



EVALUATE and **DISCOVER** your present situation and yourself:

- Evaluate and understand your current situation?
- What would you rather be doing?
- Discover what you would be good at by using [PathwayU](#)
- Why do you want to make a change?
- Discover and understand your skills and strengths...
 - What skills overlap with what you have already done?
 - Identify past positions; what you liked and did not like

RESEARCH and **IDENTIFY** possibilities:

- Search the [Occupational Outlook Handbook](#) to learn what interests you...
- Research and identify industries and professions that you may pursue
 - Make a list of 10 companies to research and search their websites for opportunities
 - Make a list of useful networking contacts
 - Conduct informational interviews
- [Research salaries and career opportunities](#)
- Identify...
 - Do you need more schooling?
 - How long will the change take?
 - Can you continue working your current job?
 - Would you take campus or online classes; part-time or full-time?
 - Would you need to do an internship or practicum?
 - Are you willing to relocate for a new position/for school?
 - How would you finance your change?

CREATE an action plan:

- Prepare a timeframe
- Understand how to prepare and write an acceptable [résumé and cover letter](#)
- Prepare a portfolio (if it applies)
- Prepare references: names or letters
- Begin classes to learn new skills
- Consider volunteering
- Join associations and network
- Seek out mentors

ACTIVATE – Put your plan into motion:

- Build your online brand with social media
- Apply to positions by utilizing [Handshake](#)
- Continue networking
- Interview
- Receive an offer and negotiate a salary
- Begin your new career!!!*

