



Transition Readiness Check List

Transition Step	Consideration	Yes/No
Reflection & Needs Analysis	Can you articulate what have you enjoyed about your career and why? Do you understand what your long-term career needs/ambitions are?	
Ambitions & Pathway	Do you know how to bring your ambitions to life, what other career pathways are open to you and what opportunities does your next job need to create?	
Preferred Industry's	What are the industries that your experience and expertise is best suited to, do you need to expand these options into the future?	
Formulating Achievements	Have you exceeded your employers' expectations in the past, what are your specific key career achievements, can you articulate them effectively?	
Professional Profile	Does your 25-30 second professional profile accurately and powerfully describe what your professional proposition is?	
Your Key Narratives	Do you have concise & informative answers to these common interview & networking questions: Why did you leave? What are you expert at?	
Resume	Does your resume impressively reflect your proposition, does it contain a profile, skill and achievement summary and your employment history?	
Biography	A Bio is an excellent tool (1 page) to have in your kit, it is ideal for networking and or passing onto those people you know that might find leads for you	
LinkedIn	Linked-In will continue to grow in importance, how healthy is your network, does it include key people at employers of choice, how strong is your profile?	
Hidden Job Market	Do you know what the "hidden employment market" is, (relevant to your occupation?) do you know how to successfully navigate it?	
Networking Strategy	Right now, and well until the economy recovers the most powerful source of employment opportunities, how informed is your strategy?	
Preferred Employers	Who are your employers of choice? Do you know what their recruitment protocols are?	
Interview Preparation	If you are interviewing with an employer become highly informed about who you are meeting, their business, its challenges and their competitors	
Managing Recruiters	Establishing and maintaining working relationships with 5-6 recruiters will be key to your ongoing career interests, do you know which are relevant to you?	