

CAREER PATH – EMPLOYMENT (ITP BLOCK 2)

Section IV. Employment

Note: Any Guard or Reserve member facing employment difficulty prior to or after an active duty tour can contact Employer Support of the Guard and Reserve (ESGR.org) to learn their legal rights. ESGR will work to resolve conflicts or misunderstandings between the member and their employer.

A. Complete the DANTES or other DoD-approved standardized career assessment tool selected by your military Service. Your Service will inform you of when to complete the tool.

- ❖ *** Attach the results of your standardized career assessment to this ITP.
- ❖ Schedule attendance at the DOL Employment Workshop (DOLEW). DOLEW Date: _____

B. Attach a copy of your resume or begin to develop a private and/or federal resume.

- ❖ Identify your professional skills.

Sample: Lean Six Sigma – black belt; procurement skills; proven leader; management; facilitate staff communications; analyze reports; prepare presentations; estimate quantities and costs of materials for projects; provide labor projections; maintain fleet of 10 tracked vehicles; organize and schedule events.

- _____ • _____
- _____ • _____
- _____ • _____

- ❖ Identify your personal strengths and attributes.

Sample: Mature manager; able to identify timely solutions; excellent team building skills; effective communicator; dedicated and reliable – will work until job is complete; highly organized; able to ask for help when needed; team player; disciplined work ethic; able to live within means; quick learner.

- _____ • _____
- _____ • _____
- _____ • _____

- ❖ Provide employment history (military and/or civilian) for the last three positions you held:

Employer / Unit #1: _____ Position: _____

Start Date: _____ End Date: _____ Accomplishments: _____

*** Career Readiness Standards are noted by 3 asterisks throughout the Individual Transition Plan

Employer / Unit #2: _____ Position: _____

Start Date: _____ End Date: _____ Accomplishments: _____

Employer / Unit #3: _____ Position: _____

Start Date: _____ End Date: _____ Accomplishments: _____

❖ Identify at least 3 professional references* (former Commanders, supervisors, and employers who have firsthand knowledge of your technical proficiency, work ethic, devotion to duty, etc.).

Name #1: _____ Title/Position: _____

Organization: _____ Phone/Email: _____

Name #2: _____ Title/Position: _____

Organization: _____ Phone/Email: _____

Name #3: _____ Title/Position: _____

Organization: _____ Phone/Email: _____

❖ Identify at least 3 personal references* who can speak to your character, integrity, values and morals.

Name #1: _____ Title/Position: _____

Organization: _____ Phone/Email: _____

Name #2: _____ Title/Position: _____

Organization: _____ Phone/Email: _____

Name #3: _____ Title/Position: _____

Organization: _____ Phone/Email: _____

* Note: It is strongly recommended to advise your references that they may be contacted by a third party.

- ❖ Volunteer for a job in a related career field.

Notes:

- ❖ Consider the networking opportunities and continued service benefits of joining the Guard or Reserve.

Notes:

- ❖ Seek additional education, technical training, licenses, and/or certification.

Notes:

- ❖ Schedule informational (practice) job interviews.

Notes:

- ❖ Establish a USAJobs account and research potential federal employment opportunities.

Notes:

- ❖ *** Seek out and utilize additional resources such as registering with the local DOL Career One-Stop Center and obtain the DOL "Gold Card" certificate: <http://www.dol.gov/vets/goldcard.html>

Notes:

D. Prepare your transition timeline (refer to ITP Block 6, Transition Milestones; Section VIII).