



# YOUR CIVILIAN CAREER STARTING POINT

A 5 Step Transition Checklist for  
Military Talent Who Don't Know  
Where to Begin



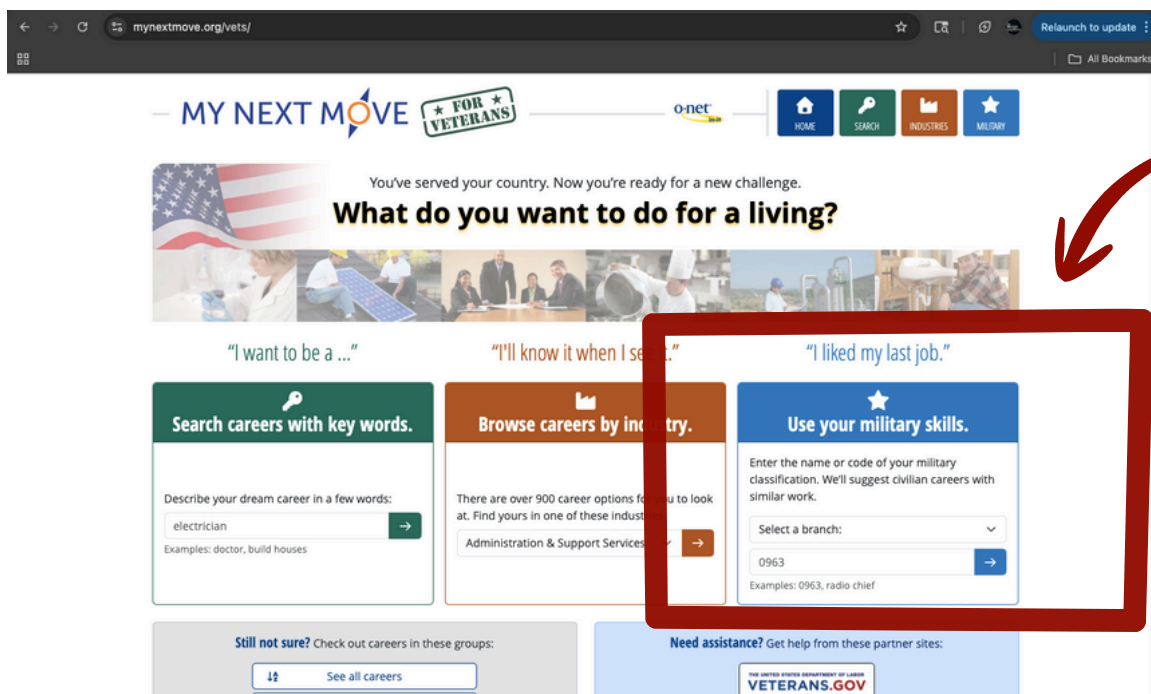
## ✓ How to Use This Checklist

- Each checkbox requires an action
- Don't overthink – just do do one step at a time

### STEP 1: GENERATE OPTIONS

#### 1 Explore Roles Based on Your Military Experience

- Go to [www.mynextmove.org/vets](http://www.mynextmove.org/vets)
- Click “Use your military skills”
- Select your military branch from the dropdown
- Enter your MOS / rating / specialty code (If your exact MOS isn't listed, choose the closest match and keep going.)
- Review the suggested civilian career options



**Write down 3 roles that sound interesting. Not perfect, just interesting:**

*Note: Don't judge yet. You're collecting options, not making decisions.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



## STEP 2: EXPAND & COMPARE

### 2 Understand What Those Roles Actually Involve

- Go to [www.onetonline.org](http://www.onetonline.org)
- Use the “Occupation keyword search” at the top of the page
- Enter one role title from your My Next Move list
- Click Go
- Select the matching occupation from the results

*Note: If a job title doesn't pull up exact results, try a similar or broader term and continue.*

Once you're on the role page:

- Read the Summary section
- Review the Tasks section
- Skim Skills and Work Activities

You are not researching qualifications yet.

You are learning what the work actually looks like.

The screenshot shows the O\*NET OnLine website interface. At the top, there is a search bar labeled "Occupation keyword search" with the text "electrician" entered and a "Go" button. Below the search bar, there are navigation links: "Help", "Find Occupations", "Advanced Searches", "O\*NET Data", and "Crosswalks". The main content area is divided into several sections. On the left, there is a "Find Occupations" section with a search input field containing "dental assistant" and a "Go" button. This section is highlighted with a red box, and a red arrow points to it from the left. To the right of the search input, there are sections for "Introduction", "Occupation Keyword Search", "Find Occupations", "I want to be a...", and "ATTN: VETERANS". The "I want to be a..." section has a purple background and a "Find your career at My Next Move" button. The "ATTN: VETERANS" section has a green background and a "Learn more at My Next Move for Veterans" button.



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### STEP 3: IDENTIFY REPEATING THEMES

**3** Compare what you saw across the roles you reviewed on O\*NET.

What types of work show up repeatedly?

(e.g., troubleshooting, coordinating, analyzing, managing systems)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

What environments appear often?

(e.g., structured, fast-paced, collaborative, independent)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

What responsibilities feel familiar from your military experience?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### STEP 4: NARROW WITHOUT COMMITTING

**4** Choose 1-2 Paths to Explore Further

Career Path #1: \_\_\_\_\_

Career Path #2: \_\_\_\_\_



## STEP 5: VALIDATE WITH A REAL PERSON

### 5 Have One Learning Conversation

Who to Reach Out To (Choose One):

- A Veteran or military spouse currently working in a civilian role
- Someone who transitioned out within the last 5–10 years
- A former service member in a role you're exploring
- A professional who openly supports military hiring or Veteran talent
- A contact from LinkedIn, a fellowship program, or a military network

Name: \_\_\_\_\_

Email or Phone Number: \_\_\_\_\_

You are not asking for a job.

You are learning from someone who has already done this.

If you're not sure who to contact:

Start with someone who shares one thing in common with you – branch, MOS, location, or industry.

Use This Message (Copy + Paste or Call)

"I'm transitioning out of the military and exploring civilian career paths.

I'm not job hunting yet – I'm learning.

Would you be open to a 20-minute conversation about your transition experience?"

- Message sent
- Conversation scheduled
- Conversation completed



## You've Done the Hard Part

You've completed the steps above and you've done what most people never do. That puts you ahead of where you started and in a strong position to move forward.

Remember, You don't need to have everything figured out yet. You just need the right support for the next phase.

If this checklist helped clarify what's next, you're ready to move forward with intention.

**Continue Your Transition with MTC**

You'll get structured guidance, relevant opportunities, and continued support as you move from exploration to execution.

