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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. |