

# Helping You Get Hired!

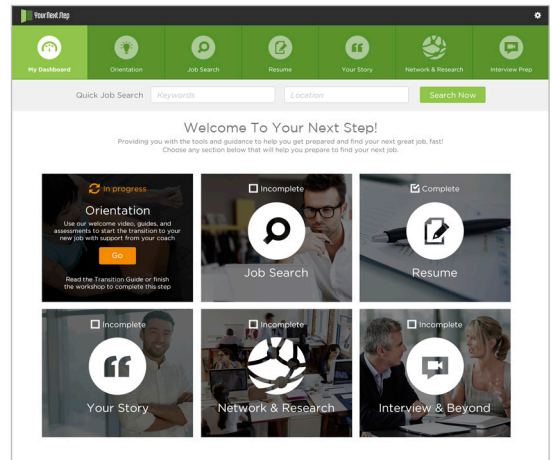
Your Next Step provides you with all the tools you need for a successful job search, including a professional resume review and access to a team of professional career coaches. It's never easy transitioning to a new job but Your Next Step will help ease the process by guiding you through all the essential steps to getting hired.

## Your Dashboard

As soon as you login you will be sent to your personal dashboard – your mission control for easy access to all the tools you need to land your next job. From here you will get help building a first class resume, drafting a compelling cover letter, and practicing for an important interview. You can also search through millions of open jobs right from the top of your dashboard.

## 6 Steps To Get Your Next Job

Your dashboard will automatically update your progress as you advance through a 6-step process that will provide you with everything you need to transition into your next job.



### Step 1 - Orientation



Use the Transition Center to help you to get back on track quickly. There's information on everything from filing for unemployment, transitioning company benefits and managing personal finances in between jobs. There are also assessments to help you determine your future direction.

### Step 2 - Target A Job



At the heart of Your Next Step is sophisticated job matching technology with access to millions of open jobs. Set up job alerts so that targeted job matches are sent to your email or mobile phone as soon as they become available. Be sure to set these up so you don't miss any great opportunities.

## ACCESSING Your Next Step

Access Your Next Step online at: **[yournextstep.com](http://yournextstep.com)**

First, create your account using the Invitation Code provided in your welcome packet, or you may receive an email containing a direct link to activate your account. Once registered, you can log back in as many times as you want for the next 6 months and the system will guide you through a 6-step process to get your next job.

See reverse side for Steps 3 - 6 ▶

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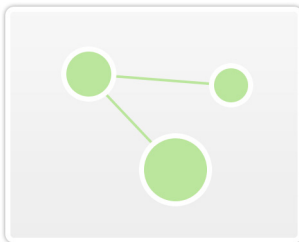
## **Step 3 - Build Your Resume & Get It Reviewed**

Your Next Step's resume builder is the fastest, easiest and most effective way for you to build an impressive resume. A workshop will guide you through each component of a resume and a library of samples provides a solid foundation to create an impactful document. Once created, submit your resume to be professionally reviewed.



## **Step 4 - Identify Your Skills & Tell Your Story**

Utilize multiple workshops to help you build important documents for your job search. Exercises and workshops will help you create an impressive cover letter, perfect your pitch, or create a personal reference sheet to attract prospective employers.



## **Step 5 - Grow Your Network**

Research tools and premium data on millions of companies will help you identify target companies, contacts within companies, industry associations, alumni and recruiters. Integrated social media functionality lets you easily identify connections that are in your Facebook or LinkedIn networks within your target companies.



## **Step 6 - Interview & Follow-Up**

Your Next Step offers everything you need to get ready for an interview. You can set up a virtual video practice interview and record responses. Finally, the Follow-Up Center offers tips and guidance on thank you letters, negotiation tactics, and evaluating job offers.