

## Military Officer Transition Checklist

Suggested Months from Transition	Action Item	Date Completed
13 months	<p>Visit Orion's <a href="#">Transition Corner</a> to learn about the transition process from the perspective of fellow veterans who share their experiences with all aspects of the process from finances, to logistics, to challenges faced when starting a civilian career. Also, search our <a href="#">Job Seeker Success</a> page to search our database by branch, pay grade, location, industry, company or even job title, to learn about the specific experiences of hundreds of Orion alumni enjoying success in the civilian workforce.</p> <p>Download and read our <a href="#">Military Transition Guide</a></p>	
12 months	<p>Speak with your Orion Recruiter to recap your transition timeline and set a plan for follow up. Ensure that you have developed your various social media profiles so that you can network and stay connected with the Orion Team.</p> <p>Connect with Orion on:     </p>	
11 months	<p>Download and read the 1st section of our <a href="#">Military Officer Transition Guide - Beginning the Transition</a>. Learn about Orion and our process, a recommended transition timeline and four of the most common career fields we have seen Officers excel in within the private sector.</p>	
10 months	<p>Check out our list of suggested books for <a href="#">Professional Reading</a>, and begin to expose yourself to civilian leadership, and industry trends. We encourage you to read a book on sales - it will help you as you prepare to "sell" yourself during interviews and may open your eyes to another exciting career path to consider.</p>	
9 months	<p>View our pre-recorded <a href="#">Resume Writing Webinar</a>, which covers all of the basics of resume writing - why a resume is so important, what you should and should not include, how to write a resume that is easily understood by a civilian hiring manager, and much more.</p> <p>Speak with your Orion Recruiter about your resume draft, and to update our team on your transition plan.</p> <p>Download and read the <a href="#">Military Transition Guide - Resume Preparation</a>.</p>	
8 months	<p>Download and read <a href="#">Military Transition Guide - Introduction to Interviewing, Researching Your Background &amp; Detailed Interview Preparation</a>. After reading, work through the sample questions to apply what you have learned.</p> <p>Listen to this podcast on <a href="#">Preparing for the Interview Process</a></p>	
7 months	<p>View our pre-recorded <a href="#">Interview Preparation Webinar</a>, which will cover all the basics of Interview Preparation - how and what you should prepare, do's and don'ts during any interview, practical assignments to help guide you, and much more.</p>	
6 months	<p>View our <a href="#">Sales Overview and Preparation Webinar</a> which will provide you with an understanding of why sales can be a great starting point in the private sector, help you determine if sales is a good option for you, and give great pointers to winning a sales interview.</p> <p>Speak with your Orion Recruiter about the potential of a career in Sales. Additionally, finalize your transition plan with our team, including final resume review, interview preparation plan, and conference plan. At this time, your recruiter will also audit your file to ensure that your administrative items, listed below, are on file.</p> <p>Download and read <a href="#">Military Officer Career Preparation: Management and Sales</a>. Prepare answers for the sample questions and begin assembling your 'brag book' if you will be interviewing for sales positions.</p>	
5 months	<p>Prepare to attend a hiring conference. Listen to our podcast <a href="#">Attending an Orion Hiring Conference</a> and become an expert on the STAR format which you will use during interviews.</p>	
4 months	<p>Download and read <a href="#">Military Transition Guide - The Final Stages of the Hiring Process</a>. Keep working on your interview preparation and be sure to listen to the <a href="#">Frequently Asked Questions</a> Podcasts to get advice on how to handle many of the questions you can expect to get</p> <p>At this point, you will likely be in contact with additional recruiters at Orion, preparing for a Hiring Conference and getting ready to start interviewing actively.</p>	

## Documentation Orion will need from you prior to beginning to interview

Item Needed	Date Complete
<p><b>College Transcripts.</b> Request a copy of your College Transcripts from your undergraduate and/or graduate school(s). Send a copy to your Recruiter. This does not need to be sealed, and an unofficial copy is fine.</p>	
<p><b>Evaluation Reports.</b> Send a copy of your last 3 observed reports to your Recruiter. We use these to get an idea of what you have accomplished in the military, and they are a great starting point in writing your resume. Additionally, reviewing your evaluations will help your Recruiter identify key points to highlight when preparing you for interviews.</p>	
<p><b>Professional References.</b> Using the link included in your Welcome to Orion email, provide us with your professional references. You will be asked for the names and contact information of 2-3 supervisors, and 3-4 peers. Please let your contacts know that you would like to use them as a reference during your job search. Please note, they do not need to write you a letter of recommendation, they just need to be willing to answer a few questions over the phone or via email and provide a quick review of your performance.</p>	
<p><b>Final Resume.</b> Once you have completed your resume, email to your Recruiter for review.</p>	