



**TalentBase**

# **TalentBase**

## **Career Transition Guide**

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Strategic Talent Solutions for Your Next Chapter

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# A NOTE FROM THE FOUNDER

I've seen it too many times.

Talented, driven professionals—especially veterans—**transition out of one chapter of their career only to feel lost in the next.** Not because they aren't skilled. Not because they aren't capable. But because **they end up in the wrong environment.**

They take the first job that comes their way. It looks great on paper. It pays well. It has the right title. But within months, they realize something's off. The culture doesn't fit. Leadership doesn't align. The mission feels hollow.

So they start over. Again. And again.

I built TalentBase to stop that cycle. To make sure the right people land in the right roles—where they don't just survive, but thrive.

This guide isn't just about getting a job. It's about taking control of your career. **It's about precision. Strategy. Finding the right fit—not just any fit.**

If you're ready to move with purpose and land a role where you can **make an impact**, you're in the right place.

Let's get to work.

— **Kenny Spratt**  
Founder, TalentBase



# The Hidden Challenge of Career Transitions

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Most professionals think landing a job is the hardest part of a career transition. It's not. The real challenge is **staying in the job, growing in it, and actually thriving.**



**46% of new hires fail within 18 months—and 89% of those failures** happen due to cultural misalignment, not a lack of ability.



**Veterans are twice as likely to leave their first civilian job** within two years. They struggle with mismatched expectations, leadership disconnects, and a lack of mission alignment.



**70% of professionals feel stuck in their careers.** Not because they aren't talented but because they don't have a strategy to navigate to the right opportunity.

These aren't just statistics. **These are real people, real careers, real frustrations.**

The good news? **You don't have to be part of these stats.**

**TalentBase exists to change this.** We don't just help people find jobs—we ensure they land in the right roles, with the right leadership, in environments where they can truly excel.

This guide will give you the tools, frameworks, and strategies to make sure **your next career move is your best one yet.**



## **Your Career, Your Move—Own It**

**Most people drift through their career, hoping the right opportunity comes their way.**

**You? You're different.**

**You're here because you refuse to settle. Because you know your skills, your leadership, and your experience deserve the right stage.**

**Turn the page to Section 1:  
Owning Your Career Transition.**

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Your next career move starts now.

# Section 1: Owning Your Career Transition

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Most people treat job searching like a reaction—waiting until they need a job and then scrambling to apply to whatever seems decent. **That's a losing strategy.**

High performers—whether in the military, corporate world, or any industry—**don't wait for opportunity to come to them.** They take control. They **plan, execute, and position themselves** to land the right role, at the right time, in the right organization.

This section will help you move from **reactive to proactive**, ensuring that your next career move is one that aligns with **who you are, what drives you, and where you'll thrive.**

# Step 1: Values Clarification – What Drives You?

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You spent years **operating with purpose** in high-stakes environments. That **doesn't have to change** in your civilian career. The key is understanding **what truly matters to you** before making your next move.

**Ask yourself the following:**

- ✓ **What kind of impact do you want to make in your work?** Do you want to lead teams, drive innovation, improve efficiency, or solve complex problems?
- ✓ **What skills or talents do you want to use daily?** Do you thrive in operational leadership, strategy, technical problem-solving, or people development?
- ✓ **What type of leadership style do you work best under?** Do you excel in structured environments with clear direction, or do you prefer autonomy and flexibility?
- ✓ **What kind of work-life balance is important to you?** Are you willing to travel? Do you prefer remote work? Do you thrive in high-intensity, fast-paced roles?
- ✓ **What are your non-negotiables?** What values or workplace environments would make you walk away from a job offer?

Take a minute and **write down three things that matter most to you in your next career.**

Once you **define your values**, job searching becomes **laser-focused**. Instead of applying randomly, you'll start filtering opportunities through the **lens of what fits YOU.**

## Step 2: Setting SMART Goals for Your Transition

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Having **clear, measurable goals** is what separates **high-impact professionals from everyone else**. If you treat your transition like a mission—**with a clear objective, strategy, and execution plan—you win**.

Use the **SMART** framework to set up your transition plan:

- **Specific** – "I want to land a leadership role in operations at a logistics or supply chain company."
- **Measurable** – "I will apply to 10 targeted companies and conduct 5 networking conversations per week."
- **Achievable** – "I will update my resume, tailor it to my industry, and leverage TalentBase's resources for optimization."
- **Relevant** – "This aligns with my leadership background and ability to drive operational efficiency."
- **Time-Bound** – "I will achieve this goal within the next 90 days."

**Be flexible.** Transitions take time, and timelines can shift. The key is to keep moving forward, adjusting your approach as needed.

**Want to go deeper?** [Download](#) the **SMART Goal Handbook** for a **detailed breakdown** and step-by-step goal-setting exercises.



## Your Next Move

Career transitions don't happen by accident—they happen by design.

Now, it's your turn.

- Write down your top three career values.
- Set SMART goals for your transition.
- Start thinking about industries and roles that align with your strengths.
- Visit the TalentBase website to explore resources on identifying companies that match your values.

**Next up: Section 2 – Crafting Your Professional Narrative.**

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Your next career move starts now.

# Section 2: Crafting Your Professional Narrative

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Most transitioning professionals—especially veterans—**fail to market themselves effectively.**

They rely on job titles that **mean nothing in the civilian world** and use team-focused language that **overshadows their individual impact.**

The truth? **Hiring managers don't hire teams—they hire individuals who drive results.**

If you want to land a career—not just a job—you need to craft a **professional narrative that tells a compelling story about YOU.**

This section will walk you through:

- ✓ **Translating military or technical experience into civilian terms**
- ✓ **Using the right keywords to pass Applicant Tracking Systems (ATS)**
- ✓ **Building a resume that shows impact, not just responsibilities**
- ✓ **Optimizing LinkedIn to attract recruiters (instead of chasing jobs)**
- ✓ **Crafting a cover letter that complements your resume & LinkedIn**

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If you get these right, **opportunities will come to you.**

# Step 1: "From We to Me" – Translating Military & Team-Based Experience

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In the military, **everything is about the team**. But in the civilian job market, recruiters and hiring managers want to know **what YOU did and the impact YOU made**.

## Common Mistakes Veterans Make:

✗ **Too Team-Focused:** "Led a platoon of 30 soldiers conducting reconnaissance operations."

✓ **Individualized Impact:** "Managed a 30-person unit conducting strategic reconnaissance, ensuring 100% mission success across 12 deployments."

✗ **Military Jargon Overload:** "Served as the NCOIC for logistics operations in a high-tempo environment."

✓ **Civilian-Friendly Translation:** "Oversaw logistics operations for a high-demand organization, managing supply chain coordination and reducing delays by 25%."

## How to Quantify Accomplishments

Weak Resume Entry	Strong, Quantified Resume Entry
"Managed a 30-person unit."	"Managed a 30-person team, increasing efficiency by 15% and reducing operational errors by 10%."
"Led training sessions for new employees."	"Developed and led training sessions for 50+ employees, reducing onboarding time by 20%."
"Supervised daily operations."	"Supervised daily operations for a \$2M budget program, ensuring 100% compliance with safety regulations."

## Action Step: Go through your past roles and ask:

- ✓ How many people did I manage?
- ✓ What was the measurable impact of my work?
- ✓ Did I save time, increase efficiency, reduce costs, or improve performance?

Use these numbers to **strengthen your resume**.

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# Step 2: Keyword Optimization – Speak the Right Language & Get Noticed

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## The Harsh Reality of Job Applications

Let's be honest—the job market is brutal, and the numbers don't lie.

- For every corporate job posting, an average of **250+** candidates apply.
- Only **20%** of those resumes even make it past the ATS and into the hands of a recruiter.
- Of those, only **4-6** people get called for an interview.
- Only **1** person gets the job!

If your resume **doesn't have the right keywords or qualifications**, you're not even in the game.

This means that **even if you're highly experienced, if your resume doesn't match the job description, it won't get seen.**

## Step 1: Identify the Right Keywords

### Example – Job Posting Excerpt for an Operations Manager Role:

*"The Operations Manager will oversee logistics, supply chain management, and process improvement initiatives. The ideal candidate has experience in team leadership, operational efficiency, and performance optimization."*

- **Strong Resume Example (Using Keywords from the Job Posting):**

"Led operational teams in logistics and supply chain management, driving process improvement and operational efficiency."

- ✖ **Weak Resume Example (Lacks Keywords, ATS Rejected):**

"Supervised daily operations and team workflows, overseeing various projects."

## Step 2: Keyword Optimization – Speak the Right Language & Get Noticed (Cont.)

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### Step 2: Avoid Keyword Stuffing

**DO:** Integrate keywords naturally into your resume.

**DON'T:** Copy and paste job descriptions or force in too many keywords.

#### **Bad Example (Keyword Stuffing):**

*"Process improvement expert with process improvement experience in process improvement projects."*

#### **Good Example:**

*"Led multiple process improvement projects, increasing efficiency by 20% and reducing costs by \$500K annually."*

### Step 3: Use Free Tools to Optimize Your Resume

**Jobscan** – Compares your resume with a job description and highlights missing keywords.

**O\*NET Military Crosswalk** – Helps translate military job descriptions into civilian terms.

**Resume Engine by Hiring America** – Converts military experience into an ATS-friendly professional resume.

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## Step 2: Keyword Optimization – Speak the Right Language & Get Noticed (Cont.)

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### Step 4: LinkedIn Optimization – Get Recruiters to Come to You

#### Your LinkedIn "Experience" Section – How to Write It Right

Your **Experience** section should NOT be a copy-paste of your resume. Instead, it should:

- ✓ **Showcase your achievements using strong action verbs**
- ✓ **Highlight quantifiable results**
- ✓ **Use industry-relevant keywords**

**Action Step:** Review your **LinkedIn Experience** section and rewrite your bullet points using **action verbs, measurable impact, and job-relevant keywords**.

**Free LinkedIn Premium for Veterans:** [LinkedIn](#)

**Free Professional Headshots for Veterans:** [portraits4patriots](#)

**LinkedIn Profile Tips:** [How to Build a Great LinkedIn Profile](#)

### Step 5: Cover Letter Power Moves

Even in the age of LinkedIn, **cover letters still matter**.

- ✓ **Research the company & hiring manager** – Show you've done your homework.
  - ✓ **Quantify accomplishments** – Just like your resume, include numbers to back up your impact.
  - ✓ **Use action verbs** – Make your letter dynamic and engaging.
  - ✓ **Proofread carefully** – Grammar and spelling mistakes **will** cost you interviews.
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# Take the Lead on Your Next Move

Career transitions are the launchpad for your next big opportunity—they don't happen by accident.

## What steps will you take today?

- Run your resume through Jobscan to see if it's ATS-optimized.
- Review your LinkedIn Experience section and rewrite your bullet points using the guidance above.
- Claim your free LinkedIn Premium and update your profile.
- Schedule a free headshot with one of the veteran-friendly organizations listed above.

**Next up: Section 3 – The Job Search & Networking Playbook.**

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Your next career move starts now.

# Section 3: The Job Search & Networking Playbook

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## You Deserve to Be Here—Own Your Space

Let's talk about **imposter syndrome**

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Maybe you've thought:

✗ *"I don't have the right degree for this role."*

✗ *"My military experience won't translate to the civilian workforce."*

✗ *"Everyone else is more qualified than me."*

**STOP. RIGHT. THERE.**

**You bring unique leadership, problem-solving, and execution skills that companies desperately need. The ability to lead under pressure, adapt, and drive results is highly valuable—but only if you own it.**

**Fact:** A LinkedIn study found that **women apply to 20% fewer jobs than men** because they feel they need to meet **100% of the requirements**. Meanwhile, men apply if they meet just **60%**. **Lesson? Apply anyway.**

**Fact:** Studies show that **70-85% of jobs are filled through networking**. If you're relying **only on job boards**, you're already losing.

**Bottom Line:** You belong. The key is **networking strategically and targeting roles that align with your strengths.**



# The Hidden Job Market – Where the Best Jobs Actually Are

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Most job seekers spend **90% of their time applying online**.  
**But here's the problem: 80% of jobs aren't even posted online.**

They get filled through **referrals, networking, and internal promotions**. If you're only submitting online applications, **you're competing with hundreds (sometimes thousands) of candidates for just 20% of available jobs.**

## How Do You Tap into the Hidden Job Market?

### Step 1: Network Like Your Career Depends on It—Because It Does

Most hiring happens through **relationships, not resumes**. Here's how to build those relationships effectively:

1. **Start with Who You Know** – Reach out to former colleagues, supervisors, classmates, and military peers. Ask for advice, not a job.
2. **Expand Your Network** – Connect with professionals in your target industry. LinkedIn, professional organizations, and alumni networks are gold mines.
3. **Engage on LinkedIn** – Share industry insights, comment on relevant posts, and message hiring managers before you apply.
4. **Ask for Informational Interviews** – These are low-pressure conversations where you learn about someone's career path and gain insider knowledge.

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**Fact:** People are 4X more likely to get hired through a referral than applying blindly.



# Networking Templates – What to Say & How to Say It

Most people struggle with networking because **they don't know what to say**. Use these **plug-and-play scripts** to start the conversation.

## LinkedIn Connection Request

📌 When connecting with someone new on LinkedIn (Cold Outreach):

Hi [Name],

I came across your profile while researching [Company/Industry] and was really impressed by your experience in [specific area]. As I'm transitioning into [your target role], I'd love to connect and learn from your insights. Looking forward to staying in touch!

Best,  
[Your Name]

## Informational Interview Request (Warm Lead)

📌 When reaching out to a former colleague or someone with a mutual connection:

Subject: Quick Question – Would Love Your Advice

Hi [Name],

Hope you're doing well! I'm currently exploring opportunities in [industry/field] and came across your profile. Given your experience in [industry/company], I'd love to hear your insights.

Would you be open to a quick 15-minute chat sometime next week? No pressure at all—just looking to learn from someone who's been there. Looking forward to hearing your thoughts!

Best,  
[Your Name]



## **Thank You Email (After a Networking Call or Informational Interview)**

📌 Following up to express appreciation and reinforce the connection:

Subject: Thank You for Your Time

Hi [Name],

I just wanted to take a moment to thank you for your time and insights today. I really appreciate you sharing your experience at [Company] and offering advice on [specific topic].

Your perspective was incredibly helpful, and I'm excited to apply what I learned as I continue exploring opportunities in [industry/field]. I'd love to stay in touch and will keep you updated on my progress.

Thanks again, and let's connect again soon!

Best,  
[Your Name]

# Employer Research Framework – How to Position Yourself as the Solution

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## Example – Customizing Your Approach

Company Challenge	How You Position Yourself
Company is expanding into global markets	"Led international logistics operations, ensuring seamless supply chain management across 5 countries."
They are hiring for a leadership role in a high-growth environment	"Managed and scaled teams from 10 to 50 personnel, improving efficiency by 30% during periods of rapid expansion."
They emphasize innovation and process improvement	"Designed and implemented new operational workflows, reducing turnaround time by 25% and cutting costs by \$500K."

## The Rejection Reality – It's Part of the Process

- ✗ Not every application will get a response.
- ✗ Not every interview will lead to an offer.
- ✗ Some opportunities just won't be the right fit.

## And that's okay!

Think of job searching like dating—**not every match is going to be perfect**. The key is to **learn, adjust, and keep moving forward**.

Instead of taking rejection personally, ask yourself:

- ✓ **What could I have done differently?**
- ✓ **Was this the right type of role for me?**
- ✓ **What did I learn from this experience?**

**Every “no” brings you closer to a “yes.”** Stay positive, stay persistent, and **keep networking**.

# Section 4: Acing the Interview Process

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Your Resume Got You in the Door—**Now You Have to Prove It**

Your **resume secured the interview** by showcasing your **achievements**—but now, you have to **bring those achievements to life**.

**Employers want to know:**

- ✓ **How did you accomplish those results?**
- ✓ **What was your thought process?**
- ✓ **How did you handle challenges?**

**Fact:** The best predictor of future success is past performance. That's why behavioral interviews focus on **real examples of how you've solved problems in the past**.

The key to delivering clear, **impactful interview responses is structured storytelling**—and that's where the **STAR method** comes

# The STAR Method – Your Blueprint

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The **STAR method** is a simple framework to ensure your responses are **clear, concise, and compelling**.

STAR Component	What It Means	Example
<b>S – Situation</b>	Set the stage. What was the challenge or task?	"I was assigned to oversee logistics for a unit deploying overseas on short notice."
<b>T – Task</b>	What was your specific role?	"I was responsible for ensuring all supplies and equipment were accounted for and delivered on time."
<b>A – Action</b>	What did you do? What steps did you take?	"I coordinated with multiple vendors, implemented a new tracking system, and streamlined the supply chain process."
<b>R – Result</b>	What was the outcome?	"We completed the deployment 2 days ahead of schedule with 100% equipment accountability, improving operational efficiency."

**Pro Tip:** Keep your answers **focused on results**. Hiring managers care less about **what you did** and more about the **impact you made**.

**Choose Select STAR stories that are relevant to the job you're applying for.**

**Want to go deeper?** [Download](#) the **STAR Interview Workbook** on our website for step-by-step exercises.

# How to Practice for Interviews – The Mock Interview Method

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**Winging it is NOT a strategy.**

The best way to **build confidence and improve your responses** is to **practice out loud—just like training for a mission or a competition.**

## Step 1: Identify Common Interview Questions

Start with **the most common behavioral interview questions.**

- ✓ "Tell me about yourself."
- ✓ "Walk me through your resume."
- ✓ "Can you describe a time when you solved a problem under pressure?"
- ✓ "Tell me about a time you had to work with a difficult team member."
- ✓ "What's your greatest professional achievement?"
- ✓ "Why do you want to work here?"
- ✓ "What are your strengths and weaknesses?"

**"Tell Me About Yourself" Tip:** This is NOT an invitation to recite your life story. **Keep it professional and relevant to the job.**

✓ **DO:** Focus on key experiences and skills that align with the role.

✗ **DON'T:** Talk about personal details or unrelated experiences

## Example of a Strong Answer:

*"I have over 10 years of experience in operations and logistics, specializing in process improvement and efficiency. During my time in the military, I led teams responsible for supply chain management, ensuring that equipment and resources were delivered on time. In my most recent role, I implemented a logistics optimization strategy that reduced costs by 20% and improved efficiency. I'm excited about this opportunity because it aligns with my experience in streamlining operations and leading teams in high-pressure environments."*

# How to Practice for Interviews – The Mock Interview Method

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## Step 2: Write Out Your STAR Responses

For each question, write down a STAR-formatted response.

**Example:** *"Tell me about a time when you had to adapt to a sudden change in plans."*

**S** – "During a critical supply chain operation, we experienced a sudden vendor shutdown that delayed key shipments."

**T** – "I was responsible for ensuring our mission wasn't disrupted despite the supply shortage."

**A** – "I quickly sourced alternative suppliers, renegotiated contracts, and implemented a contingency plan to redistribute existing inventory."

**R** – "Our unit received 95% of necessary supplies on time, avoiding operational delays and ensuring mission success."

## Step 3: Practice Out Loud (and Get Feedback)

It's not enough to think through your answers—you need to say them out loud.

- ◆ Record yourself answering common questions and listen for clarity.
- ◆ Do a mock interview with a friend or mentor and ask for feedback.
- ◆ Join a veteran career coaching program like [Hire Heroes USA](#) for free mock interviews.

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**Pro Tip:** The goal isn't to memorize responses—but to practice so you can confidently adapt your answers in the moment.





# 10 Game-Changing Questions YOU Should Ask the Employer

Fact: Candidates who ask strong, strategic questions are seen as more engaged and prepared.

**At the end of the interview, you'll usually hear:** "Do you have any questions for us?"

**Never say no.** This is your chance to stand out and show you've done your research.

Type	Question
Company Culture	"How does your company support employee growth and development?"
Role Expectations	"What does success look like in this position in the first 6 months?"
Leadership Style	"How would you describe the leadership style of the team?"
Challenges	"What are the biggest challenges the team is facing right now?"
Company Growth	"Where do you see the company heading in the next 3-5 years?"
Team Collaboration	"How does this role interact with other departments?"
Performance Metrics	"How is success measured in this role?"
New Hire Support	"What training or onboarding programs do you offer for new employees?"
Your Fit	"Is there anything about my experience or background that gives you hesitation about my fit for this role?"
Next Steps	"What are the next steps in the hiring process?"

**Listen & Engage:** Don't just read through the list. **Listen carefully to the interviewer's responses and ask thoughtful follow-up questions** to show your genuine interest and engagement.

**Pro Tip:** Avoid questions about salary or benefits in the first interview—wait until later rounds or when the offer is extended

## Your Next Move

Every step forward brings you closer to your career goals—keep building momentum.

## What actions will you take to secure your next opportunity?

- Write down 3 STAR responses for common interview questions.
- Practice your responses out loud—record yourself or do a mock interview.
- Prepare 3 questions to ask at the end of your next interview.
- [Download](#) the **STAR Interview Workbook** on our website for more in-depth practice.

**Next up: Section 5 – Beyond the Offer: Navigating Your First 90 Days.**

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Your next career move starts now.

# Section 5: Beyond the Offer – Navigating Your First 90 Days

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## Your First 90 Days: Slow is Smooth, Smooth is Fast

Listen—**Rome wasn't built in a day, and neither is your success in a new role.**

As veterans, we're wired to **jump in, take charge, and execute immediately.** We see inefficiencies, we see solutions, and we want to fix things—fast.

**But here's the challenge:** Jumping in too quickly—without fully understanding your new role, the company culture, and expectations—can actually set you back.

You've spent years operating in a **high-tempo, results-driven** environment where action is rewarded. But in the civilian workforce, **relationships, strategy, and patience matter just as much as execution.**

**Fact:** The most successful employees take the **first 90 days to learn, observe, and create a structured plan with their leadership.**

**Lesson? There is a learning curve with every new job.** It's not about proving yourself on Day 1—it's about **strategically integrating yourself into the company to create long-term impact.**

The key to success? **A structured 30-60-90 Day Plan built in collaboration with your leadership.**

# Your 30-60-90 Day Success Plan

A structured plan ensures you make a **strong first impression** and set yourself up for long-term success.

Timeframe	Goals	Action Steps	TalentBase Support
<b>First 30 Days – Learning &amp; Observing</b>	Understand company culture, processes, and expectations.	<ul style="list-style-type: none"><li>• Meet your manager &amp; clarify expectations.</li><li>• Collaborate with your leader to define a realistic learning curve for your role.</li><li>• Identify key team members &amp; build relationships.</li><li>• Learn internal systems &amp; workflows.</li><li>• Observe meetings and company dynamics.</li><li>• Ask thoughtful questions &amp; seek an onboarding mentor.</li></ul>	<b>TalentBase 30-Day Check-In:</b> A confidential and supportive space to discuss your experience, challenges, and concerns. We understand adjusting to a new company can be tough, and we're here to offer guidance without judgment.
<b>Days 31-60 – Contributing &amp; Adding Value</b>	Start delivering results and building credibility.	<ul style="list-style-type: none"><li>• Take ownership of small projects.</li><li>• Find ways to add value &amp; solve problems.</li><li>• Learn how success is measured in your role.</li><li>• Seek feedback &amp; adjust accordingly.</li><li>• Continue networking internally &amp; understanding team goals.</li></ul>	<b>TalentBase 60-Day Performance Review Coaching:</b> We check in to make sure you're on track and provide confidential coaching on workplace challenges.
<b>Days 61-90 – Excelling &amp; Long-Term Impact</b>	Establish yourself as a high-value employee.	<ul style="list-style-type: none"><li>• Deliver measurable results on key projects.</li><li>• Share insights &amp; process improvements.</li><li>• Strengthen relationships with leadership &amp; peers.</li><li>• Set long-term career goals within the company.</li><li>• Position yourself for future growth opportunities.</li></ul>	<b>TalentBase 90-Day Strategy Session:</b> A private, judgment-free space to reflect on your progress and align your long-term career goals.

**Pro Tip: Work with your leader to structure your plan.** Having clear **expectations, feedback loops, and alignment** with your leadership from the beginning will set you up for success. **A structured plan eliminates guesswork and ensures you're focusing on the right priorities.**

# Salary Negotiation Playbook – Maximize Your Offer

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Negotiating your salary isn't just about making more money—it's about securing the **compensation and benefits that reflect your value**.

**Fact:** 84% of employers **expect** candidates to negotiate, yet **only 39% of employees actually do**.

## Salary Negotiation Strategies That Work

- ✓ **Do Your Research** – Use tools like Glassdoor, [Payscale](#), and [Salary.com](#) to understand industry benchmarks.
- ✓ **Let Them Make the First Move** – Don't be the first to name a number. Let the employer present an offer first.
- ✓ **Negotiate the Entire Package** – Salary is important, but don't forget about benefits that add significant value to your overall compensation.
- ✓ **Justify Your Ask** – Back up your counteroffer with data, skills, and achievements.
- ✓ **Stay Professional** – Confidence is key, but don't be aggressive or entitled.

## Beyond base pay, consider negotiating:

- Vacation time (PTO)
- Flexible work arrangements (remote/hybrid options)
- Professional development stipends (certifications, conferences, training)
- Retirement plan matching (401k contributions, employer match percentage)
- Health insurance contributions (premiums, wellness perks)
- Signing bonuses, stock options, or performance-based incentives

## Example of a Strong Salary Counteroffer:

*"Thank you for the offer. Based on my experience, market research, and the value I bring, I was expecting something closer to [\$X]. I'd love to discuss how we can align on a package that reflects my skills and contributions."*

**Pro Tip:** If the company says, "We can't go higher on salary," ask about **bonuses, relocation packages, additional PTO, stock options, or signing bonuses**.

**Need help negotiating? TalentBase is here to guide you through the process.**



# Post-Placement Support – Your Success is Our Mission

At **TalentBase**, we do more than just place candidates in jobs. We believe that **long-term success matters**. That's why we offer **post-placement support** to help you navigate your new role, overcome challenges, and position yourself for growth.

## How TalentBase Ensures Your Success Beyond Day 1

✓ **30, 60, & 90-Day Check-Ins** – A confidential and supportive space where you can discuss challenges, seek guidance, and get expert feedback **without fear of judgment**.

✓ **Onboarding & Culture Fit Support** – Struggling to adjust? We offer **mentorship guidance** to help you integrate into your new company.

✓ **Professional Development Resources** – Access **ongoing training, leadership development, and career coaching**.

✓ **Long-Term Career Strategy** – Planning your next move? We help map out **internal promotions and long-term career goals**.

**Confidentiality Matters: Our post-placement support is 100% confidential.** You can feel comfortable discussing any challenges or concerns **without fear of judgment or repercussions**.

**Struggling in your new role?** You're not alone. **TalentBase is here to help.**

## **Your Next Move**

**Success in your new role starts with intentional planning and proactive steps.**

- Create your 30-60-90 Day Plan with clear, actionable goals.
- Collaborate with your leader to map out a realistic learning curve for your position.
- Identify an onboarding mentor and begin fostering meaningful relationships.
- Take advantage of TalentBase's post-placement support for ongoing guidance and career growth.

**Next up: Final Thoughts- Invest in your success and unlock valuable resources designed just for you.**



# Final Thoughts

Your career journey isn't just about landing a job—it's about finding the **right** role that aligns with your skills, values, and long-term goals. At TalentBase, we don't just match people with positions—we connect **top-tier talent** with organizations that truly fit.

That's why we use **CoreMatch**, our values-based alignment process. A great job isn't just about what you do; it's about where, how, and why you do it. With CoreMatch, we ensure that the company you join isn't just looking for your skills—they're aligned with your mission, leadership style, and long-term vision.

## Exclusive TalentBase Perks

When you join TalentBase, you gain more than a job placement—you gain a **strategic career partner** dedicated to your long-term success.

- ◆ **Post-Placement Support:** Our job isn't done when you start—we stay with you to ensure a smooth transition and long-term success.
- ◆ **CoreMatch Career Alignment:** Ongoing career check-ins to ensure your new role aligns with your goals and values.
- ◆ **Exclusive Resources:** Gain access to top-tier career tools, resume templates, negotiation strategies, and leadership development materials.
- ◆ **Networking Opportunities:** Connect with top professionals, hiring leaders, and other high performers in the TalentBase network.
- ◆ **TalentBase Mentorship Program:** Learn from industry experts, veterans who've made the transition, and corporate leaders invested in your success.



# References and Resources

Category	Resource	Description	Website
<b>Resume &amp; Job Search Tools</b>	Hiring Our Heroes Resume Engine	Translates military experience into a civilian-ready resume.	<a href="https://www.resumeengine.org/">https://www.resumeengine.org/</a>
	My Next Move for Veterans	Helps translate military skills into civilian job descriptions.	<a href="https://www.mynextmove.org/vets/">https://www.mynextmove.org/vets/</a>
	JobScan	Free ATS scanner to optimize resumes for online job applications.	<a href="https://www.jobscan.co/">https://www.jobscan.co/</a>
	Resume Worded	AI-powered resume reviews and LinkedIn optimization.	<a href="https://resumeworded.com/">https://resumeworded.com/</a>
	Federal Resume Guide	Essential tips for applying to federal jobs.	<a href="https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/">https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/</a>
<b>Networking &amp; Career Connections</b>	LinkedIn Premium for Veterans	Free 1-year LinkedIn Premium & LinkedIn Learning access for veterans.	<a href="https://socialimpact.linkedin.com/programs/veterans">https://socialimpact.linkedin.com/programs/veterans</a>
	American Corporate Partners (ACP)	Free 1-on-1 mentorship program connecting veterans with business leaders.	<a href="https://www.acp-usa.org/">https://www.acp-usa.org/</a>
	FourBlock	Career transition program that connects veterans with Fortune 500 companies.	<a href="https://www.fourblock.org/">https://www.fourblock.org/</a>
	The Honor Foundation	Career transition program for Special Operations Forces.	<a href="https://www.honor.org/">https://www.honor.org/</a>
<b>Education &amp; Certifications</b>	VA GI Bill Comparison Tool	Helps compare education benefits for different schools.	<a href="https://www.va.gov/education/gi-bill-comparison-tool/">https://www.va.gov/education/gi-bill-comparison-tool/</a>
	Onward to Opportunity (O2O)	Free certification programs in IT, project management, and more.	<a href="https://ivmf.syracuse.edu/programs/career-training/onward-to-opportunity/">https://ivmf.syracuse.edu/programs/career-training/onward-to-opportunity/</a>
	Coursera for Veterans	Free online courses through IVMF partnership.	<a href="https://www.coursera.org/government-partnerships/ivmf">https://www.coursera.org/government-partnerships/ivmf</a>
	Google Career Certificates for Veterans	Free Google IT certifications through the Hiring Our Heroes program.	<a href="https://www.hiringourheroes.org/google-career-certificates/">https://www.hiringourheroes.org/google-career-certificates/</a>
	SkillBridge Program	DoD program that allows service members to intern with companies before leaving active duty.	<a href="https://dodskillbridge.usalearning.gov/">https://dodskillbridge.usalearning.gov/</a>
	Yellow Ribbon Program	Helps veterans cover tuition costs at private institutions that exceed the GI Bill limit.	<a href="https://www.va.gov/education/yellow-ribbon/">https://www.va.gov/education/yellow-ribbon/</a>
	Apprenticeships for Veterans	The VA and DoL offer registered apprenticeships in various industries with paid on-the-job training.	<a href="https://www.apprenticeship.gov/">https://www.apprenticeship.gov/</a>
	Scholarships for Veterans	Many nonprofit organizations offer scholarships exclusively for veterans and transitioning service members.	<a href="https://www.military.com/education/money-for-school/scholarships-for-veterans.html">https://www.military.com/education/money-for-school/scholarships-for-veterans.html</a>
<b>Financial Planning &amp; Budgeting</b>	California CareerZone	Career exploration & budgeting based on lifestyle choices.	<a href="https://www.cacareerzone.org/">https://www.cacareerzone.org/</a>
	MyMoney.gov	Financial literacy and money management resources.	<a href="https://www.mymoney.gov/">https://www.mymoney.gov/</a>
	Bunker Labs	Entrepreneurial training for veterans & military spouses.	<a href="https://bunkerlabs.org/">https://bunkerlabs.org/</a>
	Military OneSource Financial Planning	Free financial counseling & budgeting tools.	<a href="https://www.militaryonesource.mil/financial-legal/">https://www.militaryonesource.mil/financial-legal/</a>
<b>Mindfulness &amp; Wellbeing</b>	VA Mindfulness Coach App	Free guided meditation & stress management app from the VA.	<a href="https://mobile.va.gov/app/mindfulness-coach">https://mobile.va.gov/app/mindfulness-coach</a>
	Headspace for Veterans	Free 1-year subscription to Headspace for meditation & sleep support.	<a href="https://www.headspace.com/health/veterans">https://www.headspace.com/health/veterans</a>
	Wounded Warrior Project's Warrior Care Network	Free mental health support & wellness programs for veterans.	<a href="https://www.woundedwarriorproject.org/programs/warrior-care-network">https://www.woundedwarriorproject.org/programs/warrior-care-network</a>
<b>Additional Resources</b>	VA eBenefits	Manage VA benefits, healthcare, & disability claims.	<a href="https://www.ebenefits.va.gov/ebenefits/homepage">https://www.ebenefits.va.gov/ebenefits/homepage</a>
	Military Transition.org	Data-driven insights into veteran career trends.	<a href="https://www.military-transition.org/">https://www.military-transition.org/</a>
	Hire Heroes USA	Free job search assistance, resume writing, and interview coaching.	<a href="https://www.hireheroesusa.org/">https://www.hireheroesusa.org/</a>

# Setting Smart Goals

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## Smart Goals Defined

**Specific** — What do I want to accomplish and why?

**Measurable** — How will I know when I have accomplished it?

**Achievable** — How can I accomplish this goal?

**Relevant** — Is this the right time for me to be working towards this goal?

**Timebound** — When do I want to accomplish this goal by?

## Goal 1:

**Specific.**

**Measurable.**

**Achievable.**

**Relevant.**

**Timebound.**

## Goal 2:

**Specific.**

**Measurable.**

**Achievable.**

**Relevant.**

**Timebound.**

## Goal 3:

**Specific.**

**Measurable.**

**Achievable.**

**Relevant.**

**Timebound.**

# STAR Worksheet

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<b>S - Situation</b>	<b>Describe the situation/task you faced and its context</b>
Describe the situation. Where and when did it take place? What was the context? Why was it important?	
Reflection Questions: What was the initial scope of the project? What were the potential challenges?	
<b>T - Task</b>	<b>Define the specific task or challenge you undertook</b>
Define your specific role and responsibility. What was the goal? What was expected of you?	
Reflection Questions: How did this task align with organizational goals? What were the potential consequences if this task wasn't addressed?	
<b>A - Action</b>	<b>Explain the actions YOU took</b>
Detail the specific actions you took. What steps did you take? How did you do it? What tools or skills did you use? Who else was involved, and what were their roles?	
Reflection Questions: What obstacles did you face, and how did you overcome them? How did you demonstrate leadership or initiative?	
<b>R - Results</b>	<b>Share the outcomes and impact</b>
Share the positive outcomes of your actions. What did you achieve? How did it impact the project or company? Quantify the results whenever possible.	
Reflection Questions: What were the measurable outcomes? What feedback did you receive? What did you learn, and what would you do differently next time?	

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# Stay Connected

Your success is our mission. Whether you need career advice, professional development, or just want to check in, **TalentBase has your back.**

## Let's Keep Building Together

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Thank you for allowing us to be part of your journey. Here's to a future of growth, impact, and meaningful work.