

INFORMATION FOR MILITARY CONTRACT CANDIDATES

16 July 2008

The Citadel
THE MILITARY COLLEGE OF SOUTH CAROLINA
CAREER CENTER



Initiating Your Plan:

Congratulations! You have made a very important decision regarding your career. You have decided to join the **Military** after you graduate. **However**, your career decision-making has not come to an end, but rather a new beginning. There will be many more decisions for you to make for your military employment upon graduation and beyond. Before signing your contract, be sure to consider the additional steps of your process. Please review this page thoroughly for information to assist you in making these additional decisions **and** for those you will make after your military commitment, whether it is for 4 years or for 40.

Research. While you have decided to take a Military Contract with a particular branch, are all of your questions answered? Make a list of questions and review them with the appropriate parties to gain the answers you need...before signing your contract.

Consider the following:

- Do you know what your specific assignment will be? If not, when will you know?
- Do you meet all of the physical requirements for your assignment? Have all of your medical records been reviewed and approved for a contract offer? When and how will you know?
- Do you know when you need to have your contract signed and turned in?
- Do you know where you will be stationed? When will you know?
- When do you need to report for training? How long is the training period?
- During training will you be able to contact family or friends? If not, when is your first furlough to take place?
- After your initial 4-year commitment has been met, what will your options be? Is there a proper procedure for extending your commitment? When does it need to be completed? Is there a procedure you will need to follow to formally end your commitment after 4 years of service?

Tips and Resources:

Keep record of all career-related materials in your *Career Planning Portfolio* (related documents may be found at www.citadel.edu/career_services/info-students.htm) to reference what you have learned after you graduate from The Citadel.

Contingency Planning (www.citadel.edu/career_services/Students/Contingency_Planning.pdf)

The best of plans sometimes have surprise endings that are beyond our control. If you accept a military contract, what happens if the start date is not until 6 months after you graduate? What will you do to earn money in the meantime? What happens if you are not issued a contract? Having a contingency plan is a good investment in your future.

Search for Temporary Employment

If you need to earn money between graduation and the beginning of your military service, consider the following:

1. Contact the staffing agencies near where you will live between graduation and starting your military service to gain regular, temporary employment.
2. Consider looking into seasonal employment (for summer or winter months), such as:
 - a. Ski Lodges, Resorts, Golf Courses, Summer Camps, National, State & County Parks
 - b. Charleston area: Seabrook Island - www.seabrookresort.com
 - c. Adventure Jobs. Search through Cool Works - www.coolworks.com

Also use the resources at www.citadel.edu/career_services/JobSearch.htm.

3. **Register** with **The Gate** to review and apply to seasonal/part-time/temporary positions posted to the site by employers and to connect with mentors through The Citadel Mentoring Network. Access *The Gate* via www.citadel.edu/career_services/info-students.
4. If you should interview with companies for full-time employment, be honest with them regarding your upcoming military service. Due to the amount of money and time a company invests in its employees, most companies will likely not be interested in hiring someone for a short period of time (i.e. one year or less). If you avoid mentioning your situation, you may burn bridges with potential employers that may be a good fit for you after your service is completed. Additionally, you carry the reputation of The Citadel wherever you go. Keep this in mind as you search for employment.

5. **Review the Career Center Website** (www.citadel.edu/career_services/info-students) for information regarding the various Events & Training scheduled during your senior year, including On-Campus Interviews (through *The Gate*, the online job posting and resume database system) and Career Fairs (www.citadel.edu/career_services/fair_list.htm). Participate in upcoming events to learn about temporary positions and for the events that have passed, contact the companies to inquire about opportunities for temporary employment.
6. **Contact alumni** in your hometown or desired profession and ask their advice on your search for temporary employment. Alumni contacts are available via the **CAA Online Community** developed for alumni association members. To learn about and use this online directory, visit www.citadel.edu/alumni, go to **Membership**, and then select **CAA Online Community**. **When searching to find alumni in a specific firm, use the Advanced Search option** (available at the bottom of the Simple Search screen). You may also go directly to www.alumniconnections.com/thecitadel. For current **Citadel Alumni Club Contacts**, see the Citadel Clubs, Classes, and Groups at www.citadel.edu/alumni. Alumni may also be contacted through The Citadel Mentoring Network which is housed on **The Gate**. (See #3 above).

Transitioning from the Military to Civilian Employment

Whether you give a 4-year commitment to the military or make it a lifetime career, at some point you may be considering a civilian position. This section will provide you with information regarding transitioning out of the military and into the civilian workforce. Take some time now to consider what you will need to do and when to do it.

1. **Begin exploring your options** by reviewing the resources at www.citadel.edu/career_services/YourExploration.pdf. Take **FOCUS** to help determine your goals. Refer to the **FOCUS Guide** for details, including how to register to use the assessment via www.citadel.edu/career_services/FOCUS.htm.
2. **Prepare a resume** while you are still a student so that you may have a working document to update after your military service instead of having to start from scratch. Start with the Resume Packet at www.citadel.edu/career_services/ResumeSamples.htm for construction tips, common errors to avoid, samples, etc. Keep hard copies and electronic versions, for reference.
3. **Review the Job Search Process** via www.citadel.edu/career_services/JobSearch.htm for information on transitioning from the military to civilian sector. Some **search firms** have asked us to refer transitioning military (especially JMOs) to them for assistance. Contact these firms for advice on your civilian job search. You may want to contact them one year before you will be leaving the military to begin your file. Visit www.citadel.edu/career_services/JobSearch.htm#military for their contact information and for websites with job search tips, sample resumes, and other useful information.
4. **Review** the additional resources provided on the **Information for Alumni** page (www.citadel.edu/career_services/info-alumni.htm), including Corporate Gray Online and the Hiring Conferences for Bradley-Morris, Inc.