

Career Transition Workshop

as presented by
Ohio Department of Administrative Services
and
Dawson

Fall 2018



dawson



**JOB
PLACEMENTS**



**HR MANAGEMENT
SOLUTIONS**



**COMMUNITY
WORKFORCE PROGRAMS**

**Office & Call Center | Warehouse & Light Industrial | Creative
Accounting & Finance | IT | Healthcare**



2016 BEST PLACES TO WORK

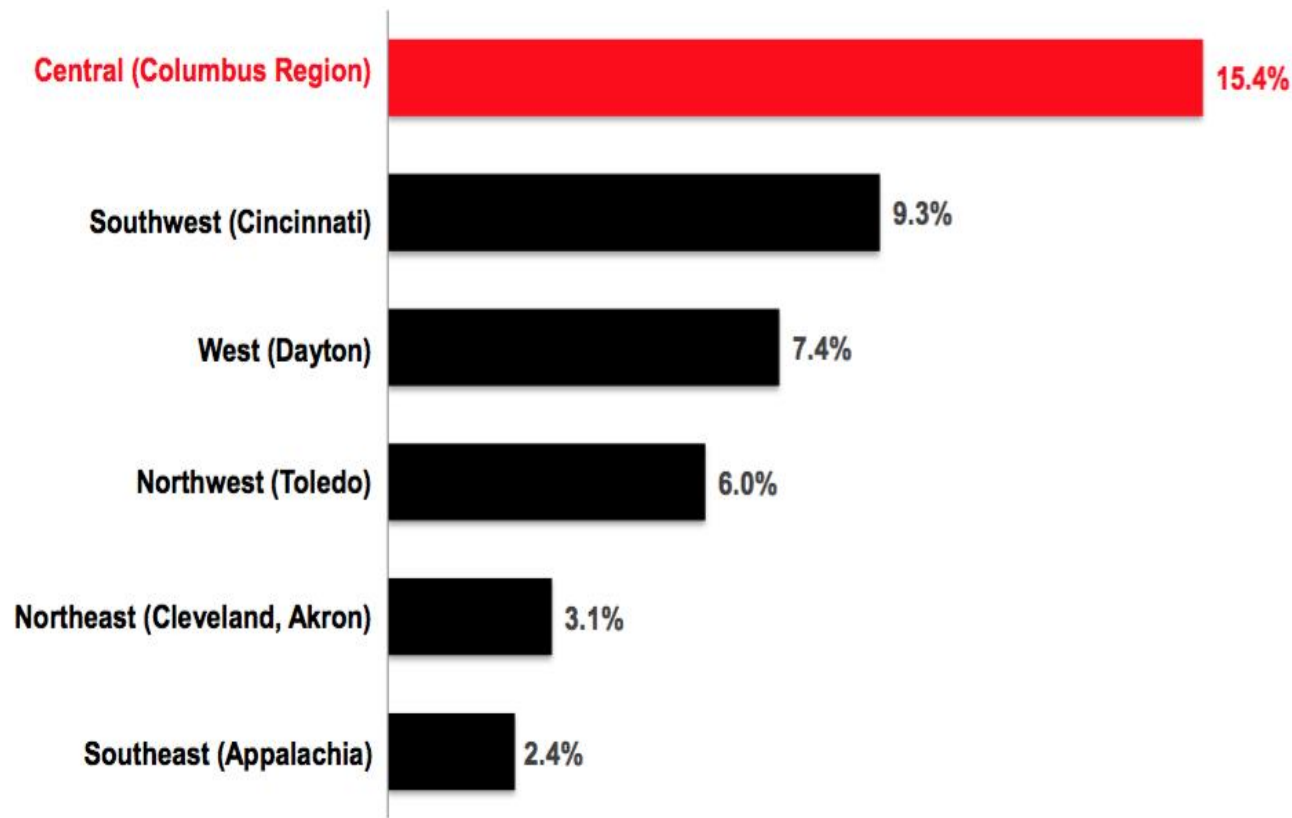


Largest Employers by Industry

- ▶ 25 Fortune 500 companies
- ▶ 45 Fortune 1,000 companies
- ▶ 30 Companies with more than 10,000 employees
 - ▶ Education - The Ohio State University, University of Cincinnati
 - ▶ Government - State of Ohio
 - ▶ Financial Services - JP Morgan Chase, Nationwide Insurance, Huntington, Fifth Third
 - ▶ Healthcare - Cleveland Clinic, Mercy, Ohio State University, University Hospitals, OhioHealth
 - ▶ Distribution - Big Lots / Amazon
 - ▶ Automotive - Honda
 - ▶ Manufacturing - General Electric, Berkshire Hathaway, Procter and Gamble Company, Whirlpool

Regional Economy

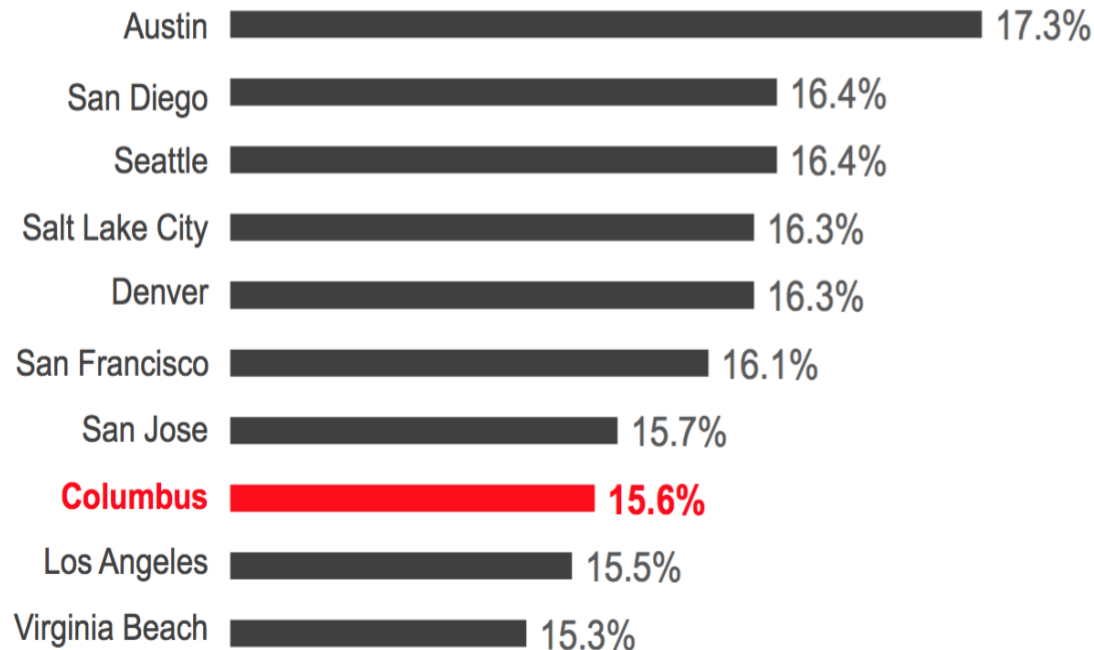
- Change in Ohio's regional employment January 2010 to February 2018



Source: Ohio LMI, U.S. Bureau of Labor Statistics, Local Area Unemployment Statistics, not seasonally adjusted. Southwest (Cincinnati)

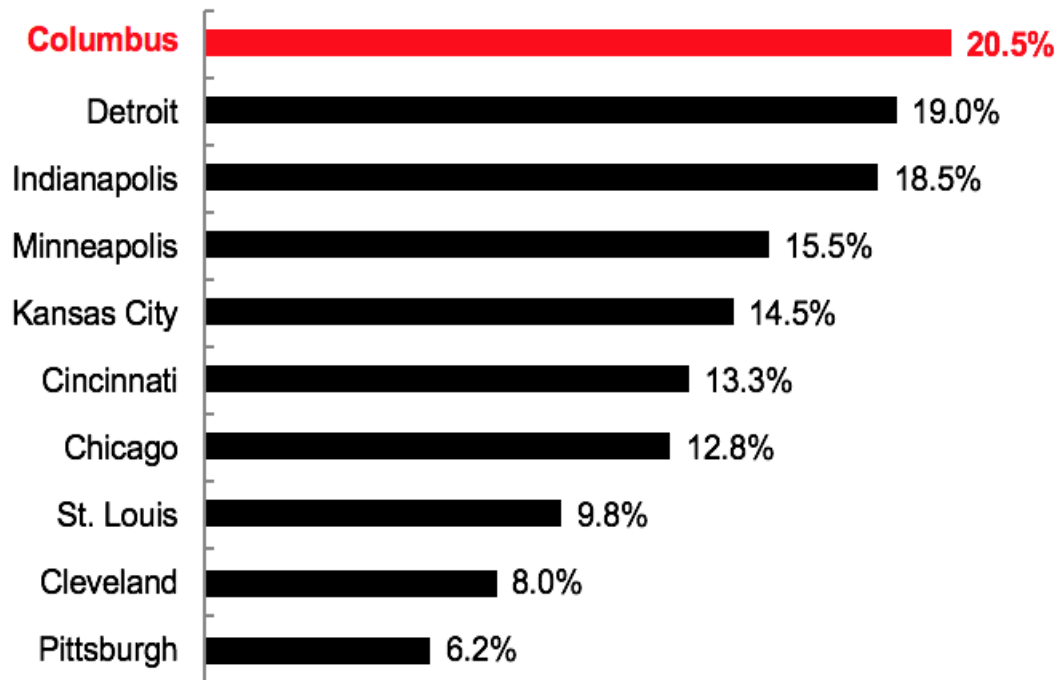
Top 10 in U.S. For Millennials

- ▶ Percent of population age 25-34, large metro areas (1M+ population)



Private Sector Job Growth

- ▶ 2010-2017, top 10 major Midwest metros
 - ▶ Columbus ranked #1 as the best city to work in tech (Business Insider, Aug. 10, 2018)
 - ▶ Smart Columbus (automotive)



Source: Bureau of Labor Statistics, State and Area Employment

Fastest-Growing Occupations

► Change in number of workers
2010-2017

► Number of job
postings, 90-day period



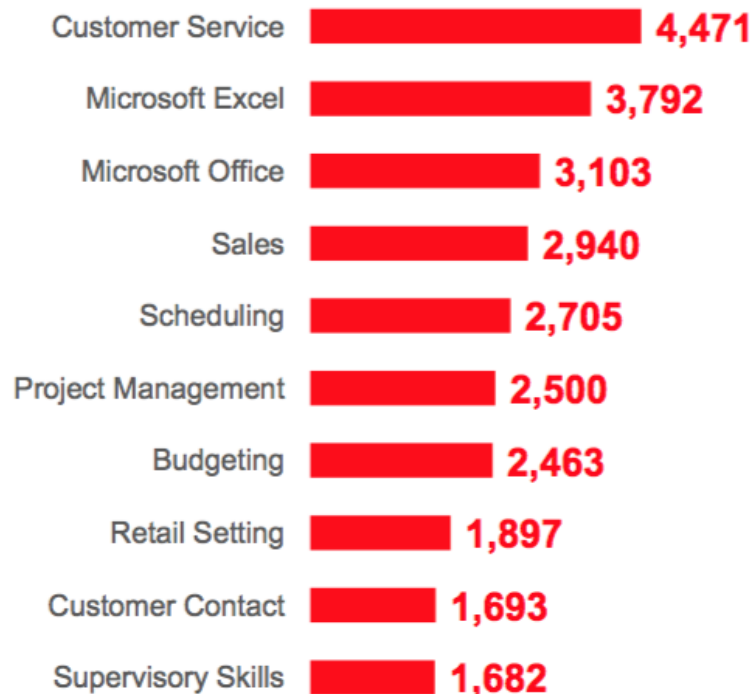
Sources: Burning Glass (job posting from 10/11/17 to 1/8/18), EMSI 2017

Top Skills Sought in Ohio

► Transferrable(Soft) Skills



► Technical Skills



Source: Burning Glass (Columbus MSA job postings from 10/11/17 to 1/8/18)

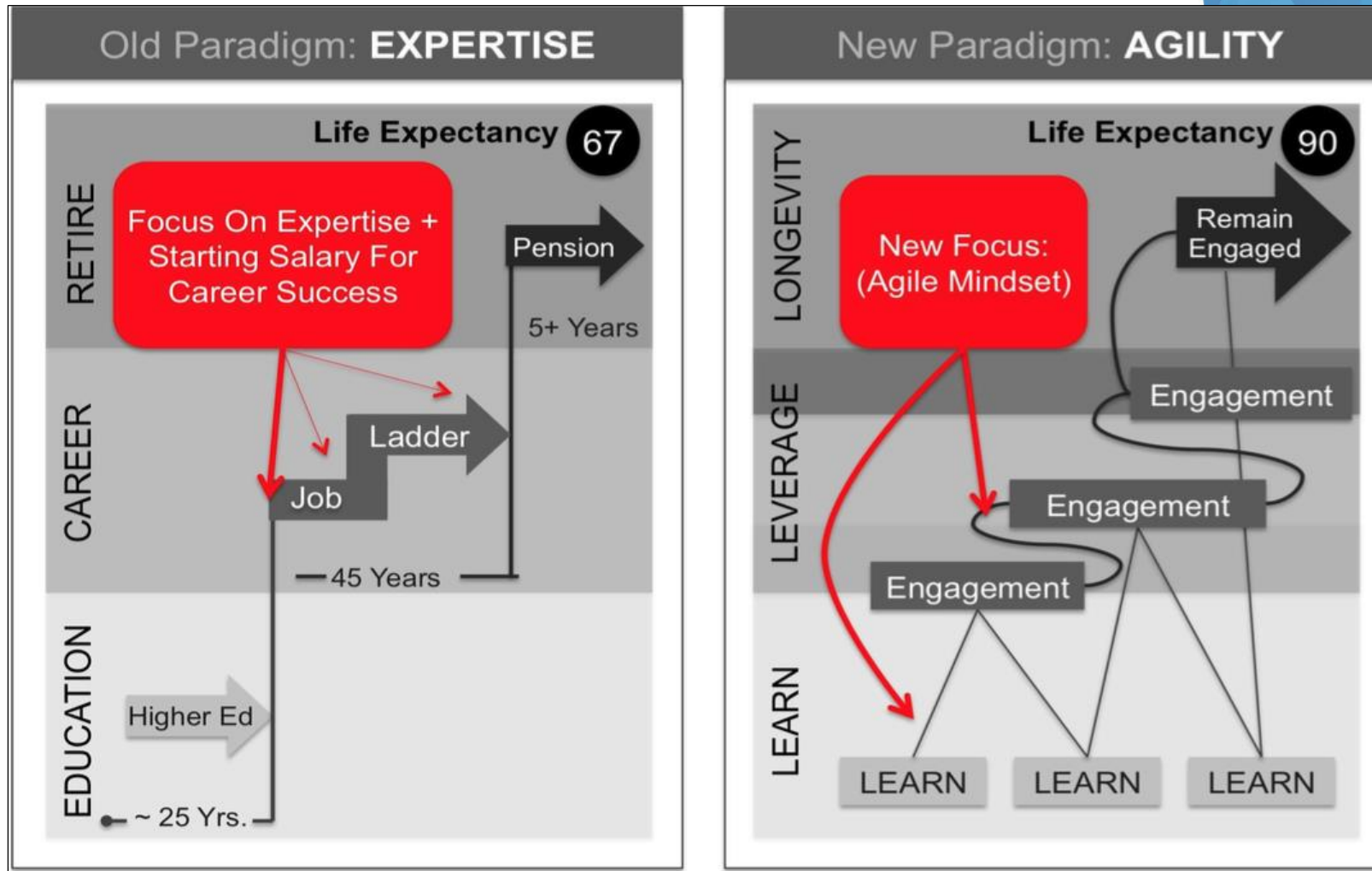
New Opportunities



Workforce Trends

- ▶ Millennials choose where they want to live, then an employer
- ▶ Currently the U.S. Labor force is growing at a lower rate than previous decade - more retirements than starts
- ▶ Aging workforce - not retiring, opportunity for reskilling (Technology & Communication)
- ▶ The rise of Artificial Intelligence & Automation are shifting the employment roles
- ▶ Construction boom across region (Skilled trades)
- ▶ Refugee population growth
- ▶ Generation Z is entering the workforce - they are the 1st digital-age generation
- ▶ Skills Gap

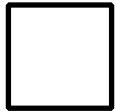
The Future of the Workforce



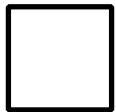
Source: Heather McGowan, *The Future is Learning*

11

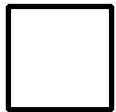
The Job Search Process



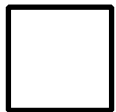
Self-Assessment and Exploration



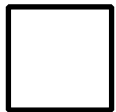
Resume and Cover Letter



LinkedIn and other Social Media



The Job Search



Interviewing and Negotiations

Self-Assessment

- ▶ Why?
 - ▶ Helps direct your most optimal next steps in your career
 - ▶ Your plan to help you reach your job search goal
- ▶ Skills and Occupations
 - ▶ What can you do?
 - ▶ Technical and Transferrable Skills
 - ▶ What do you want to do?
 - ▶ General industries or specific companies that interest you
- ▶ Location - Where do you want to live?
- ▶ Core Competencies
 - ▶ Your knowledge and on-the-job abilities
- ▶ Personality Traits - General and work-related
- ▶ Translate how your strengths, skills and interest benefit a future employer?

Self-Assessment Tools

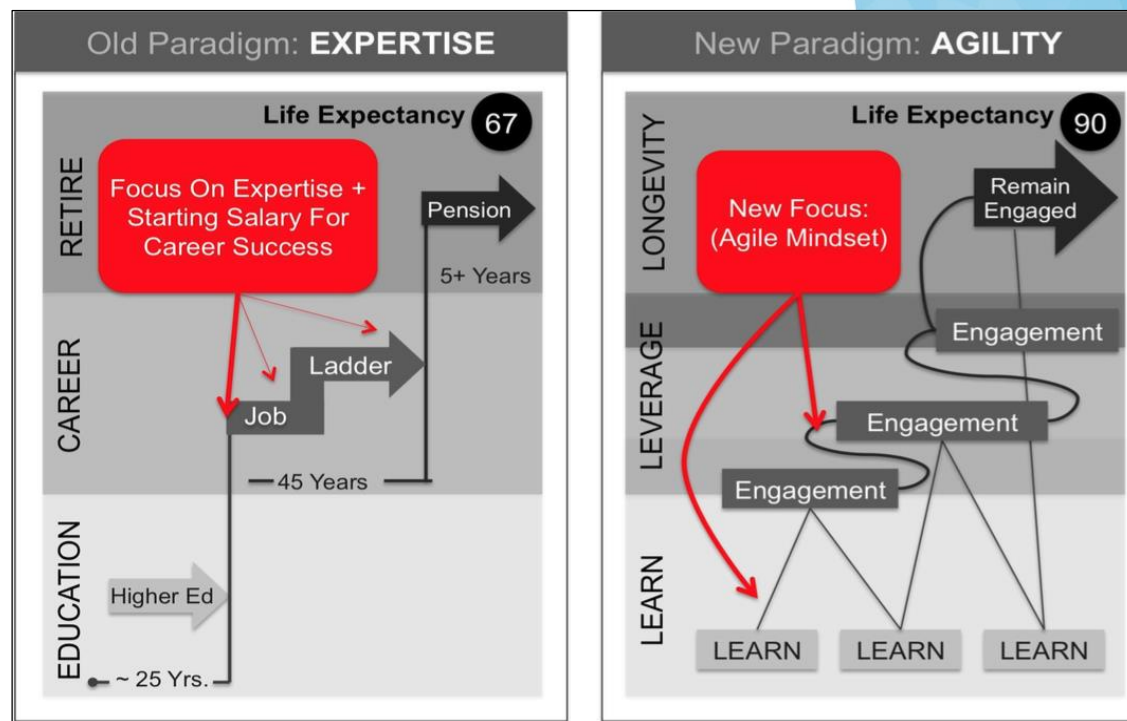
- ▶ Other online self-assessment tools
 - ▶ OhioMeansJobs.com - career exploration tool
 - ▶ Myers-Briggs - personality test
 - ▶ MyNextMove - US Department of Labor - interests as they relate to work
 - ▶ MAPP Test - career test focusing on your likes and dislikes
 - ▶ MyPlan.com - planning tools with research and data
 - ▶ 16Personalities - personality test
 - ▶ Holland Codes - careers based on personality type
 - ▶ Keirsey Temperament Sorter - personality by temperament
 - ▶ What Career is Right for Me? - career aptitude test

Exploration

- ▶ What's available that aligns with your self assessment?
 - ▶ Job boards
 - ▶ Company websites
 - ▶ Social sites
 - ▶ LinkedIn
- ▶ Government, public/private, profit/nonprofit
- ▶ What industries are available?
- ▶ Culture and environment

Education

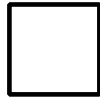
- ▶ Never stop learning
 - ▶ Credentials
 - ▶ Certification Programs
 - ▶ Training
- ▶ Financial assistance



Source: Heather McGowan, *The Future is Learning*



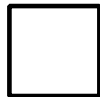
Self-Assessment and Exploration



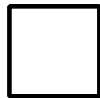
Resume and Cover Letter



LinkedIn and other Social Media



The Job Search



Interviewing and Negotiations

Your Resume & Cover Letter

Critical Resume Elements

- ▶ Contact Information
- ▶ Objective or Summary
 - ▶ Summary: recommended option, outward focused, what you can do for them
 - ▶ Relevant highlights from your professional history
 - ▶ Succinct and straightforward, 2-3 sentences or bulleted list
 - ▶ Objective: use when you're just entering the workforce or extreme gaps in employment
 - ▶ Employer-focused, highlighting skills
- ▶ Skills
 - ▶ Customized to highlight experience or skills relevant to the job
- ▶ Professional Experience / Job History
 - ▶ Accomplishments
- ▶ Education & Awards

Resume Styles

- ▶ Chronological
 - ▶ Most common
 - ▶ Lead with work history, reverse chronological order
 - ▶ Highlights work experience
- ▶ Functional
 - ▶ Focuses on skills, abilities, achievements
 - ▶ Changing careers, gaps in employment, limited experience
- ▶ Combination
 - ▶ Cross between traditional and functional
 - ▶ Leads with skills/achievements, employment history follows
 - ▶ Highlight the skills that are relevant to the job
- ▶ Nontraditional
 - ▶ Infographic, online portfolios, video resumes
 - ▶ Specific skill set/industry, niche

Resume Writing Tips

- ▶ **DON'T USE ACRONYMS**
- ▶ Spelling, tenses, pronouns
- ▶ Save as a pdf
- ▶ Length of resume
 - ▶ One-page
 - ▶ Less than 5 years of experience
 - ▶ Two-pages
 - ▶ 5-10 years or more experience
 - ▶ All work history
 - ▶ Technical skills required in a position
 - ▶ 3-pages
 - ▶ Executives or senior-level
 - ▶ Leadership, accomplishments, licenses
- ▶ Relevant

Resume Writing Tips

- ▶ Adaptable
 - ▶ Customize your resume to the job title
 - ▶ Optimize Applicant Tracking Systems (ATS)
- ▶ Specific and Detailed
 - ▶ Lead with your biggest achievement and be specific and relevant
 - ▶ Quantify results
 - ▶ Story-telling instead of tasks and duties
 - ▶ Explain your impact
 - ▶ Don't overdo the details, concise
- ▶ Include LinkedIn profile URL

Cover Letter

- ▶ What is a Cover Letter?
 - ▶ Showcases personality not just facts of your resume
 - ▶ A first impression to the person who may hire you
 - ▶ Unique for each job you apply to
- ▶ Elements of a Cover Letter
 - ▶ Introduction
 - ▶ Specific examples of relevant work and problems solved
 - ▶ Conclusion, including a call to action
- ▶ Top Three Things to Include (Society of Human Resources)
 - ▶ How your work experience meets job requirements
 - ▶ How your skills meet job requirements
 - ▶ Why you want to work at the organization
- ▶ Goal
 - ▶ Convince the reader you are the right person for the job

Cover Letter Tips

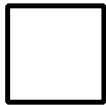
- ▶ Custom and memorable
- ▶ Appropriate voice and tone, not too formal
- ▶ Research the company to get a sense of culture
- ▶ Tell your story
- ▶ Showcase your personality and work style
- ▶ Use the job description to know what to highlight
- ▶ Be honest
- ▶ Proofread and check formatting, and then have someone else check it



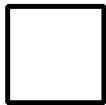
Self-Assessment and Exploration



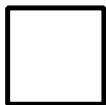
Resume and Cover Letter



LinkedIn and other Social Media



The Job Search



Interviewing and Negotiations

LinkedIn & Other Social Media

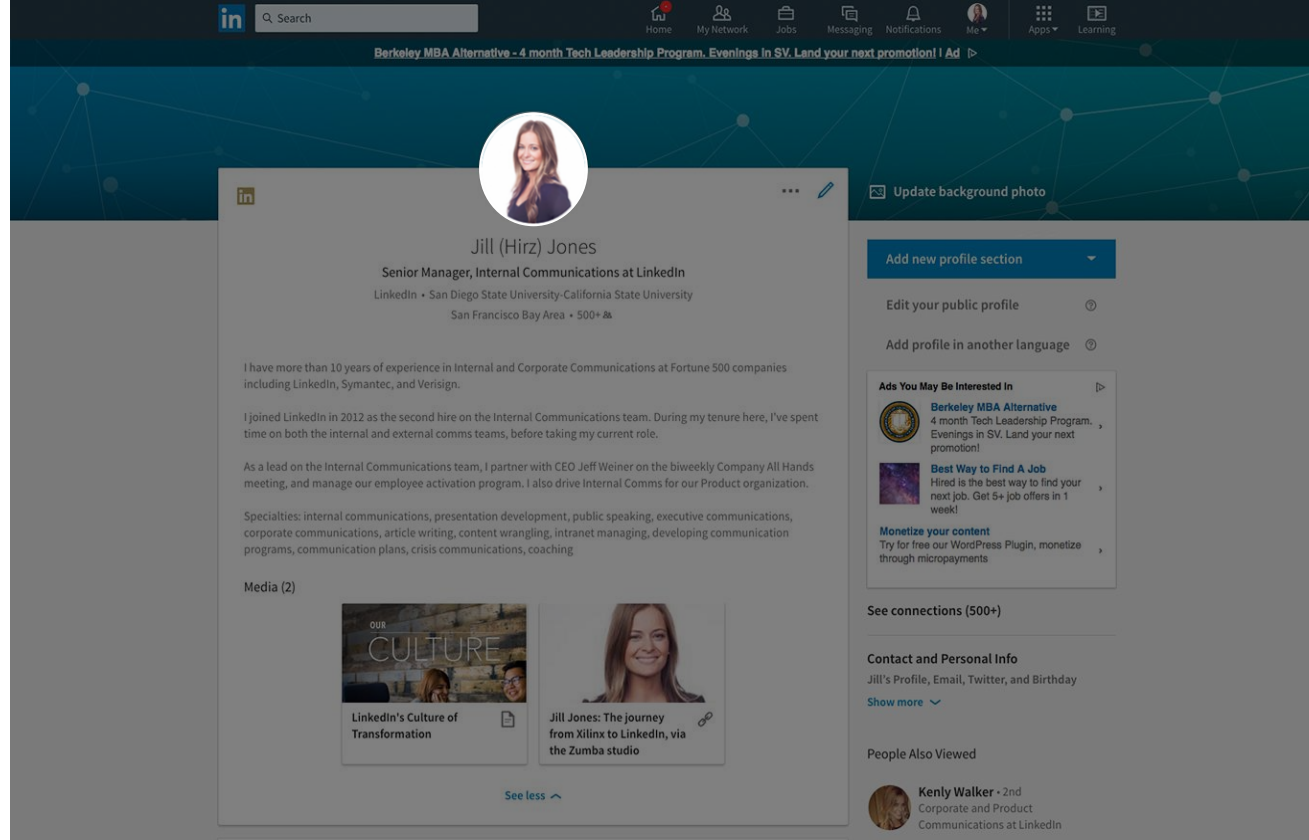
Personal Branding

- ▶ Market yourself and your career as a brand
- ▶ Use multiple platforms
- ▶ Keep your image the same across social media
- ▶ Be consistent, original
- ▶ Show your personal side, but stay professional
- ▶ Build the right network
 - ▶ Connect with people that will help you
- ▶ Do a brand audit
 - ▶ Google yourself
- ▶ Be active, but relevant and appropriate

The Role of Social Media

- ▶ Informal Background Check
 - ▶ 70% of employers use social media to screen (CareerBuilder, 2017)
 - ▶ 57% of employers are less likely to interview someone they can't find online (CareerBuilder, 2017)
 - ▶ Control your messaging and privacy settings
- ▶ Facebook
 - ▶ Jobs on Facebook
 - ▶ Reach your contacts for assistance with your job search
 - ▶ Join groups
- ▶ Instagram
 - ▶ Culture check - useful for gaining insight about a company
 - ▶ Build your brand
- ▶ Twitter
 - ▶ Active users can reinforce professional affiliations, expertise by posting relevant information
- ▶ YouTube - Video samples of your work

1



Members with a photo get up to:

- 9x more connection requests
- 21x more Profile views
- 36x more messages

2

Benny Scarcelli

Consultant, Knowledge Worker, Public Accountant,
Migration Agent and Justice of the Peace.

Sydney, Australia | Management Consulting

Scott Orpin

2nd

HR & Safety Executive that is Passionate about making
a difference

Newcastle, New South Wales, Australia | Nonprofit Organization
Management

Peter Young

3rd

I Create, Fund, Implement & Coordinate Resilient
Programs For NGO's Worldwide

Melbourne, Australia | Nonprofit Organization Management

Kim Kelloway

1st



NFP Collaborator | Strategy | Business Development |
People Connector |

Sydney, Australia | Accounting

WRITE AN ATTENTION GRABBING HEADLINE

- Explain what it is you do
- Show your passion and value

28

3

DRAFT A COMPELLING SUMMARY

Focus on career accomplishments and aspirations, 40+ words

Jill (Hirz) Jones
Senior Manager, Internal Communications at LinkedIn
LinkedIn • San Diego State University-California State University
San Francisco Bay Area • 500+ connections

I have more than 10 years of experience in Internal and Corporate Communications at Fortune 500 companies including LinkedIn, Symantec, and Verisign.

I joined LinkedIn in 2012 as the second hire on the Internal Communications team. During my tenure here, I've spent time on both the internal and external comms teams, before taking my current role.

As a lead on the Internal Communications team, I partner with CEO Jeff Weiner on the biweekly Company All Hands meeting, and manage our employee activation program. I also drive Internal Comms for our Product organization.

Specialties: internal communications, presentation development, public speaking, executive communications, corporate communications, article writing, content wrangling, intranet managing, developing communication programs, communication plans, crisis communications, coaching

Media (2)

LinkedIn's Culture of Transformation

Jill Jones: The journey from Xilinx to LinkedIn, via the Zumba studio

[See less](#)

Experience



Senior Internal Communications Manager

LinkedIn

Feb 2016 – Present • 1 yr 2 mos • San Francisco Bay Area

In my current role on the Internal Communications team, I am responsible for driving the content strategy and execution of our bi-weekly Company All Hands meeting, hosted by CEO Jeff Weiner. This includes everything from agenda & slide creation, to speaker prep and day-of execution.

In addition, I partner with organizations across the company to connect employees to the exciting work happening at LinkedIn. Specifically, I work with the Member Marketing & Communications team on major campaigns, including the unveiling of LinkedIn's first TV commercial and campaign, You're Closer Than You Think, and the Week of Learning. I also partner with our Product team to keep global employees informed of the incredible products we're launching every day.

Media (7)

< Previous Next >



LinkedIn's Company All Hands



It's handled: How Judy Smith had to manage her own reputation



Connecting the Dots at LinkedIn: An interview with SV-IABC member

See less ^



Corporate Communications Manager

LinkedIn

Jul 2012 – Feb 2016 • 3 yrs 8 mos • San Francisco Bay Area

See description v



Dance & Zumba Instructor

Marie Stinnett Dance

Sep 2008 – Jan 2016 • 7 yrs 5 mos • Campbell, CA

See description v

+



4

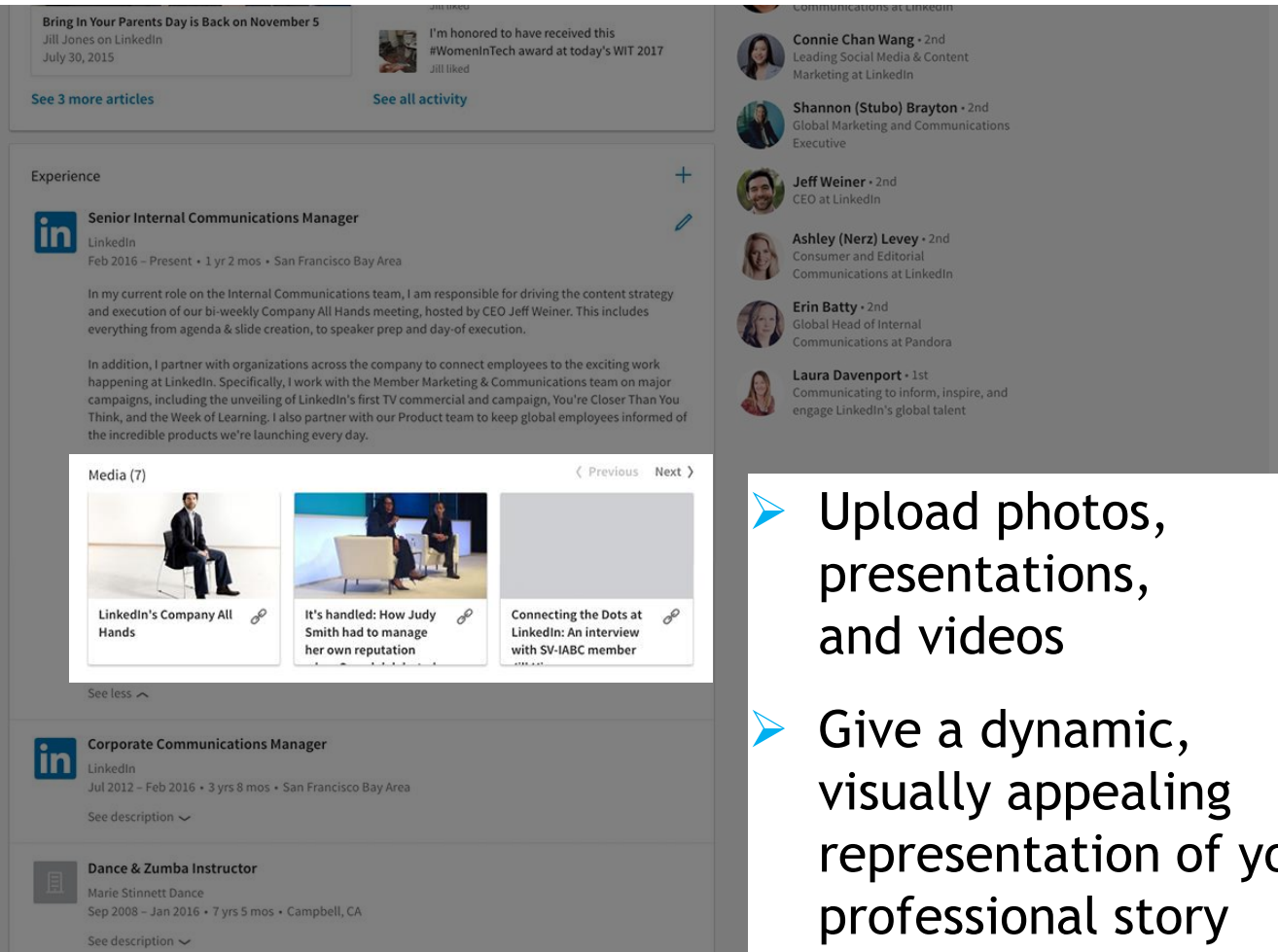
DETAIL YOUR WORK EXPERIENCE

Members with up-to-date positions receive up to:

- 5x more connection requests
- 8x more Profile views
- 10x more messages

5

ADD EXAMPLES OF YOUR WORK



The screenshot displays a LinkedIn profile with several sections highlighting professional work:

- Activity:** A post titled "Bring In Your Parents Day is Back on November 5" by Jill Jones on LinkedIn, dated July 30, 2015. Another post shows a photo of a person receiving a "#WomenInTech award at today's WIT 2017".
- Experience:**
 - Senior Internal Communications Manager** at LinkedIn (Feb 2016 – Present • 1 yr 2 mos • San Francisco Bay Area). The description details responsibilities for driving content strategy, managing the bi-weekly Company All Hands meeting, and partnering with various teams on major campaigns.
 - Corporate Communications Manager** at LinkedIn (Jul 2012 – Feb 2016 • 3 yrs 8 mos • San Francisco Bay Area).
 - Dance & Zumba Instructor** at Marie Stinnett Dance (Sep 2008 – Jan 2016 • 7 yrs 5 mos • Campbell, CA).
- Media (7):** A gallery of three images:
 - "LinkedIn's Company All Hands"
 - "It's handled: How Judy Smith had to manage her own reputation"
 - "Connecting the Dots at LinkedIn: An interview with SV-IABC member"
- Connections:** A list of connections including Connie Chan Wang, Shannon (Stubo) Brayton, Jeff Weiner, Ashley (Nerz) Levey, Erin Batty, and Laura Davenport.

- Upload photos, presentations, and videos
- Give a dynamic, visually appealing representation of your professional story

6

ADD SKILLS AND GET ENDORSED

- Add at least 5 skills (soft skills & technical skills)
- Members with 5 or more skills are found up to 27x more by recruiters via search

Featured Skills & Endorsements

Add a new skill

Internal Communi... · 96

Endorsed by Virginia Stefan and 7 others who are highly skilled at this

 Endorsed by Laura Davenport (mutual connection)

Corporate Commu... · 58

Endorsed by Erin Hosilyk and 2 others who are highly skilled at this

 Endorsed by 27 of Jill's colleagues at LinkedIn

Strategic Commu... · 58

Endorsed by Erin Hosilyk and 2 others who are highly skilled at this

 Endorsed by 30 of Jill's colleagues at LinkedIn

Jill is also good at...

Public Speaking · 15	Strategy · 26	Messaging · 24
Leadership · 22	Marketing Commu... · 23	Presentation Deve... · 4
Social Media · 41	Communications ... · 29	Newsletters · 20
Content Developm... · 17	Editing · 14	Management · 20
Content Managem... · 9	Creative Direction · 6	Employee Engage... · 7
Program Manage... · 9	Message Develop... · 6	Digital Media · 9
Journalism · 3	Web Content Man... · 3	Crisis Communica... · 3
Presentation Skills · 1	Marketing · 1	

[See less](#)

Recommendations

[Received \(3\)](#) [Given \(1\)](#)

Donna Schilder, MCC
 EXECUTIVE COACH / CEO
 COACH / CAREER COACH /

I attended an educational event that Jill led at LinkedIn headquarters and Jill was an amazing presenter. She packed so much useful, actionable information into such a short time that I

Find and Join Groups

Participate in discussions related to your industry

LinkedIn has over 2.1m groups



Accounting And Finance Professionals (AAFP)

This group is for all **Accounting** & Finance Professionals! The AAFP focuses on helping **accounting** and finance ...

177,535 members

[Similar](#)

Join



Financial Control | Finance | **Accounting** | Audit | Reporting | CPA | ACA | ACCA | Accountant

Become a member to expand your network & discuss the latest developments in Finance with like-minded people! ...

122,656 members

[Similar](#)

Join



HR Professionals | Powered by HRCI and HRPA

Entry restricted to **HR Professionals** only. Join to: Network | Build Contacts | Share Knowledge | Learn from each ...

299,197 members

[Similar](#)

Join



FinTech Sydney

A group for FinTech professionals in **Sydney** to meet, share articles, events, thought-leadership, debate and discuss the ...

137 members

[Similar](#)

Join

Engaging Effectively on LinkedIn

- ▶ Create and complete your professional profile, including a professional photo
- ▶ Turn “On” open for new opportunities
 - ▶ Jobs Tab, Preferences
- ▶ Customize your public URL
 - ▶ Edit profile, Edit URL
- ▶ Connect with professionals inside and outside of your organization
- ▶ Share, like, comment on status updates including job opportunities
- ▶ Share, like, comment on any industry or key influencer article
- ▶ Write deserved recommendations and share content
- ▶ Ask for endorsements from supervisors and colleagues
 - ▶ Acceptable practice

LinkedIn Premium Career Plan (Paid)

- ▶ Direct messaging to recruiters
- ▶ Featured Applicant
 - ▶ Stand out to recruiters when you apply
- ▶ Online video courses
- ▶ Who's viewed your profile
 - ▶ How they found you
- ▶ Applicant Insights
 - ▶ How you compare to other candidates
- ▶ Salary insights
 - ▶ Salary details when browsing jobs without sharing personal data



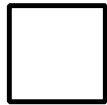
Self-Assessment and Exploration



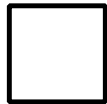
Resume and Cover Letter



LinkedIn and other Social Media



The Job Search



Interviewing and Negotiations

The Job Search

Job Boards, Networking, Interviewing, Staffing

Job Boards

▶ Largest Job Boards

- ▶ #1 Indeed
 - ▶ Over 25% of market share
- ▶ #2 LinkedIn
- ▶ #3 CareerBuilder
- ▶ #4 Monster
- ▶ #5 Craig's List
- ▶ #6 Dice
- ▶ #7 ZipRecruiter



Source: Staffing Industry Analysts, Job Board Market Report 2017

Job Boards

- ▶ Niche boards - examples
 - ▶ Dice - IT
 - ▶ Efinancialcareers - finance
 - ▶ Engineering.jobs
 - ▶ Ladders - executive level
- ▶ Glassdoor
 - ▶ Includes company reviews
- ▶ OhioMeansJobs.com
- ▶ Ohio Hiring Management System
- ▶ Association and alumni boards
- ▶ Google Jobs
- ▶ Facebook Jobs



LADDERS



Job Board Tips

- ▶ Automate your search with alerts
- ▶ Explore job trends
- ▶ Research companies
- ▶ Apps - search and apply from your phone
- ▶ Custom pages/dashboard
 - ▶ Track applications
- ▶ Search salary trends
 - ▶ Assist with job negotiations

IT Analyst Salaries in Columbus, OH

Salary estimated from 49 employees, users, and past and present job advertisements on Indeed in the past 36 months. Last updated: August 9, 2018

Location

Columbus

Average in Columbus, OH

\$65,841 per year

▼14% Below national average



How much does an IT Analyst make in Columbus, OH?

The average salary for an IT Analyst is \$65,841 per year in Columbus, OH, which is 14% below the national average. Salary estimates are based on 49 salaries submitted anonymously to Indeed by IT Analyst employees, users, and collected from past and present job advertisements on Indeed in the past 36 months. The typical tenure for an IT Analyst is 1-3 years.

Safe Job Postings

- ▶ Verifiable company email addresses (not yahoo or Gmail)
- ▶ Watch closely for email addresses with misspelled or “spoofed” company names that are similar but not exactly matching
 - ▶ info@companny.com or contact@company.net
- ▶ Match the job offer to your application (avoid bait-and-switch scams)
- ▶ Interview process - no interview at all is a red flag
- ▶ Job boards are free to the job seeker - so if there's a payment request, it's not legit

"If it seems too good to be true, it probably is"

Job Search Assistance

- ▶ Career Services
 - ▶ Career Coaches - Coach, counsel, support
 - ▶ Resume and cover letter writing, LinkedIn profile
 - ▶ Workshops
- ▶ Headhunters
 - ▶ Independent contractors or work for a recruiting agency
 - ▶ Hired by a company looking for high-quality talent or hired by job seekers to find them a position
 - ▶ Urgent, difficult to place positions, confidential search
 - ▶ Industry-specialized, executive level
- ▶ Recruiters
 - ▶ In-house/internal recruiters or work for a recruiting agency
 - ▶ Work to fill open positions for companies by pre-screening and interviewing candidates
 - ▶ Should never charge a job seeker - always check

Staffing & Recruiting Companies

(like Dawson)

- ▶ Help job seekers get noticed by the right people
 - ▶ Access to positions that otherwise may not have been available
 - ▶ Get resumes in front of the right people
 - ▶ Can't guarantee a position, but can ensure they get noticed
- ▶ Make the job search process easier
 - ▶ Relationships with companies from a variety of industries to match job seekers to positions they're qualified for
 - ▶ Job seekers spend less time searching and sending resumes
- ▶ Provide personal support
 - ▶ One-on-one relationship between applicant and recruiter
 - ▶ Support services - resume revisions, interview prep questions
- ▶ Available to anyone - just contact us
 - ▶ www.dawsoncareers.com
 - ▶ (614) 255-1400

Networking

- ▶ Contacts
 - ▶ Give and take - networking works both ways
 - ▶ Continual communication
- ▶ Business socials and association meetings
- ▶ Job fair strategies
- ▶ Alumni networks
- ▶ Business Cards / Mini Resumes
- ▶ Follow up with your network
 - ▶ Use LinkedIn to connect after networking
- ▶ Learn more about where others work



Beat Your Competition

- ▶ Take your job search tactics to the next level
- ▶ Build relationships, it's more than a resume and cover letter
 - ▶ Reach out
- ▶ Don't wait for it, go get it
- ▶ Pick up the phone - don't hide behind email
- ▶ If you want it bad enough, let them know
- ▶ Stand out
 - ▶ Write a letter to an executive, even if they aren't hiring



Self-Assessment and Exploration



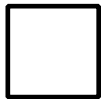
Resume and Cover Letter



LinkedIn and other Social Media



The Job Search



Interviewing and Negotiations

The Interview Process

Homework Before The Interview

- ▶ Research a company's core values
- ▶ Online rating
- ▶ Benefits
- ▶ Stability of the company
 - ▶ Industry
 - ▶ Longevity
- ▶ Research the leadership team
 - ▶ About us page of the website
 - ▶ Search their social media sites
- ▶ Research news and recent events (company, leadership)
- ▶ Ask contacts for a recommendation or an introduction

Types of Interviews

- ▶ Phone/Skype
 - ▶ Not local or initial prescreen
- ▶ Traditional
 - ▶ Most common, one on one interview
 - ▶ Share your experience, learn more about the company
- ▶ Panel
 - ▶ Save time, collective opinion
- ▶ Behavioral
 - ▶ Questions based on common situations of the job
 - ▶ How you handled situations at your previous position
- ▶ Group
 - ▶ Quickly prescreen candidates, candidates learn about company
 - ▶ How you interact with other candidates
- ▶ Lunch interview is normally a second interview, opportunity to see if you're a fit with team members

Simple Strategies for Highly Effective Interviews



Anticipate

Research the company, be prepared, and arrive early.



Relax

Collect your thoughts, compose yourself, and breathe.



Be honest

Be truthful with your interviewer and yourself.



Assure

Dress the part, exude confidence, and convince.



Inquire

Ask questions, engage, and show interest.

What To Ask

- ▶ Clarify uncertainties about the position (not in the job description or website)
 - ▶ What are the biggest challenges that someone in this position would face?
- ▶ Uncover any red flags
 - ▶ What's the company culture like?
 - ▶ Can you tell me about the team I'll be working with?
- ▶ Company's future
- ▶ Where do you see this company in the next few years?
 - ▶ What area your plans for growth?
- ▶ Relationships (but not too personal)
 - ▶ How long have you been with the company?
 - ▶ What do you like best about working with the company?
- ▶ Wrap Up
 - ▶ What are the next steps and timing in the interview process?
 - ▶ Is there anything additional that I can provide you?

What NOT to Ask

- ▶ Never ask questions about benefits or salary in a first round interview
- ▶ Never ask questions you should already know the answer to
 - ▶ Job description
 - ▶ General website
- ▶ Don't ask the interviewer too many questions
 - ▶ Read the body language

After a Job Interview

- ▶ Assessment
 - ▶ What worked, what didn't
 - ▶ Did you miss anything?
 - ▶ What did you like? Are there any concerns?
- ▶ Follow up
 - ▶ Follow the timeline or one week
 - ▶ Be enthusiastic, but not annoying
- ▶ Be gracious
 - ▶ Send an email to the hiring manager on the same day
 - ▶ Mail a thank you to everyone you interviewed with
- ▶ Connect on LinkedIn
 - ▶ Tailored with a note
- ▶ Notify References

Job Offer Negotiations

- ▶ Don't be afraid to negotiate - understand your value
 - ▶ Think outside of just salary (vacation, work from home, flexibility, benefits)
 - ▶ Research salary trends for your position in the region
- ▶ Standard relocation packages
 - ▶ Moving expenses, travel, home selling/mortgage assistance
 - ▶ Relocation bonus
- ▶ Standard benefit packages
 - ▶ Ask questions to fully understand offerings
 - ▶ Clarify types of paid time off (vacation, personal, sick)
 - ▶ Review and understand eligibility requirements
 - ▶ COBRA fees
 - ▶ Family and spouse coverage
 - ▶ Other company perks
 - ▶ Health memberships, company car, expense coverage



Self-Assessment and Exploration



Resume and Cover Letter



LinkedIn and other Social Media



The Job Search



Interviewing and Negotiations

You Are Ready!

Transferring within or leaving state employment



Are you feeling...

Stressed? Anxious? Nervous?

- ▶ Our everyday jobs can be stressful.
- ▶ Personnel, policy, procedures, and systems changes that occur in our agencies or work units can cause anxiety and stress.
- ▶ Considering a new job opportunity, a new agency, or a non-state career change might be making you feel uncertain and nervous.
- ▶ Whatever it is, support is just a phone call away!
- ▶ The Ohio Employee Assistance Program (OEAP) is a benefit for State of Ohio employees and their families.

(614) 644-8545 or (800) 221-6327

www.ohio.gov/eap

**Ohio Employee
Assistance
Program**



Payroll Information

- ▶ Paychecks when separating from state employment
 - ▶ The specific dates will vary based on your date of separation.
 - ▶ Your last paycheck will likely cover the period worked two weeks prior to your departure.
 - ▶ If you leave in the middle of a pay period, your last paycheck will only be for the hours worked during that two-week period.
 - ▶ It is possible that leave balance liquidations will occur on this paycheck as well.
 - ▶ Leave balance liquidations COULD appear on a final check that is issued during the following pay period.
 - ▶ This final paycheck will be a paper check and not direct deposit. (Arrange for mailing or pick up with agency.)

Payroll Information

▶ myOhio.gov

▶ Personal Information

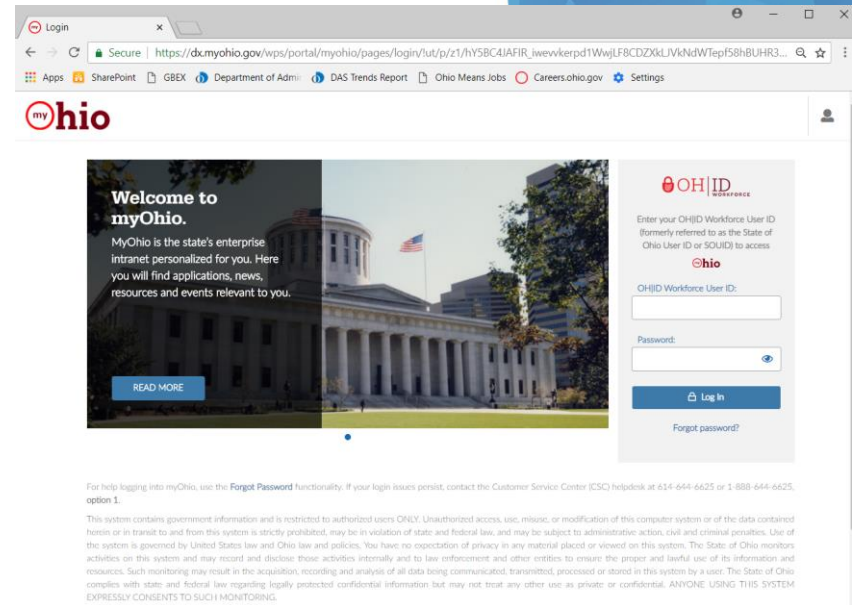
- ▶ Paychecks
- ▶ W-2
- ▶ Update your mailing address

▶ Password Reset

- ▶ If you have NOT logged in to OAKS for more than 30 days, you will need to reset your password. Use the self-service password reset in myOhio.gov to reset your password.

- ▶ Call the OAKS Help Desk at 1-888-644-6625 or 1-800-409-1205.

- ▶ Have your OH|ID (employee ID) ready.



State Service Considerations

- ▶ If you are interested in a different position with the State of Ohio, use careers.ohio.gov to search state jobs.
- ▶ If you are rehired within 31 days from a separation, service time will continue as if there was no break in service.
 - ▶ Dental, vision and life insurance will continue without interruption and you will not have to work another full year to have them reinstated.
- ▶ If you are NOT rehired within 31 or more days of separation, this constitutes as a break in service.
 - ▶ You are considered a newly hired employee and must work one full year based on your rehire date before being eligible for dental, vision and life insurance.

Unclassified Fallback Rights

- ▶ If you are unclassified removed from your position, you may have fallback rights that require analysis of individual situations by your agency's human resources office to determine if you have fallback rights.
- ▶ There are also situations when you forfeit your rights to resume a position in the classified service.
- ▶ If you have questions regarding fallback right, please contact your agency's human resources administrator.

Revolving Door

- ▶ Before leaving a public role and for one year after, you are prohibited from representing any person (including a company, nonprofit organization or public agency) on any matter in which you personally participated.
 - ▶ Representation includes any formal or informal appearance before or any written or oral communication with any public agency.
 - ▶ Public agency includes, but not limited to, any state entity, the General Assembly, any county or municipality.
 - ▶ Personal participation includes decision, approval, disapproval, recommendation, the rendering of advice investigation or any other substantial exercise of administrative discretion.
 - ▶ If you supervised other public servants, you have personally participated in any matters on which you supervised them.

Revolving Door

▶ Important Provision

- ▶ Pursuant to ORC 102.03 (D) and (E), the law generally prohibits you from seeking employment from any person, agency, organization or company that has these relationships with a public agency:
 - ▶ Doing or seeking to do business with it;
 - ▶ Regulated by it; or
 - ▶ Interested in matters before it.
- ▶ However, you may be able to seek employment from these persons if you are able to and do withdraw completely from any matter involving the party for whom you are seeking. In order to effectively withdraw, you must inform your supervisor and the agency attorney of your job seeking activity.

Revolving Door

- ▶ NOT Prohibited Activities
 - ▶ Assisting your former public agency;
 - ▶ Discussing or sharing non-confidential information with your new colleagues; or
 - ▶ Engaging in ministerial activities on matters in which you personally participated.

Contact Information

- ▶ Be sure you are in compliance. Ask.
- ▶ Ohio Ethics Commission
30 West Spring Street
L3
Columbus, OH 43215
(614) 466-7090 or (800) 750-0750
ethics@ethics.ohio.gov



Lobbying Activity

▶ Lobbying Activity Filings

- ▶ If you leave your current state service position for a new position (either in the public or private sector) you are required to file with JLEC for the time you proactively lobbied.
 - ▶ January-April Reporting Period
 - ▶ Reports Due: May 31st
 - ▶ May-August Reporting Period
 - ▶ Reports Due: September 30th
 - ▶ September-December Reporting Period
 - ▶ Reports Due: January 31st
- ▶ All registered lobbyist will be required to renew between December 1-January 15 if they plan to continue lobbying.



Financial Disclosure

- ▶ Financial Disclosure Statement (FDS) Filers
 - ▶ If you leave your current state service position for a new position (either in the public or private sector) you are required to file a FDS by May 15, for the prior calendar year.
 - ▶ You have the option of filing a paper or electronic form.
 - ▶ If you prefer paper, please be sure your personal information is updated in myohio.gov so your former agency can provide the form to you.
 - ▶ If you prefer electronic filing, please visit <https://www2.jlec-olig.state.oh.us/fds/>

Post-Employment Disclosure Form

- ▶ Ohio law requires elected officials and employees who file a FDS, to file a Post-Employment Disclosure (PED) Form with the Ohio Legislative Inspector General (OLIG) upon separation from state service.
- ▶ In addition, if you receive income from a Qualifying Source following separation from state service, you may be required to periodically submit updated PED statements to the OLIG.
 - ▶ Qualifying Source
 - ▶ An executive agency lobbyist or a legislative agent.
 - ▶ An employer of an executive agency lobbyist or legislative agent that is not a state agency or political subdivision.
 - ▶ Any entity that, during the two immediately preceding years, was awarded contract(s) from a state agency/agencies worth an aggregate value of at least \$100,000.00.

Contact Information

- ▶ Be sure you know the requirements that apply to you. Ask.

- ▶ Office of the Legislative Inspector General
100 East Broad Street
Suite 1910
Columbus, OH 43215
614-728-5100



- ▶ Ohio Ethics Commission
30 West Spring Street, L3
Columbus, OH 43215
(614) 466-8368 or (800) 750-0750
ethics@ethic.ohio.gov



Benefits

- ▶ Health Care Coverage
 - ▶ If you are enrolled in a state health care plan, your last day of coverage will be the last day of the month in which you separated from state service.
- ▶ COBRA
 - ▶ If you are enrolled in health care benefits (medical, vision and/or dental), they can continue for up to 18 months from your date of separation.
 - ▶ Health care continuation may be requested within 60 days of either the last day of health coverage or the COBRA notification (whichever is later).
 - ▶ Obligated to pay both your and employer's share of the premium cost, plus a 2% administration fee.

Benefits

- ▶ Life and Supplemental Life Insurance
 - ▶ This plan can be converted to an individual whole life insurance policy by applying to Minnesota Life within 45 days of separation.
 - ▶ You are eligible to continue coverage to a term life policy through the portability option.
 - ▶ No evidence of medical insurability is required.
 - ▶ Plan levels, at the time of continuation, can be decreased but cannot increase.
 - ▶ Separating employees are responsible for all premiums associated with the continuation of each policy.

Benefits

- ▶ Health Care or Dependent Care Flexible Spending Accounts (FSA)
 - ▶ If you terminate employment or retire, you can:
 - ▶ Continue HCSA benefits under COBRA.* WageWorks will notify you if you are eligible or if you contributed more to your account than you have spent. (*COBRA is not available for Dependent Care Flexible Spending Accounts)
 - ▶ If you do not enroll in COBRA*, benefits will terminate at the end of the month which the separation occurred.
 - ▶ You will have 90 days to file claims incurred between the benefit year effective date and the end of the month of the account closure.
 - ▶ Any unclaimed funds will be forfeited to the employer according to IRS regulations.

Benefits

- ▶ Commuter Choice Account
 - ▶ You will need to cancel your Commuter Choice Account by the 5th of the month prior to your separation (for example, December 5th if separating in January).
 - ▶ Any unused funds will be forfeited.
 - ▶ Credits cannot be reimbursed to participants per the IRS Code Section 1.132-9(b) Q/A 14(d).
 - ▶ These are pre-taxes deductions and can only be used to pay for eligible commuter expenses.

Contact Information

- ▶ COBRA
1-877-682-6272
- ▶ Minnesota Life
1-866-293-6047
lifebenefits.com
Group Number: 34301
- ▶ Flexible Spending Account and Commuter Choice
Doreena Colasurd
(614)466-5691
Doreena.Colasurd@das.ohio.gov

Leave Conversion

- ▶ Sick Leave
 - ▶ Active employees are permitted to convert sick leave to cash every November.
 - ▶ Upon separation from state service, sick leave can be converted to cash at 50% of your base rate pay.
 - ▶ Sick leave can also be converted to cash within 3 years from the date of separation.
 - ▶ Unless you return to state service, at which point the converted sick leave cannot be converted until separating from state service again.

Leave Conversion

- ▶ Old Sick Leave
 - ▶ Old sick leave is time transferred from another entity.
 - ▶ Old sick leave cannot be converted to cash upon separation from state service.
 - ▶ If a future employer accepts old sick leave, the employee may transfer it.
- ▶ Personal Leave
 - ▶ Personal leave balances can be converted at 100% base rate pay in November or upon separation from state service.
 - ▶ If you separate from state service following December Leave Conversion, you are not entitled to convert the entire 32 hours of personal leave to cash.
 - ▶ These hours are prorated per pay period of employment.
 - ▶ If you use more hours than earned, the money will be deducted from your check to make the State whole.

Leave Conversion

- ▶ Vacation Leave
 - ▶ Upon separation, you are entitled to compensation for all unused vacation leave at 100% of the employee's current rate of pay at the time of separation.
- ▶ Compensatory Time
 - ▶ Overtime exempt employees are not eligible to convert existing compensatory (comp) time balance to cash.
 - ▶ Balances will expire upon separation.

Retirement

- ▶ Ohio Public Employees Retirement System (OPERS)
227 East Town Street
Columbus, OH 43215-4642
1-800-222-7377
- ▶ One-on-one appointments
- ▶ Numerous workshops are offered



Deferred Compensation

- ▶ Ohio Deferred Compensation
257 East Town Street
Suite 457
Columbus, OH 43215-4626
1-877-644-6457



OHIO DEFERRED COMPENSATION

OHIO PUBLIC EMPLOYEES DEFERRED COMPENSATION PROGRAM

Thank you!

Brought to you by the
Ohio Department of Administrative Services
and
Dawson