



Career Development Office | Vassar College

Career Transition Resources

Whether you are a recent graduate or have been in the working world for a few years or more, you may be looking for information and advice to assist you in defining the next step in your career. Here are a few resources to assist alumnae/i considering or in the midst of a career transition.

Career Counseling

Alumnae/i can make an appointment for on-campus, phone, or Skype sessions with the Career Development Office (CDO) staff for career counseling, resume/cover letter reviews, interview coaching, graduate/law school advisement, and job search strategies. Contact our office by phone (845-437-5285) to schedule an appointment with a career counselor.

While we are happy to offer this service as a courtesy to our alumnae/i, our office's primary focus is on current students. Alumnae/i who are seeking more extensive career counseling or assistance may be better served working with a private career coach or career counselor, and referrals will be recommended if appropriate. Job seekers and those in career transition may also benefit from seeking out job search support groups, such as **The Five O'Clock Club** (<http://fiveoclockclub.com>) or the **National Board of Certified Counselors** (<http://www.nbcc.org/counselorfind>), which has a search feature that allows you to find Career Development professionals in your area. In general, seek out career development professionals who are certified and have experience with career changers.

Networking and Mentorship

One key to successfully change careers will be your networking ability. Your network may be able to offer job leads, advice and information about a company/industry, and introduce you to others so that you can expand your network. One of your greatest networks is Vassar Alumnae/i, which is accessible in multiple ways.

Vassar Alumnae/i Directory

<http://connect.vassar.edu/directory>

As a Vassar alumna/us, you are a part of, and have access to, a network of 37,000+ people who have the shared Vassar experience. Reach out to alumnae/i in industries/occupations of interest to conduct informational interviews and gain advice and insight.

LinkedIn

<http://www.linkedin.com>

LinkedIn is the perfect complement to the Vassar Alumnae/i Directory. Find and connect with Vassar alumnae/i in three primary ways:

- Search for and join the Vassar College Alumnae/i Group (and any of its relevant 17+ sub-groups)
- Use the "Advanced Search" link to find people by school, industry, employer, location, etc.
- Visit Vassar College's page to search for alumnae/i by class year, location, industry, skillset, and more: <https://www.linkedin.com/edu/school?id=19077>

Assessments and Skill Identification: FOCUS2

Self-assessment is a critical part of career development. The CDO recommends taking FOCUS2, which explores how your values, skills, personality, and other traits connect with various career fields and opportunities. It is available online and may be accessed at your convenience. This assessment should serve only as a starting tool to guide you in the process and not as the ultimate determinant of what career best suits you. However, this objective compilation of what you already know about yourself can help you see patterns and opportunities more clearly.

FOCUS2 – Access Code: vassarcdo
<https://www.focuscareer2.com/Portal/Register.cfm?SID=851>

Career Exploration Websites

Spotlight on Careers spotlightoncareers.org
Username: spotlightaccess | **Password:** liberalarts2015
 Career resource for liberal arts students and grads.

Quintessential LiveCareer www.quintcareers.com
 Tools and resources to empower you in your career change.

America's Career InfoNet www.acinet.org
 Tools and resources to assist you in exploring careers.

CareerOneStop www.careeronestop.org
 Career exploration/change/employment resources and links to local services.

Career Profiles www.careerprofiles.info
 Contains a section devoted to career change with a variety of articles and resources.

mySkills myFuture www.myskillsmyfuture.org
 Find career options based on the skills/experience you gained in a past job.

My Next Move www.mynextmove.org
 Designed to help you determine the right career for you.

What'sNext www.whatsnext.com
 Information, inspiration and directories for those interested in career change.

MyPlan www.myplan.com
 Assists career changers in making well-informed decisions about careers.

O*NET OnLine www.onetonline.org
 Detailed descriptions of occupations.

Bureau of Labor Statistics www.bls.gov/ooh/
 Includes information about the nature of work, working conditions, training and education, earnings, and job outlook for hundreds of different occupations

Vault Career Insider www.vault.com
 Career Resources – Send an email to cdo@vassar.edu with your name, graduation year, email address, country and zip. We will create an account on your behalf.

Recommended Reading: Beyond What Color is Your Parachute

- *The Encore Career: How to Make a Living and a Difference in the Second Half of Life* by Marci Alboher (2013)
- *The Renaissance Soul: How to Make Your Passions Your Life – A Creative and Practical Guide* by Margaret Lobenstine (2013)
- *The Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction and Success* by Nicholas Lore (2012)
- *What Next? The Complete Guide to Taking Control of Your Working Life* by Barbar Moses (2003)
- *Career Coward's Guide to Changing Careers: Sensible Strategies for Overcoming Job Search Fears* by Katy Piotrowski (2007).
- *The Sequel: How to Change Your Career Without Starting Over* by Laurence Shatkin (2011)
- *I Could Do Anything If I Only Knew What It Was: How to Discover What You Really Want and How to Get It* by Barbara Sher (2010)
- *Fearless Career Change* by Marky Stein (2005)
- *The Five O'Clock Club – Targeting a Great Career and Shortcut Your Job Search - Get Meetings That Get You the Job* by Kate Wendleton (2013)