



Planning Worksheet

Use this worksheet to plan and track the steps in your career transition process.

Name: _____ Transition Plan Start Date: _____

Step	Title	Exercise	Completed ✓
1	Develop Your Transition Plan	1b: Career Competency Assessment	
2	Obtain Transition Assistance	2a: Free Career Transition Services	
3	Assess Your Skills and Interests	3a: Work-Content Skills List	
		3b: Functional Skills Checklist	
4	Conduct Company Research	4a: Research Checklist	
		4b: Company Contacts	
5	Construct Your Resume	5a: Resume "Do's" and "Don'ts"	
		5b: Construct your resume.	
		5c: Write your job search letters.	
6	Build Your Network	6a: Networking Checklist	
		6b: Networking Contacts	
7	Interview Like a Pro	7a: Interview Questions	
		7b: Interview Record	
8	Gain Federal Employment	8a: Federal employment Resources	
		8b: Federal Employment Checklist	
9	Negotiate Your Best Salary	9a: Job Offer Evaluation	