

# **TEXAS HR PROS IN-TRANSITION CURRICULUM OVERVIEW**

## **1. The Job Search Plan**

- a. Commitment to Re-inventing Yourself and Owning Your Job Search
- b. Are You Mentally Prepared to Begin the Job Search?
- c. → **YOUR DESCRIPTOR** ← – the most CRITICAL part of your job search
- d. Creating Your Job Search Mission or Goals
- e. Identifying Your Strengths and Competencies
- f. Preparing for Potential Challenges and Avoiding Stressors

## **2. Job Search Tools**

- a. Attitude – it's all about focus
- b. The Resume – the primary marketing tool
- c. The 30-Second Elevator Speech, your networking introduction
- d. Cover Letters – the ugly truth: gotta have 'em
- e. Business Cards – what's the real alternative
- f. Your Support Group – choose very wisely

## **3. The Hunt**

- a. Posting Resumes – on the rise, or the decline?
- b. Resume Blasting – mass distribution
- c. Job Boards – love 'em, hate 'em, need 'em
- d. Web Crawlers – don't confuse 'em with job boards
- e. Miscellaneous Options - where else to hunt
- f. Actual Networking – getting out of the house
- g. Virtual Networking – what's this stuff really all about
- h. Improvisation – distancing YOU from the herd
- i. What's Missing – NOT on the list & won't be again

## **4. Everything You Need To Know About The Interview**

- a. Mindset and approach
- b. Mistakes to avoid
- c. What NOT to say
- d. Types of Interviews
- e. Types of Interviewers
- f. Realistic Questions to ask
- g. Preparation
- h. What to bring
- i. Remember That The Interviewer is NOT your friend
- j. Asking for the Job

## **5. Post Interview Activity and the Offer**

- a. Leaving the Interview Venue
- b. Mistakes to Avoid
- c. Thank-You Notes
- d. Follow-Up Opportunity
- e. The Offer and Negotiations
- f. Getting It In Writing
- g. References and Employment Verification
- h. Another Offer, Now What?

## **6. The Before and After: Life After Death and Owning Your Success**

- a. The Must-Do Items to Take Ownership for YOUR Success
- b. Planning Your Exit and Orchestrating Your Departure
  - i. Setting the tone of the Exit
  - ii. Should I try to Negotiate?
  - iii. Securing References and Maintaining References