

## Job Transition Services

During this time of financial difficulty, UVM is committed to providing all eligible employees with job transition services through a dedicated team of HR professionals. The principal goal of this effort will be to assist each of the affected employees with identifying and selecting an appropriate strategy for job transition and support them in taking steps toward achieving their goals.

### Services Provided:

Job Search Resources	Benefits and Salary Review
Job Transition and Work/Life Workshops	Access to Computers for Job Searching
Confidential Counseling for Employees	Confidential Counseling for Employees' Families
Job Transition <a href="#">FAQ's Website</a>	Temporary Change to Recruitment Process

Visit [www.uvm.edu/hrs](http://www.uvm.edu/hrs) for more information. See the heading **UVM Job Transition News**.

### Job Transition Services Overview

**February 25 from 11:00 to 12:00 noon or March 2 from 1:00 to 2:00 pm**

Plan to attend a one-hour presentation about the job transition resources and workshops that will help you understand the tools available to assist you in securing new employment. Each session will include a discussion of job search resources, a salary and benefits overview, a summary of Work Life/EAP services available, plus information on temporary changes to the recruitment process.

Other workshops specifically designed for transitioning employees will include:

- **Skills Assessment and Goal Setting** March 5 / April 10 / **June 2** from 1:00 to 4:00 PM
- **Writing Effective Resumes & Cover Letters** March 20 / April 16 / **June 9** from 1:00 to 3:00 PM
- **Self-Care Strategies** March 9 / April 9 / **June 11** from 9:00 to 11:00 AM
- **Successful Interviewing** March 25 / April 22 / **June 16** from 1:00 to 3:00 PM
- **Job Search Strategies** March 30 / May 1 / **June 22** from 1:00 to 3:00 PM

To register for any of these sessions, call 656-5800 or e-mail [HRSLearningServices@uvm.edu](mailto:HRSLearningServices@uvm.edu).

### Job Transition Services

- Access to administrative and coaching staff
- Access to e-mail, computers and Internet (with training as required)
- Access to ongoing training in job search and career management skills
- Coordination with government agencies, including direction in filing for unemployment
- Focused job lead development

### Job Search Support and Skills Training

- Assessing, planning and implementing a job transition plan
- Outplacement resources
- Web-based resources
- Links to temporary agencies

## UVM Resources

UVM Human Resource Services: [www.uvm.edu/hrs](http://www.uvm.edu/hrs)  
UVM Job Standards and Pay Bands: [www.uvm.edu/~clascomp/standards/](http://www.uvm.edu/~clascomp/standards/)  
UVM Benefits: [www.uvm.edu/~benefits/](http://www.uvm.edu/~benefits/)  
UVM Work Life/EAP: [www.uvm.edu/~uvmeap/](http://www.uvm.edu/~uvmeap/)  
UVM Career Services (for current students) - [www.uvm.edu/~career/](http://www.uvm.edu/~career/)  
UVM Career Connection (for UVM Alum) - [http://alumni.uvm.edu/directory/men\\_directory.asp](http://alumni.uvm.edu/directory/men_directory.asp)  
Mastering the Maze, **March 12, 2009** - [www.uvm.edu/maze/](http://www.uvm.edu/maze/)  
UVM Continuing Education [www.uvm.edu/~learn/](http://www.uvm.edu/~learn/)

## Vermont/Local Resources

VT Dept. of Labor: <http://labor.vermont.gov>  
Vermont JobLink: [www.vermontjoblink.com](http://www.vermontjoblink.com)  
Jobs in VT: [www.jobsinvt.com](http://www.jobsinvt.com)  
Seven Days: [www.sevendaysvt.com](http://www.sevendaysvt.com)  
Vermont Craigslist: <http://burlington.craigslist.org/jjj>  
State of VT, Office of Veterans Affairs: [www.va.state.vt.us](http://www.va.state.vt.us)  
Lake Champlain Regional Chamber of Commerce: [www.vermont.org](http://www.vermont.org)  
Burlington Toastmasters: <http://tmbtv.org>  
Fletcher Allen Health Care: [www.fahc.org](http://www.fahc.org)  
Spherion: [www.spherion.com](http://www.spherion.com)  
Kelly Staffing Services: [www.kellyservices.com](http://www.kellyservices.com)  
Westaff Vermont: [www.westaffvt.com](http://www.westaffvt.com)

## General Resources

Indeed.com: [www.indeed.com](http://www.indeed.com)  
Monster: [www.monster.com](http://www.monster.com)  
JOBcentral: [www.jobcentral.com](http://www.jobcentral.com)  
Career.com: [www.career.com](http://www.career.com)  
Net-Temps: [www.net-temps.com](http://www.net-temps.com)  
Career Builder: [www.careerbuilder.com](http://www.careerbuilder.com)  
Yahoo! HotJobs: <http://hotjobs.yahoo.com/>  
Job.com: [www.job.com](http://www.job.com)  
True Careers: [www.truecareers.com](http://www.truecareers.com)  
Boston Globe (Boston.com): [www.boston.com/jobs](http://www.boston.com/jobs)

## Academic Resources

Higher Education Recruitment Consortium (HERC): [www.newenglandherc.org](http://www.newenglandherc.org)  
Chronicle of Higher Education (Chronicle Careers): [www.chronicle.com/jobs](http://www.chronicle.com/jobs)  
CollegeRecruiter.com: [www.collegerecruiter.com](http://www.collegerecruiter.com)  
St. Michael's College: [www.smcvt.edu](http://www.smcvt.edu)  
Champlain College: [www.champlain.edu](http://www.champlain.edu)  
Norwich University: [www.norwich.edu](http://www.norwich.edu)  
Middlebury College: [www.middlebury.edu](http://www.middlebury.edu)

## Other Resources

High Schools with Continuing Education Courses  
Community Parks and Recreation Courses  
Volunteer Agencies (e.g., United Way)