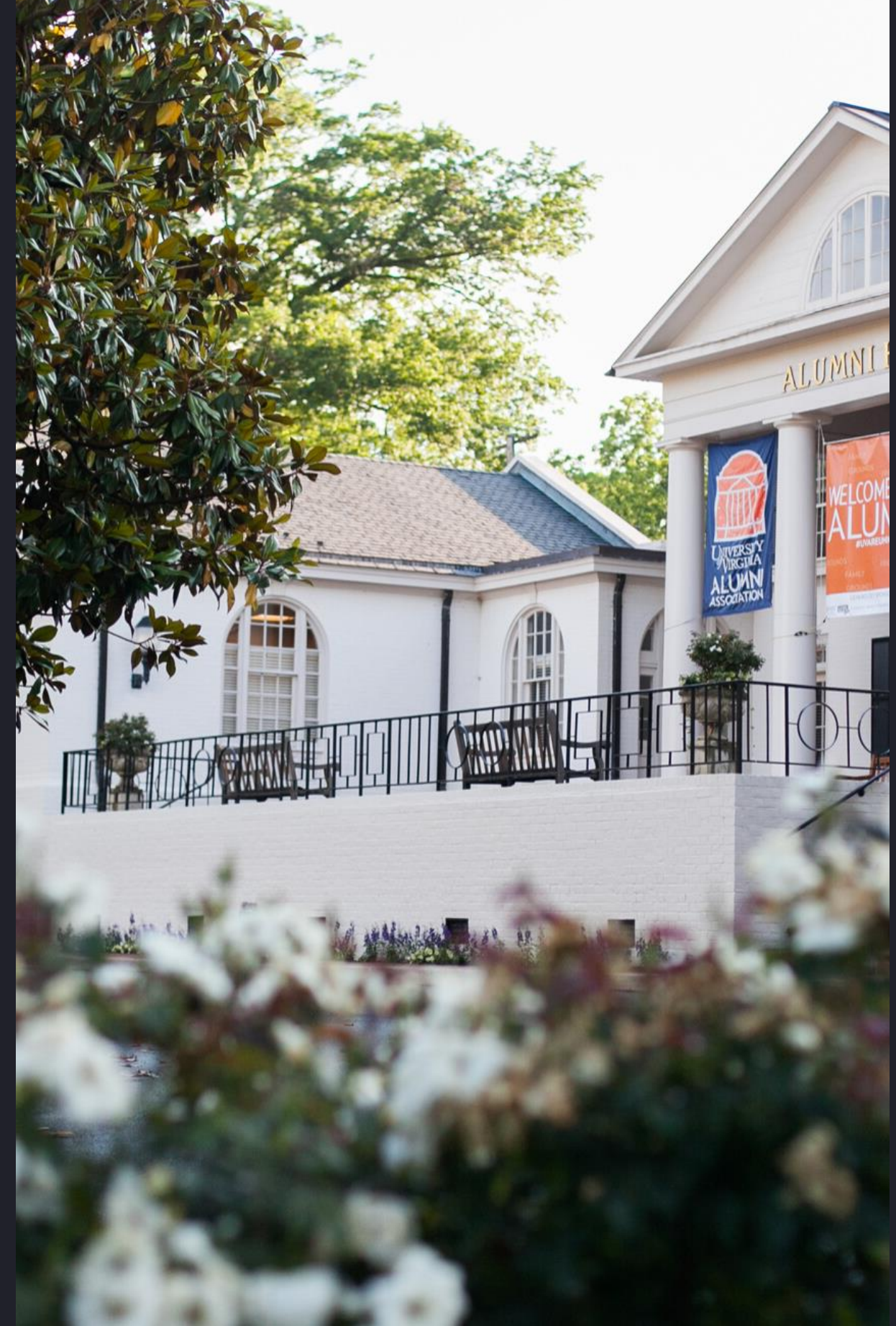




# Advising Alumni and Professionals Through Career Transitions

Presented by Liz Sprouse  
UVA Alumni Career Services  
December 10, 2019



# Presentation Overview

## Points of Discussion

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About UVA Alumni Career Services  
Types of Career Transitions  
Transitions by Career Stage  
Advising for Career Transitions  
Resources



WELCOME  
ALUMNI!



# UVA ALUMNI CAREER SERVICES



**Overview**



**Our alumni**



**Our team**



**Our services**



# OUR TEAM

**AMANDA  
PANARESE**

Director

**LIZ  
SPROUSE**

Associate Director  
Advising &  
Programming

**ANGELA  
ANTENUCCI**

Associate Director  
Employer Relations

**ERIC  
HUNTER**

Associate Director  
Alumni Professional  
Networks

# Our Alumni



247,000+ living alumni

12 undergrad, grad & professional schools

834 advising clients/456,928 alumni served

Graduation through retirement

Life members & package holders





# Our Services

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ADVISING & PROGRAMMING

EMPLOYER RELATIONS

ALUMNI PROFESSIONAL NETWORKS



# Career Transitions

## Presenting concerns



*"I'm retiring in 2 years and want to plan a retirement career"*

*"I don't want to practice law anymore"*

*"I need to change industries to move up to the executive level"*



# TYPES OF CAREER TRANSITIONS



## **Intentional**

New/first career, job, company or industry; promotion, relocation, grad school, professional development.



## **Unplanned**

Layoff, other termination; sudden change in circumstances.



## **Re-Entry**

Returning to work after an extended break; first job search after lengthy employment.



## **Second Act**

Planning for a pre- or post-retirement career.



# REASONS FOR TRANSITION

## INTENTIONAL

Boredom  
Burnout  
Salary  
Work-life balance  
Grad school  
New interests  
Lack of opportunity  
Other priorities

## UNPLANNED

Job loss  
Family  
Health issues  
Change in finances  
Other changes

## RE-ENTRY

Family/child care  
Other breaks  
Post grad school  
Change in finances  
Other changes

## SECOND ACT

Remain engaged  
Use/add new skills  
Full or P/T work



# Urgency



## **MORE URGENT**

Unplanned transitions

## **LESS URGENT**

Intentional or second act transitions

## **EITHER**

Re-entry





# CAREER STAGES



**Early Career**



**Executive**



**Mid to Late Career**



**Re-Entry**



# TRANSITIONS BY CAREER STAGE

## EARLY CAREER

New/first career  
New job  
Promotion  
Job loss  
Relocation  
Grad school

## MID TO LATE CAREER

New job/company  
Promotion  
Job loss  
New career  
Relocation  
Grad school  
Prof dev  
Pre-retirement

## EXECUTIVE

Promotion  
New job/company  
Relocation  
New industry  
Investors  
Networking  
Job loss

## RE-ENTRY

Re-entering workforce  
Career change  
First job search in many years



# ADVISING FOR CAREER TRANSITIONS



**Needs and  
concerns**



**Strategies**



**Process**



**Resources**



# NEEDS AND CONCERNS BY STAGE

## EARLY CAREER

Contacts  
Resume  
Direction/best fit  
ID transferable skills  
ID skill gaps

## MID & LATE CAREER

Contacts  
Resume  
Deep industry knowledge  
ID transferable skills

## EXECUTIVE

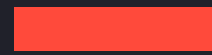
Contacts  
Deep industry knowledge  
Exec search firm referrals

## RE-ENTRY

Contacts  
Resume  
Employment gaps  
Tech gaps  
Fear  
Readiness  
Transferable skills



# Process



EXPLORE

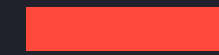
PREPARE

EXECUTE





# Explore



## ASSESSMENT

SII, MBTI, O\*NET, StrengthsFinder, DISC

## RESEARCH

BLS Occupational Outlook Handbook, O\*NET, CareerOneStop and more

## REFLECTION

Ideal work environment, skills, problems client wants to solve







# Prepare

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## **DETERMINE EMPLOYER NEEDS**

Read job descriptions, research companies, join associations, network

## **IDENTIFY/FILL SKILL GAPS**

Graduate/professional school, upskill, certificates/other professional development

## **UPDATE APPLICATION MATERIALS**

Tailor to job requirements, determine narrative





# Execute



## APPLY

Identify strategic targets, ensure ATS optimization, include relevant results

## INTERVIEW

Discuss value add and relevant experience, develop questions, use STAR framework, practice



# STRATEGIES BY CAREER STAGE

## EARLY CAREER

Assessment  
Research  
ID Skills  
Grad school  
Network  
Volunteer  
Freelance/PT work

## MID TO LATE CAREER

Assessment  
Research  
ID Skills  
Grad school/prof dev  
Network  
Volunteer

## EXECUTIVE

Research  
Network  
Volunteer

## RE-ENTRY

Assessment  
Research  
ID Skills  
Grad school/prof dev  
Network  
Volunteer  
Freelance/PT work  
Returnships



# Additional Resources

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## PARTNERSHIPS

iRelaunch Return to Work Roadmap  
Mission Collaborative Online Fellowship

## OTHER RESOURCES

LinkedIn Learning  
Returnships  
Resources for career re-entry & diverse populations



**QUESTIONS?**





# Liz Sprouse



## LINKEDIN

<https://www.linkedin.com/in/elizabethcsprouse/>

## PHONE NUMBER

434-243-8070

## EMAIL ADDRESS

ecs9u@virginia.edu or  
alumni-careers@virginia.edu

