

Your Career-Change Checklist

- Take at least one career assessment.**
- Read books and web sites about specific careers.**
 - Association web sites for various industries can be helpful.
- Review the government's *Occupational Outlook Handbook*.**
- Build and work your network of contacts.**
 - Many great jobs come through someone who knows someone.
- Do your research.**
 - Inventory current jobs available.
 - In the local papers.
 - On local and state web sites.
 - On the big national job web sites.
 - Review their requirements.
 - See how you stack up.
 - Consider how you could improve how you stack up.
 - Consider volunteering or interning to check out your new career path and gain valuable experience.
 - Attend career expos and job fairs.
 - Seek a mentor in your new chosen field.
 - Join or research professional organizations and associations related to your new career path.
 - Read trade journals from your new industry or profession.
 - Check out the career information and other resources at nearby colleges.
 - Check with your local job service office for their resources.
- Develop a plan.**
 - Not just for the transition, but for the rest of your new career.
 - Try to anticipate all the areas of your life the change will affect.
 - What training or education will be necessary?
 - Can you get it online?
 - How long will it take to become qualified?
 - Will you need to relocate?
 - Will you need extra money set aside to make the change?
 - Include reasonable milestone dates.
- Take action!**