

Transitioning from Military to Civilian Employment

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Introduction

For those who have worked in or with the Armed Services, obtaining employment in the civilian world may be challenging at times. The resources and activities in this guide are designed to help ease this transition for veterans.

Objectives

1. To identify skills which may be transferred from military service to civilian employment;
2. To locate civilian occupations which utilize similar skills and knowledge;
3. To describe military experience in civilian terminology on a resume or in correspondence;
4. To identify issues that may accompany the career transition.

Activities to Help Achieve These Objectives

Identify skills. Skills are things that you can do. Reviewing your performance evaluations, efficiency reports, award citations and other documents will help you remember tasks you completed while you were in the military and the skills needed to perform those tasks. Also, think about other jobs you have had and classes you have taken where you developed skills. These skills include specific technical skills like operating equipment and software, planning and executing projects, and performing specific tasks, as well as transferrable skills like communicating effectively, creative problem solving, teamwork and leadership. Don't be hesitant; things that you took for granted while you were in the military could be in high demand with civilian employers. Meet with a Career Advisor and ask about using a computer assisted career guidance system such as SIGI3 or eDiscover to help you identify your skills. Consider taking a class or training program to update existing skills or acquire new ones.

Locate civilian occupations. Use tools such as the O*NET Military Crosswalk Search to help you translate your military occupation to a civilian occupation. Look at the Career Center's Library Links page for ideas on other websites that can help you locate civilian occupations. Then, link to the civilian occupation using tools like O*NET and the *Occupational Outlook Handbook*, to see what people in that occupation do.



Learn more about civilian occupations using Career Center resources such as the Chronicle Guidance Briefs, and print resources and books. Many civilian organizations have hiring programs that target military veterans. For Federal jobs, check out the website www.fedshirevets.gov. Civilian companies like Citibank and Sodexo also aggressively recruit military veterans.

Describe military experience in civilian terms by thinking broadly about what you have accomplished. For instance, while you may have typed a monthly "duty roster" while in the military, you actually produced a work schedule that coordinated 30-plus people in order to ensure 24 hours a day, seven days a week coverage for essential ongoing operations. Former military members may be tempted to over-simplify or downplay their accomplishments. While you may be an outstanding team player, don't fall into the trap of failing to take credit for your accomplishments. The job search is one of the times when taking full credit for all you have done is especially important. Get input from a career advisor about how best to describe your experience.

Identify transitional issues such as financial concerns, healthcare needs for yourself and your family, the impact of the change in lifestyle for both you and your spouse and family, anger, frustration or a sense of loss that you might feel for your former way of life. Speak with a career advisor about these or other issues so that you can find resources to help you. It is normal to have doubts and concerns and when you do, it is best to address them early. Career advisors can help you identify resources to help you through the transition process.

Resources That Might Help You

Identify Skills

Choices Planner

www.flchoices.org

eDiscover (ask a career advisor for a User ID)

www.act.org/discover/login

SIGI³ (ask a career advisor for a password)

www.sigi3.org/

Selected Government Agencies

Veteran Affairs

www.va.gov/jobs

U.S. Office of Personal Management

www.fedshirevets.gov/

Turbo TAP: Department of Defense

www.turbotap.org/register.tpp

For a Complete List of Government Resources

U.S. Department of Labor

www.dol.gov/dol/audience/aud-veterans.htm

Sample Employers

Central Intelligence Agency

www.cia.gov/careers/index.html

National Security Agency

www.nsa.gov

Selected Career Center Library Resources

Military Careers: A Guide to Military Occupations & Selected Military Career Paths.....IIB 55-0000 M5

Military to Civilian Career Transitions Guide IB F3

Military Transitions to Civilian Success: The Complete Guide for Veterans and their Families.....IB H3

Expert Resumes For Military to Civilian Transition.....VA E52

Job Search Marketing Your Military Experience.....VD H4

What Color is Your Parachute?.....IA B6

Career Change: Everything You Need to Know to Meet New Challenges and Take Control of Your Career.....IB H4

Finding Your Perfect Work.....IA E3

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FSU Resources

FSU Veterans Center

www.veterans.fsu.edu/

Collegiate Veterans Association

www.veterans.fsu.edu/Collegiate-Veterans-Association

Locate Civilian Occupations

O*NET

www.onetonline.org/crosswalk/MOC/

Occupational Outlook Handbook

www.bls.gov/oco/

Chronicle Guidance Briefs (see a career advisor)

Other Resources

TA Online

www.taonline.com

Career One Stop

www.Careeronestop.org/Militarytransition/

G.I. Jobs

www.gijobs.com

Troops to Teachers

www.proudtoserveagain.com

Military.com

http://transition.military.com/reg/transition_center_registration.do



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