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| NEXT STEPS USING YOUR PERSONAL EMPLOYMENT PLAN |

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| Step 1: What is My Work Experience |
| First step is to attend a TORQ workshop or meet 1:1 with a Career Counselor * Build your TORQ Personal Employment Plan. <http://www.torqworks.com/>

**Action Items(s): Before moving on to Step 2, do the following:*** Send report to your email address.
* Access your Personal Employment Plan (PEP) document sent to your email address.
* Review your PEP online and/or print your document.
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| Step 2: What is My Work Experience |
| Now what? What are my next steps? This is your opportunity to start your job search, using the information in this plan. **Action Items(s): Before moving on to Step 3, do the following:*** Review the work experience section. Do you want to add or change your work experience?
* Consider adding experiences such as volunteer work, hobbies, and interests to your list.
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| Step 3: Building Your Short List - What are the Occupations I selected? |
| Are my wage expectations realistic? Do the TORQ scores reflect an easy or difficult transition to the listed occupations?**Action Items(s): Before moving on to Step 4, do the following:*** Review the occupations that you selected from your short list.
* Consider adding or changing occupations to either expand or narrow your job search.
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| Step 4: Jobs to Consider |
| How do you find out more about a job? About a company? Does my resume match the job description? **Action Items(s): Before moving on to Step 5, do the following:*** Consider exploring the companies for the jobs you selected. Go to the company website.
* Review the job descriptions. For jobs you are interested in, consider changing your resume to match the job description.
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| Step 5: Gap Analysis |
| Are you planning to transition to a new occupation? Analysis of gaps in Knowledge, Skills, and Abilities between occupations is most helpful when you are planning to transition into a new occupation. **Action Items(s): Before moving on to Step 6, do the following:*** Analyze your TORQ scores and gaps for the jobs you selected.
* Determine how easy or hard it will be to transition to the listed occupation based on the TORQ score.
* Remember your gaps.
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| Step 6: Training Programs |
| Have you thought about how much education or training you want to prepare for a career? Consider all options on your list if applicable. How do you find out more about a training program or institution? **Action Items(s): Before moving on to Step 7, do the following:*** To learn more about a specific training program or institution explore the programs or institutions for the jobs for which you are interested.
* Consider talking to a Career Counselor for possible training opportunities.
* Consider signing up for workshops at your local Career Center.
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| Step 7: Accessing the PEP DOCUMENT |
| How do I add or change information in my plan? How do I access the report after the initial email?* The personal link you received in your email will reconnect to your plan every time you want to return to it in TORQ.
* The personal link bypasses the project creation screen and doesn’t require a password. Just click the link and you are in.
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