

Transition Services

Program Offerings

The HR Transition Services Team offers the following workshop series:

To view our calendar, type "Transition Services" in the event search box at:

<http://events.berkeley.edu/index.php/calendar/sn/Admin.html>

Orientation: Introduction to Transitions Program

Phase #1 Getting Ready

This workshop will cover managing career change, navigating the labor market and creating a job search strategy.

Workshop #1: Career Management

Phase #2 Developing Marketing Tools

These workshops will provide the participant with the guidance and tools for resume development, online applications, cover letters, email etiquette and phone protocol necessary for a successful job search.

Workshop #2: Resume Skills

- **Session1: Develop Your Resume**
- **Session 2: Resume Critique**

Workshop #3: Communication: Cover Letters, E-mail, Internet & Phone Protocol

Phase #3 Marketing Yourself

In these workshops the participant will learn to develop contacts and resources through networking, informational interviewing, and social networking. Preparation and practice for interviewing will also be covered.

Workshop #4: Networking/Informational Interviewing

Workshop #5: Social Networking

Workshop #6: Interviewing

Additional Services:

- **LinkedIn:** UC Berkeley Employee Alumni Group
- **One-to-One Career Coaching*.**
- **Job Club**
- **Employer Forum Events**
- **Connection to Community Resources**
- **Online Resources:**
 - **E-learn:** Available for one year from final date of employment
- **Services to Purchase**
 - **The Right Thing (AIRS)**(paid for by department): Online portal that assists with outplacement through links to over 100 job boards and self-scheduled job search training sessions. Available for one year from final date of employment. AIRS (Advanced Internet Recruiting Strategies) is the credentialing entity for professional recruiters. A big kudos goes out to Emily Karakashian for setting up the portal for IST. If you have questions, please feel free to contact Emily directly. If you decide to use the services please contact our office.

* Services available depending upon classification

Internal Resources:

- **Career Library**
 - **Assessment Testing**
 - **Career Research**
 - **Career Counseling**
- **CARE Services Center**
- **University Health Services**

Registration Information: Log on to <https://blu.berkeley.edu> and click on "UCB Learning Center" at the bottom of the "Self Service" column on the upper left-hand side of the page. All of the TSP classes/workshops can be found on the Learning Center by typing the word "Transition" in the "Search" box OR by selecting the following categories listed on the Course Catalog page: "Career Development," "Communication," "Personal Effectiveness."

Or, contact: transitions@berkeley.edu, 510-642-4621.