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 (https://www.nbcc.org/search/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.

**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

**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

Alumnifire
https://vassar.alumnifire.com/
Alumnifire is a newer career-networking platform that offers students and alumnae/i access to career advice from Vassar alumnae/i in a wide variety of industries. It also provides mentorship and networking opportunities, access to internships and jobs posted by Vassar alumnae/i, and the ability to investigate leads at specific companies and organizations where alumnae/i work. It does not replace the Alumnae/i Directory or LinkedIn as a career-networking tool, but rather complements them.

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.myskillmyfuture.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.

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 Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction and Success by Nicholas Lore (2012)


• 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)