BACK-TO-WORK CHECKLIST

Ready to return to the workforce?

Whether you've taken time away to raise a family, care for a loved one, or pursue other priorities, returning to work can feel like a big step. Transition Talent Group is here to help you prepare for what's next!

Use this checklist to get started on your journey back to the workforce.

Your Career & Job Search

- ☐ Explore career possibilities and discover what excites you.
- ☐ Update your resume to reflect your experience, skills, and accomplishments.
- ☐ Refresh your LinkedIn profile and reconnect with your professional network.
- ☐ Prepare a compelling professional introduction that highlights your strengths.

Preparing for Interviews

- ☐ Be ready to confidently discuss your career break and return to work.
- ☐ Prepare for common interview questions and practice communicating your value.
- ☐ Choose appropriate interview attire and prepare for virtual interviews.
- ☐ Research current salary expectations for your desired roles.

Planning Your Return

- ☐ Consider your preferred work schedule, location, and flexibility needs.
- ☐ Make arrangements for childcare, caregiving, or other personal responsibilities.
- ☐ Create a backup plan for unexpected scheduling challenges.

Ready for Your Next Chapter?

Returning to work is an exciting opportunity, but you don't have to navigate it alone.

Transition Talent Group offers personalized career coaching, resume writing, LinkedIn profile development, and interview preparation to help you explore your career options, determine the right direction for your future, and confidently transition back into the workforce.

Have questions or need a little guidance? We're here to help! Contact us at coaching@transitiontalentgroup.com for a free 30 minute consultation.