

When making a career change there are certain key steps to take which will aid you in this process. You may have already completed some of the steps listed below, if so check them off and move forward to the next step.

PHASE #1 – GET READY

Goal for this phase: The main goal for this phase is to prepare for your job search. The key word to keep in mind here is *clarification*. By the time you have completed the steps outlined here, you should have a clear picture of what you are looking for in your career.

Step A - Engage In A Career Assessment

This step can be accomplished on your own or with the help of an [Employee and Career Advisor](#). There are a number of assessment tools and books available to help you with this process. Here are the areas you need to consider:

- Analyze your life/work values
- Evaluate your skills and core competencies
- Determine career interests
- Assess your behavioral style and preferences

Having this information will allow you to move forward in your job search. It is best to write down all this information or maintain hard copies of any assessments that you take.

Step B - Identify Resources

Resources are the information and support needed to approach the task of career change. They include the following:

- [Web Resources](#)
- [Training](#)
- Networking
- [Career Advisor](#)

Step C - Explore Options

It is important when facing a career change to adopt an attitude of hopeful expectation. While some doors may have closed new opportunities are now presenting themselves. Some of the things to do at this step include:

- Examine career paths available at UA
- Examine career paths at other state agencies
- Identify sources and training to acquire new skills
- Uncover competencies which lead to a new career opportunity
- Determine your interests in profit or non-profit businesses

PHASE #2 – GET SET

Goal for this phase: The main goal for this phase is to make decisions about what you are seeking in your job search. The key phrase to keep in mind here is *defining your actions*. By the time you have completed the steps outlined here, you should have a clear plan concerning how to reach your career objectives.

Step A - Determine Your Goals

In this step you will be setting both short and long-term goals. You should spend time writing all of your goals, prioritizing them comes later. The specific goals you develop will be based on the exploration done previously but will fall into the following goal categories related to:

- Training
- Information gathering
- Networking
- Development of your resume and interviewing skills
- Applying for jobs
- Obtaining interviews
- Obtaining a job offer

As you develop your goals, make them specific and include target dates. Additional actions you need to take will become obvious as you complete this step.

Step B - Develop A Plan

Once you have determined your goals, write down your plan for reaching them. There are many ways to structure your plan. You could have both a short-term and long-term plan or you may just want to layout a plan for all your actions for the next 2, 6 or 12 month period. The important elements that need to be in any plan you develop include the following:

- Your Goals
- Actions needed to reach your goals
- Target dates for all goals and actions needed

Your career plan is, by its very nature, a fluid document. Changes will be made over time. But it can be a important tool to keep you on track. It can also be very self-reinforcing to see yourself achieving your goals with the ultimate one being your new position.

PHASE #3 – GO

Goal for this phase: The main goal for this phase is to take action and implement your career plan. The key phrase is *maintaining momentum*. The ultimate goal of this phase is to obtain a new position.

When implementing your plan it is most important to monitor your successes and adapt to the feedback you receive. You may get more response from certain employment sectors, or from certain formats of resume's or cover letters. In interviews, watch the response of the interviewers. If you are not offered a job, it may be useful to contact the employer and ask for feedback on your interview or analyze the interviews with a Career Advisor. Remember, persistence is the key.

ONE MORE THING

While looking for a new job can be an exciting process, it can also be a challenging and at times stressful experience. Sometimes the most important thing you can do in your job search may not seem related to it at all, but is still important. Do what you need to do to enjoy yourself, have some fun, and maintain your peace of mind during this time period. Surround yourself with supportive people. It can only help.