

FIND A JOB CHECKLIST & TIMELINE

2 Years (Retirees Only)

- Attend a Retirement TAP/ACAP class to get an early look at what you need to do.

12-24 Months (Retirees Only)

- Submit request for retirement through your service headquarters (Timeframe will differ between services).

12 Months

- Subscribe to post-military career publications that will help you prepare for a job after the military.
- Set a goal of doing one transition-related activity each week (research, speak with a recruiter/headhunter, attend a class, read a book, go to a job fair, etc).
- Assess your job skills and interests. Take an interest inventory.
- Contact your base's education or transition office for resources.
- Begin researching the job market. Develop a career plan, including a list of possible employers in your career field.
- Research Reserve programs to continue to receive part-time benefits, earn a future retirement, and to continue to grow and train in your field.
- Start attending job fairs to network and research.
- If you need additional education, vocational training, or certifications to compete in the job market, explore your options for adult education.
- Working with your local transition office, start developing a résumé.

6 Months

- You're six months from starting your new job. It's time to start responding to job ads (Call employment numbers, fax résumés, submit online résumés). From this point on, you need to be as proactive as possible to find a job!
- Develop your Individual Transition Plan - obtain assistance with it from transition office or career counselor.
- Start posting your résumé to company websites to obtain feedback.
- Make contact with employers that you will interview with at a date closer to your separation.
- Attend job fairs.
- Attend TAP or ACAP class and actively participate.

3 Months

- Again ... if you haven't already started contacting potential employers from *G.I. Jobs*, it's not too late! Pick-up the phone and call, fax your résumé, or post your résumé to *G.I. Jobs* advertisers.
- Receive your Verification of Military Experience and Training (DD Form 2586) document.
- If you are considering federal employment, use your transition office services to write a federal résumé.
- Explore special federal programs and hiring opportunities for veterans.
- Continue networking.
- If you decide to go back to school after separation, take an academic entry exam, college admission test, or challenge exam.
- Explore your options with the Reserve or National Guard.
- Start actively interviewing.
- Make follow-up phone calls to check if your résumé arrived and to determine the company's timeline for reviewing résumés, interviewing people, and making their decisions.
- Continue to contact employers.
- Check with your Local Employment Veterans' Representative for job opportunities.
- Start assembling a wardrobe for interviewing.

2 Months

- Continue to send out your résumé to *G.I. Jobs* advertisers.
- Include in your cover letter the date you plan to move to the area.
- Verify your DD 214 with your separation office prior to starting terminal leave.

30 Days

- Visit the area to which you plan to move. Attend job interviews and fairs there.
- Several government agencies offer special loans and programs for veterans. Check with both the federal VA office and the state VA office where you will live.
- If you are unemployed, you may qualify for unemployment compensation once you are a civilian.
- See your local state employment office for eligibility and how to apply.

