

Kick Start Your Career

**Waukesha County Technical College
Career Center**

1/12

Kick Start Objectives

- Develop strategies for successful career transition
- Identify your job search needs
- Learn about resources to use in your career/job search
- Explore training and education options
- Set goals for your next step
- Schedule an appointment with a Career Specialist

Career Shifting Model

The nine-square "Career Shifting" model helps you identify your career options and provides a visual tool in which to gauge the time and challenges that may be involved in your decision.

	Same Job Different Industry	Similar Job Different Industry	Different Job Different Industry
	Same Job Similar Industry	Similar Job Similar Industry	Different Job Similar Industry
	Same Job Same Industry	Similar Job Same Industry	Different Job Same Industry
TIME ↑			
	→ TIME		

The model itself identifies nine possible career choices based upon the type of job and the type of industry. The career choices range from the quickest move, which often is to remain in the same type of work in the same type of industry, to making a significant career shift into a completely different kind of work and a completely different industry or an entrepreneurial direction.

Navigating Your Career Transition

- Explore Careers Options
 - <http://wctc.emsicareercoach.com/>
 - myskillsmyfuture.org
- Identify jobs that match your Interests, Skills, Values and Transferable Skills
 - Assessments:
 - [Wiscareers](#)
 - [O-Net](#)
 - Life Work Planning- Fee based workshop, registration required



Research Occupations Additional Resources

- Research work activities, skills/knowledge areas, educational requirements, salaries, outlook, and related career titles
 - [CareerInfoNet](#)
 - [Worknet](#) – Wisconsin salary comparison by county
 - [O*Net](#)



Create Your Resume

- Resources to help you create or update your resume
 - [Resume PDF](#)
 - Little or no computer skills OR never created a resume - attend “Resume 101”
- Attend Resume Review/Lab
 - [Once you have a resume created](#), sign up for a session in the lab(see [calendar](#) for times)
 - You will be seen individually by a professional for a 10-15 minute review



Job Search Strategies

- Research Job Postings
 - Job Search Boards
 - Identify whether you have the qualifications & skills – if you do, add these qualities to your resume!
- Research Employers
 - Company website, look for press releases ([Google](#) the company)
 - Familiarize yourself with their website, products, market, and organizational climate
 - www.glassdoor.com



Network to get the interview!

- Networking is defined as: **a supportive system of sharing information and services among individuals and groups having a common interest.**
- It is estimated that 60% to 70% of open jobs are not advertised on any public website; **Networking** is often the vehicle to discover these opportunities.
- Participate in: ***Interviewing & Networking Workshop***
- Attend local Networking events: PONG; 40+ Wisconsin.
- Create your business card: Vistaprint.com



Update Skills Through Training

- Waukesha County Technical College
 - [Technical Certificates, Technical Diplomas, and Associate Degrees](#)
 - [What can I do with specific major?](#)
 - [Graduate Follow Up report](#)
- WisCareers
 - Identify other area schools and programs



Develop an Action Plan

What are your goals?

- Attend Workshops
 - Computer Basics and Beyond Basics labs
- Meet with a Career Specialist
 - Schedule appointment in Room 105
 - Call 262.695.7848