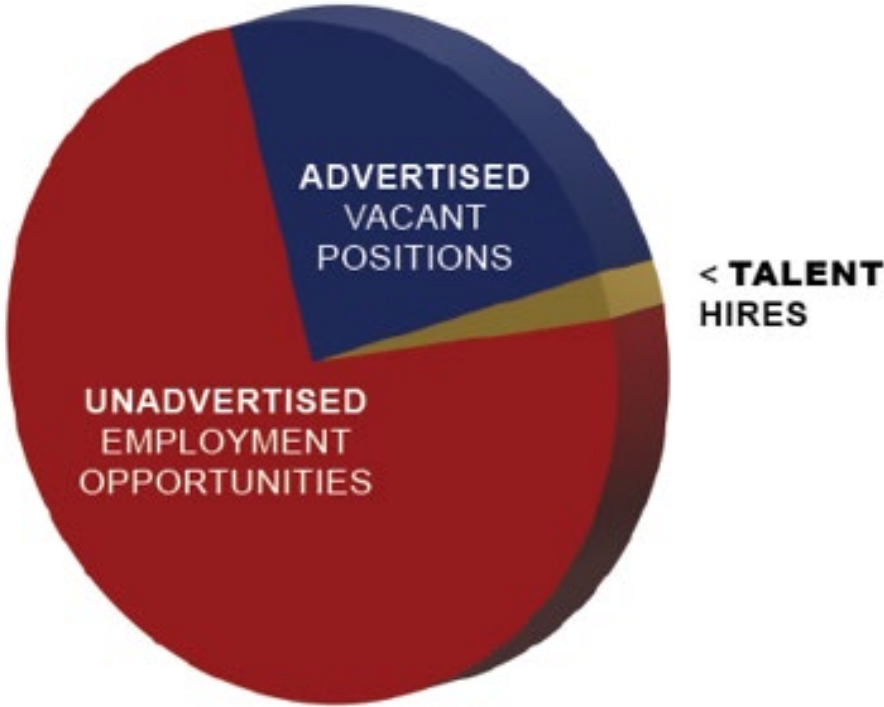
Between 25% and 40%

Unadvertised

Between 60% and 80%

Talent Hire

Between 3% and 5%



Network Contacts

Most jobs are found through networking.

Everyone you know, meet, or interact with is a member of your network.



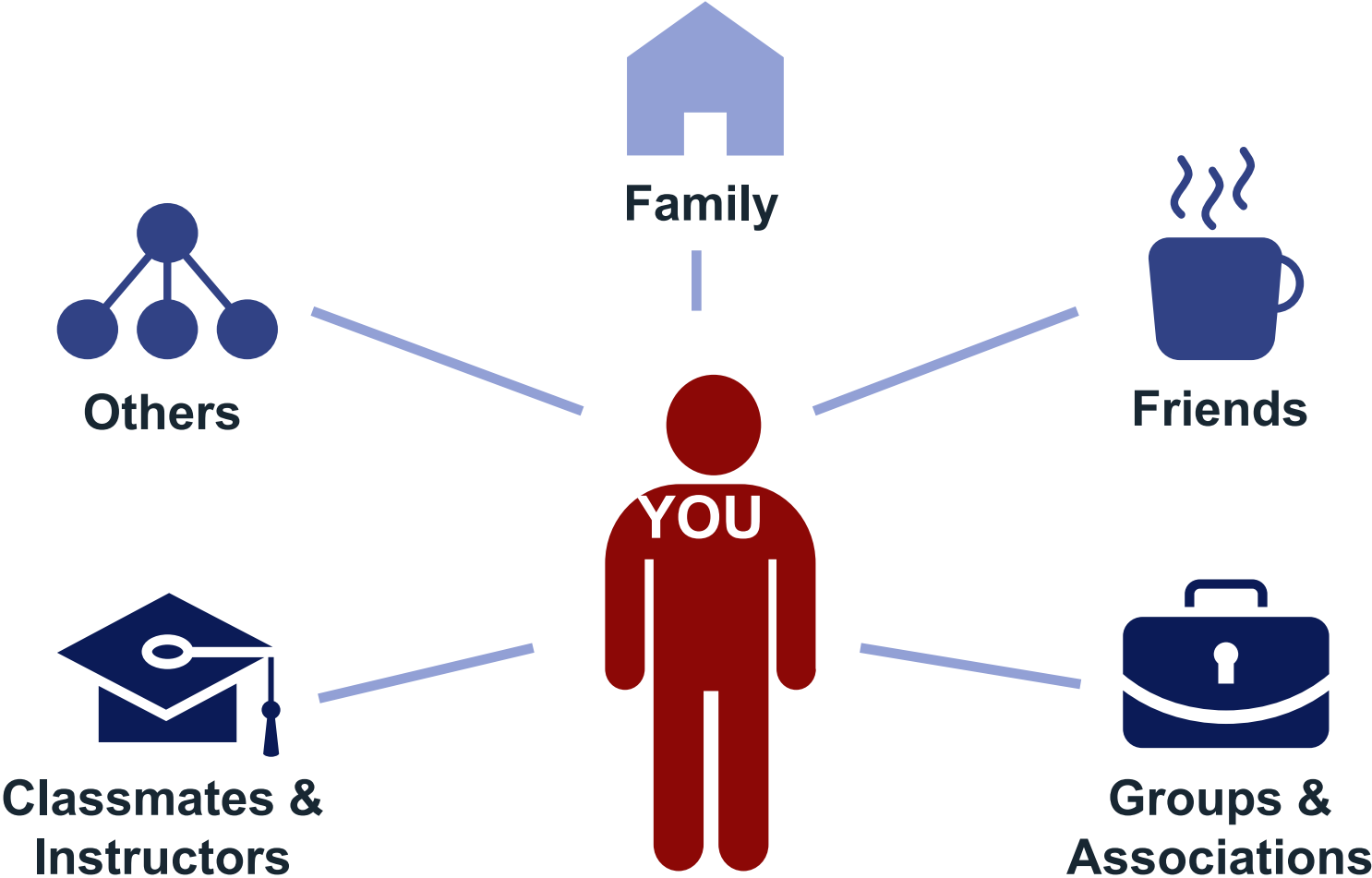
PRO TIP: Connect with Your Network



PRO TIP:
CONNECT WITH YOUR NETWORK

Since most positions are filled through personal and professional connections, networking is fundamental in getting the job you want.

Activity 5.1: Identify Your Network Contacts



Use Social Media to Expand Your Network

Use social media to:



Find jobs.



Make yourself visible to employers.



Make career connections.



Research company management & decision makers.

Popular sites include:



FACEBOOK

[facebook.com](https://www.facebook.com)



X

Formerly known as Twitter.
[twitter.com](https://www.twitter.com) or [x.com](https://www.x.com)



LINKEDIN

[Linkedin.com](https://www.linkedin.com)



LinkedIn

World's largest professional online network

- One-year complimentary Premium Career subscription is available for veterans, service members, and spouses.
- Premium includes subscription to LinkedIn Learning.

www.linkedin.com/military



6

Finding the Job

Looking For A Job?

EMPLOYMENT

Accounting.....	107	Inventory.....
Administrative/Clerical.....	110	Legal Ad.....
Automotive.....	129	Legal.....
Banking.....	106	Inst.....
Biotech.....	150	M.....
Business Development.....	111	
Business, Mktg, Supply.....	199	
Computer/IT.....	115	
Construction.....		
Consultant.....		
Customer Service.....		
Design.....		
Distribution/Shipping.....		
Education.....		
Food/Beverage.....		
Health Care.....		
Human Resources.....		
Information.....		
Insurance.....		
International.....		
Manufacturing.....		
Marketing.....		
Media.....		
Non-Profit.....		
Real Estate.....		
Retail.....		
Science.....		
Software.....		
Telecommunications.....		
Transportation.....		
Travel.....		
Utilities.....		
Video.....		
Writing.....		

Job Seekers and Employers

- How would a job seeker find a job?
- How would an employer find an employee?





Activity 6.1: Brainstorming – Job Boards to Visit

Where can you find advertised jobs?

1. _____

2. _____

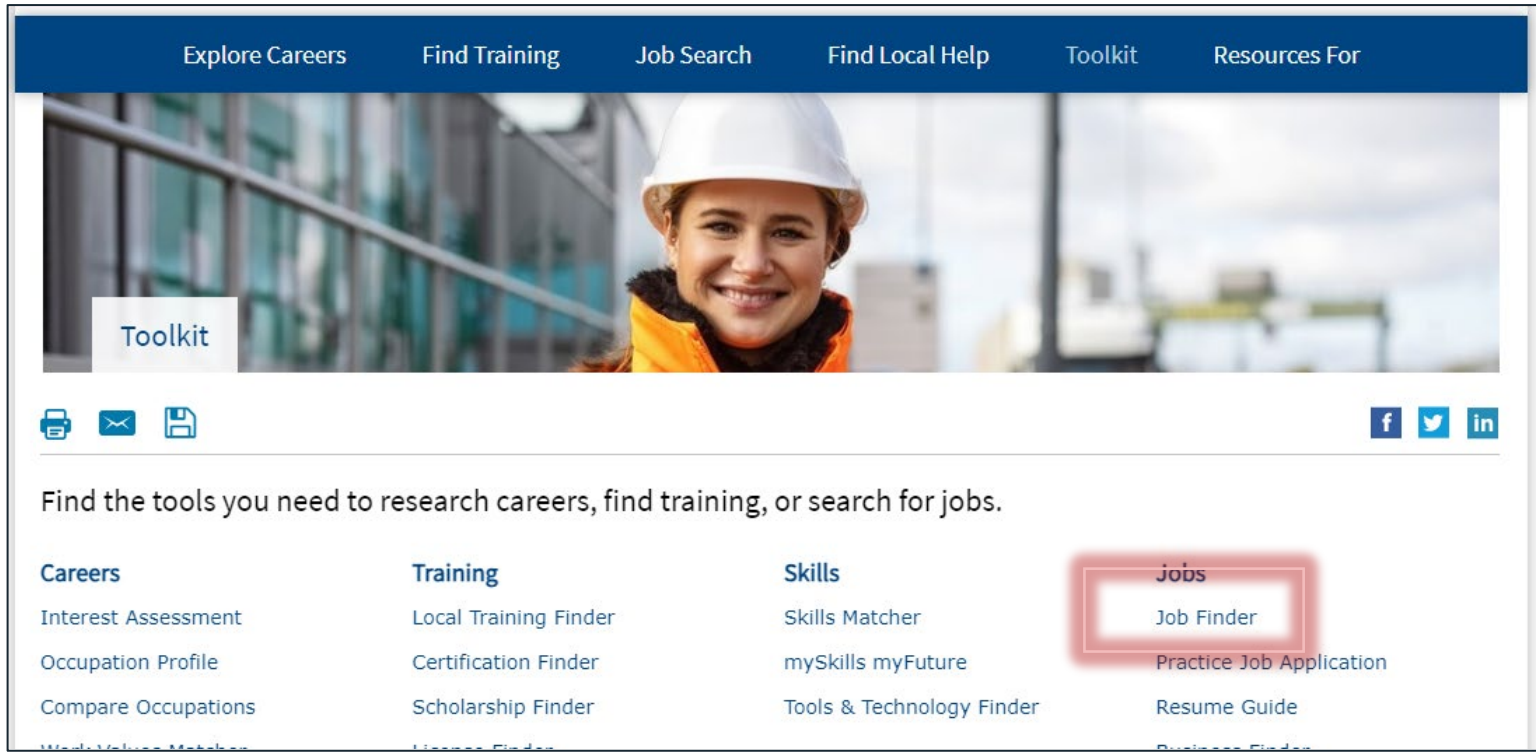
3. _____

4. _____





Activity 6.2: Using CareerOneStop Job Finder Website Demonstration



<https://www.careeronestop.org/> 

Seeking Out Veteran Ready Employers

USAJOBS[®]



**MAXIMIZE YOUR
RESOURCES**

PRO TIP: Analyze Job Postings



PRO TIP:
ANALYZE JOB POSTINGS

Looking closely at a job posting will help you think like an employer and create an effective targeted resume.

Why is Analyzing a Job Posting Important?

1. Uncovers tasks.
2. Makes a connection.
3. Identifies additional requirements.
4. Helps you write STAR statements.
5. Provides exact wording.





Activity 6.3: Analyze Job Posting for Keywords





Using Keywords in a STAR Statement, Example 1

Job posting reads... **Manage equipment orders** making sure they are delivered correctly and on time.

STAR statement... **Managed** acquisition of **equipment orders** for 4,000 personnel global military movement, coordinated delivery resulting in on-time distribution and zero loss.



Using Keywords in a STAR Statement, Example 2

Job posting reads...Responsible for **responding to customer inquiries** about their orders and delivery time.

STAR statement... **Responded to customer inquiries**, developed action items, and confirmed 100% delivery of inventory.

STAR Statement for Soft Skills, Job Posting 1

Ability to work both independently and as a **team player** with minimal supervision.



STAR Statement for Soft Skills, Job Posting 2

Ability to multitask, work in a fast-paced environment often with short notice, to meet deadline.



Completing a Job Application



Eight Tips for Filling Out a Job Application

1. Read and follow application instructions carefully.
2. Keep your application consistent with your resume.
3. Make sure your resume and cover letter are targeted.
4. Consistently save your information.
5. Do not leave blank spaces.
6. Do your salary research.
7. Be prepared to provide references.
8. Proofread your application.

RESUME

EXECUTIVE SUMMARY

7 | Interviewing and Job Offers

suspendisse nulla pretium, rhoncus tempo
lum voluptat. Nisi rhoncus turpis est, ve
it, magna tincidunt. Maecenas aliquen
ti.

Company Name; City, State – 2012–Present
dolor sociis mauris, vel eu libero cras. Faucibus at. Arcu habitasse elementum
est, ipsum purus pede porttitor class, ut adipiscing, aliquet sed auctor
imperdiet arcu per diam dapibus libero dui. Enim eros in vel, volutpat ne
pellentesque leo, temporibus scelerisque nec.

Job Title, Company Name; City, State – 2011–2012
Ac dolor ac adipiscing amet hi
diam et, pharetra so
pretium

Recall Prior Interview Experience



Interview Methods

- Telephone
- Video or Virtual
- In Person



Types of Interviews

- One-to-One
- Group
- Panel
- Meal
- Demonstration
- Stress
- On-the-Spot

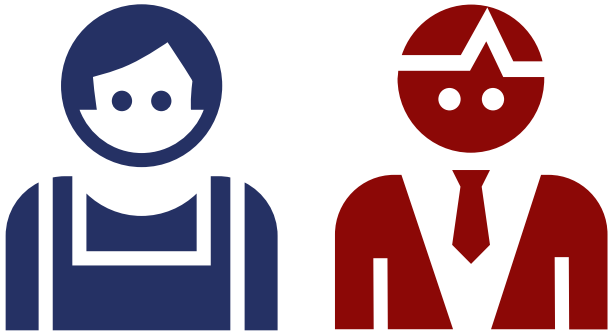


What are Employers Looking For?

How well can the candidate perform the job?

Will the candidate be a good worker?

Will the candidate fit into the company culture?



**THINK LIKE AN
EMPLOYER**

Types of Interview Questions

Traditional Interview Questions

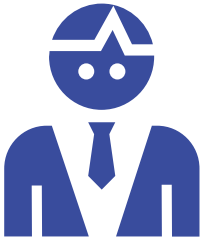
“Tell me about yourself.”



“Why should we hire you?”



“Why do you want this job?”



Other Types of Interview Questions

Behavioral Questions

- Evaluate actions that were possibly encountered in previous jobs.
- Predict future responses.

Situational Questions

- Present a hypothetical scenario to evaluate a candidate's response.
- May evaluate a candidate's skill or personality.

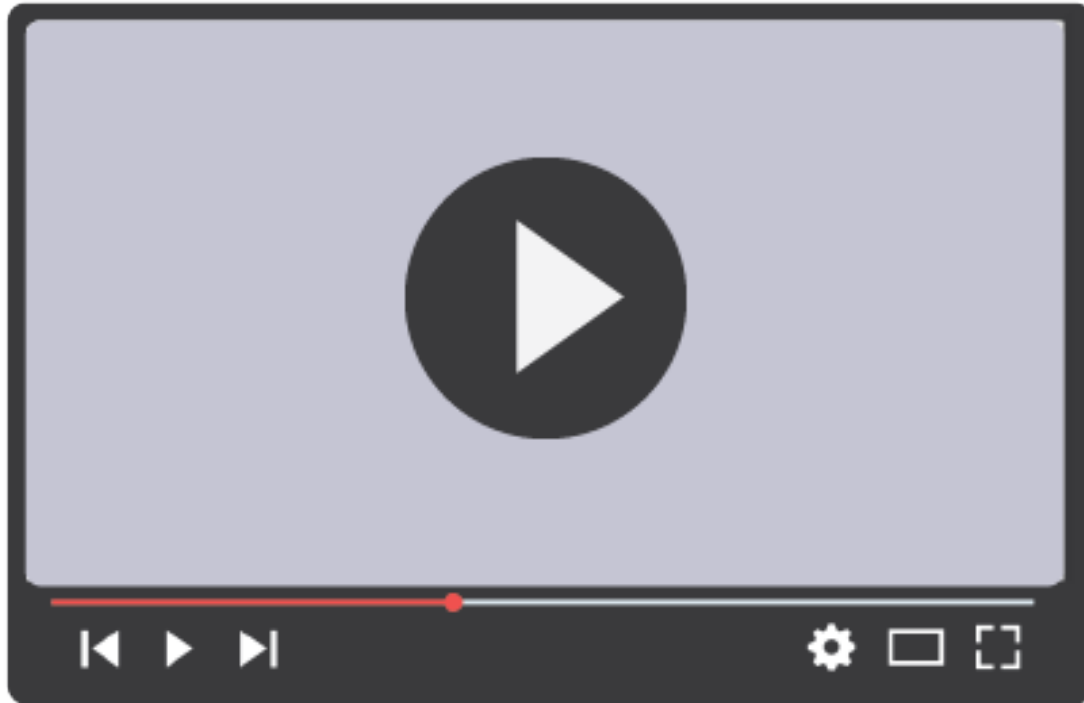


STAR Method for Interview Questions

Answer behavioral or situational questions with examples from your STAR statements.



Activity 7.1: Virtual Interview Example



Go to dol.gov/EFCTmaterials Click on EFCT Virtual Interview video link

OR

Scan QR code to view the EFCT Virtual Interview video on your phone

Think Like an Employer as you play the role of an ACME Logistics HR representative.

Job Offers



Receiving a Job Offer – Know the Terms

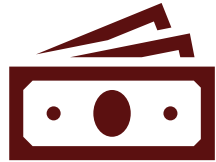
1. Salary or Wage
2. Minimum Wage
3. Overtime Pay
4. Non-exempt Employee
5. Exempt Employee



Evaluating Job Offers: Factors to Consider

- Position
- Career Growth Potential
- Company
- Work/Life Balance
- Commute/Schedule
- Travel Requirements
- Benefits
- Salary & Compensation

Negotiating a Job Offer



1. Salary



2. Schedule flexibility



3. Education and training



4. Paid time off



5. Start date



6. Telework



7. Signing bonus

Negotiation is collaborative. Negotiation creates a Win/Win.

Communicating Your Decision

- Accept the job offer.
- Request time to evaluate.
- Decline the offer.



8

**Determining
Your Next
Steps**



3 Fundamental Concepts

DEVELOP YOUR
BRAND

THINK LIKE AN
EMPLOYER

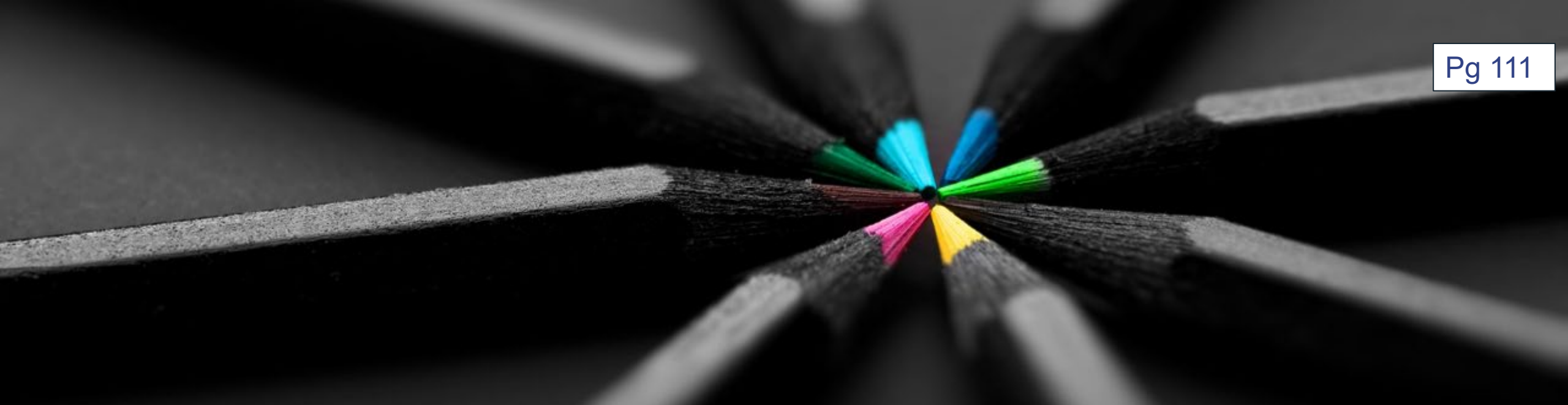
MAXIMIZE YOUR
RESOURCES

Implement Your Plan



PRO TIP:
HAVE A PLAN

Making a plan based on job search fundamentals will separate you from other applicants as you continue to implement your plan during any career transition.



Employment Fundamentals Worksheet




Activity 8.1 Identify Next Steps in Your Transition

1. What do I need more information about?
2. What specific questions do I need to ask to get clarifications?
3. What do I need to do next?



The image features a close-up of the American flag's red and white stripes on the left and right sides. The background is a dark blue field filled with out-of-focus, glowing white and light blue circular bokeh lights. Centered in the middle of the image is the text "Thank You" in a clean, white, sans-serif font.

Thank You

Complete Course Evaluation



**Transition Assistance Curriculum
Participant Assessment**



- You have reached the redirect page for the Department of Defense Transition Assistance Curriculum Participant Assessment. You will be redirected to a secure, commercial website to participate in the survey.
- **NOTICES:** If you reached this page by using a QR code, use the controls within the app to open this page in a secure, trusted browser before proceeding to the assessment.
- You may be prompted by a security alert. If so, follow the instructions and proceed to the secure assessment website.
- Server maintenance and software updates are conducted periodic Saturdays, 9 pm - Midnight Pacific time. Access to the assessment may be interrupted during this time.

[Click Here to Take The Assessment](#)

Authorities: [10 USC 1782](#)
Sponsor: [Office of the Under Secretary of Defense for Personnel and Readiness](#)
Results: (CAC Only: Please Use EMail or PIV certificate for authentication) <https://dhra.deps.mil/sites/OPA/opa-survey/SitePages/Home.aspx>
[Accessibility/Section 508](#)



<https://www.dodsurveys.mil/tap/>