Getting Organized: Using a Timeline (Military-edition)
A timeline is one technique you should include in your job search for planning your activities. Here’s an example of what you may want to sequence on your timeline:

FIRST MONTH

- Determine your employment desires (read job search books with major sections on self-assessment and goal setting).
- Contact your local Transition Assistance Program (TAP) office to obtain a schedule of transition classes.
- Contact Saint Leo University’s Career Planning Office and the Alumni Relations Department to identify available career transition services.
- Make a list of your friends and colleagues whom you believe would be willing to talk about their work experiences.
- Look at your wardrobe—think about what clothes you will need to buy. Be on the lookout for sales if you need to add to or update your closet.

SECOND MONTH

- Attend transition class
- Prepare your resume:
  - Read career transition and job search books and articles.
  - Draft a resume for the positions you are seeking. A “combination” resume, which highlights your functional skills and also tells the prospective employer the nature of your assignments, might be most beneficial.
  - Consult with the Saint Leo Career Planning team for assistance in helping you translate your military experience into civilian terms.
  - Post your resume to TurboTAP (www.turbotap.org), Corporate Gray Online (www.CorporateGray.com), and upload it to LionsLINK (www.saintleo.edu/lionslink).
- Research employment fields:
  - Begin to take notice of and attending networking events offered in your community.
  - Explore the Internet to learn about the different companies that exist in your fields of interest.
  - Consider registering for a free account on LinkedIn, a social network-similar to Facebook-but used by professionals to conduct business.
- Start informational interviews:
  - Contact your friends and associates on the list you made last month and make an appointment to meet with them.
  - Prepare for the interviews—think about the questions you will ask; research different fields, companies, and industries.
  - At the interview—ask intelligent questions; listen; thank them for their time.
- Join an association in your field of interest. Attend the next meeting.

THIRD MONTH

- Stay in contact with the Saint Leo Career Planning team—let them know about your qualifications, career interests, updates, etc. Ask for suggestions.
- Continue informational interviewing.
- Join another association in your desired career field. Network with members.
- Update your records—track whom you’ve met, what transpired, future actions.
- Expand your wardrobe—purchase a second interview suit.
- Identify potential references—contact them; send copies of your resume.
- Write to those companies and firms that are involved in the type of work in which you are interested.
- Respond to posted openings for employment after researching the organization.
- Attend local job fairs and career conferences.
- Continue to expand your network contacts through informational interviews.
FOURTH and SUBSEQUENT MONTHS

- Follow up on all employment leads
- Stay in touch with your contacts, references, and the Saint Leo Career Planning team.

Depending on your situation, you may want to develop a timeline which incorporates a different sequence of job search activities. Your timeline should incorporate job search activities over a six-month period. Interviews and job offers can come anytime—often unexpectedly—as you conduct your job search. An average time is three months, but it can occur within a week or take longer than five months. If you plan, prepare, and persist, the pay-off will be job interviews and offers.

While three to six months may seem like a long time—especially if you are unemployed—you can shorten your job search time by increasing the frequency of your individual job search activities. If you are job hunting on a full-time basis, you may be able to cut your job search time in half. But don’t expect to get a job that’s right for you within a week or two. Job hunting requires time and hard work.

For additional resources, review The Military to Civilian Transition Guide written by Carl S. Savino and Ronald L. Krannich, Ph.D.