



Preparing for Your Next Career Transition

LFM-SDM Webinar
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OPENING CHEER

- ✦ Be confident
 - ✦ LFM and SDMs will continue to be highly sought after
- ✦ Be proactive
 - ✦ Create your unique definition of success
 - ✦ Determine your key messages
 - ✦ Connect and share

**CRAFT YOUR “SIQ”:
SKILLS, INTERESTS & QUALITIES**

BENEFITS OF SIQ

- ✦ Framework for your key messages
- ✦ Can be infused through every step of your transition
 - ✦ Elevator pitch
 - ✦ Resume
 - ✦ Cover letters
 - ✦ Informational interviews
 - ✦ Job interviews
 - ✦ Negotiations
 - ✦ Setting expectation early in role

SUM UP YOUR STORY WITH SIQ

Skills: What you *do* well that you want to do in your professional life? (verbs or “what”)

Interests: What are the *contexts* in which you like to work? The *subject areas* you like to think, read, and talk about? The *functions* or *industries* you find most appealing? (nouns or “where”)

Qualities: What makes you uniquely you? *How* do you do what you do? (adverbs or “how”)

SIQ TEMPLATE

Skills
(what)

Interests
(where)

Qualities
(how)

SAMPLE SIQ

Skills

Influencing others by presenting targeted data to address concerns

Developing partnerships for successful execution of cross-site programs

Public speaking

Interests

Communications devices

Piloting airplanes

Operational efficiency

Qualities

Decisive

Loyal

Creative

BACKGROUND INTERVIEW

- ❑ Describe your background. Where did you grow up? What did your parents do? Any siblings?
- ❑ How did you come to choose your college? What did you do at college besides study?
- ❑ When you read your favorite newspaper or online information portal, what section do you gravitate toward first?
- ❑ If you had a free day, how would you spend it? What do you like to think about? Do? Talk about? Read about?

BACKGROUND INTERVIEW (continued)

- ❑ How did you come to choose each of your career steps? What do you currently do at work?
- ❑ What do you do outside your job description and/or outside work?
- ❑ How would your manager describe you? How would your best friend? How would your mom?
- ❑ What is your dream career?

Note more ideas as you reflect . These responses are for your eyes only.

DRAFT YOUR SIQ



1. Reflecting on the Background Interview, list your skills, interests and qualities by category

2. Narrow to three points per category
 - a. Which would you *like* to apply in your next career step? Eliminate all others

 - b. Which are baseline (e.g., “analytical”) and which are distinctive (e.g., “determined to learn and grow by taking unworn paths.”) Eliminate all baseline points

 - c. If you could apply only one in your next career step, which would you pick? What if you could apply two?

REFINE YOUR SIQ



- ❑ Get feedback from people who know you well (e.g., colleagues, family members, mentors)
 - ❑ Is the summary accurate?
 - ❑ Is everything clear?
 - ❑ Is it missing any important points?
- ❑ Edit your SIQ, incorporating recommendations
- ❑ If you feel stuck or uncertain, see a career coach

TAILOR YOUR RESUME



- Weave in SIQ points
- Remove any bullet point that doesn't map directly to an SIQ point
- Double check for accuracy and consistency

NEXT STEPS



- ❑ Ask reviewers to name your top 3 skills, interests and qualities, based only on your resume. Once reviewers can identify your intended SIQ points, your resume is done
- ❑ Infuse SIQ throughout next steps of career transition (elevator pitch, info interview, job interview, etc.)