

CONFIDENCE OUTSIDE THE UNIFORM WORKBOOK





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Part 1

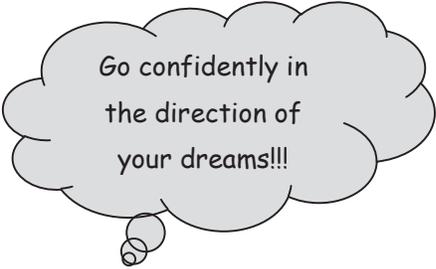
You Can Do It



You Can Do It

Confidence

Belief in your abilities; self-assurance or a belief in your ability to succeed.



PAST, PRESENT, AND FUTURE EXERCISE

In the military I was/ am:

I am now:

I want to be:

✦ TIPS TO HELP YOU FEEL MORE CONFIDENT ✦

- Maintain a Healthy Lifestyle

A balanced diet and exercise helps you feel better

- Set Goals

Short-term and long-term goals; check off as you accomplish

- Vamp up Your Wardrobe

"New wardrobe, new you"

- Reflect on Past Achievements

Write down all of your accomplishments and give yourself credit for what you have done so far

- Stand in a Power Pose

Power poses can give you a quick boost of confidence

- Find a Support Group

Look for support through a job club, church, Veterans program at school, and so forth

ALL ABOUT CONFIDENCE

- Confidence is a habit
- Confidence is a choice
- Confidence takes work



Part 2

Civilian Camouflage



Civilian Camouflage

Transitioning back into the civilian culture can be difficult. Whether you served for 3 years or 26 years, nearly everyone struggles with this transition. You may be in a classroom full of 19 year olds or have a boss who is 10 to 20 years younger than you are. No matter what the situation may be, one thing remains; you will have to adjust to the civilian culture because it will not adjust to you!

Military Culture	Civilian Culture
Extreme structure	Minimal structure
Very disciplined	Less disciplined
Very hierarchical	Less hierarchical
Great sense of urgency	Operate at different paces
Thrive on camaraderie	Lack of camaraderie
Strict dress code	Flexible dress code
Economically stable	Economically unstable
Often work as a team	Often work individually
Consistent recognition	Less frequent recognition
24/7	9 to 5
Hired and promoted based on potential	Hired and promoted based on experience and performance

“Unlike the process employed by the military to socialize you into the institution, there is no formal civilian resocialization process. No elaborate resettlement system has been established nor are there frequent signs along the way to help orient you to civilian culture.”

Dr. Sydney M. Savion, Camouflage to Pinstripes

“Fitting in” Again: How to Camouflage Yourself as a Civilian

- “Let it Go!”
- Embrace the cultural change
- Be aware of and accept your identity may change
- Don’t take things personally
- Know your audience
- Be open to different ways of thinking
- Be prepared to start at “the bottom”



Dress Right Dress

Dress Code	Appropriate Attire
Casual	<ul style="list-style-type: none"> ✓ Sundress ✓ Long or short skirt ✓ Khakis or nice jeans ✓ Knit shirt, polo shirt, turtleneck ✓ Casual button-down blouse
Dress Casual	<ul style="list-style-type: none"> ✓ Dress ✓ Skirt and dressy top ✓ Cardigan sweater ✓ Dressy pants outfit ✓ Nice jeans and dressy top
Business Casual	<ul style="list-style-type: none"> ✓ Skirt, khakis, or slacks ✓ Open-collar or knit shirt ✓ Cardigan sweater ✓ Dress
Business Formal	<ul style="list-style-type: none"> ✓ Suit ✓ Business-style dress ✓ Dress with a jacket ✓ Heels, low or high
Holiday Attire	<ul style="list-style-type: none"> ✓ Cocktail dress ✓ Long dressy skirt and top ✓ Dressy pants outfit or separates ✓ A "little black dress" ✓ Feature holiday colors
Semiformal	<ul style="list-style-type: none"> ✓ Short afternoon or cocktail dress ✓ A "little black dress" ✓ Long dressy skirt and top ✓ Dressy separates
Black Tie	<ul style="list-style-type: none"> ✓ Formal (floor length) evening gown ✓ Dressy cocktail dress ✓ Your dressiest "little black dress"
White Tie	<ul style="list-style-type: none"> ✓ Formal (floor length) evening gown ✓ Long gloves (optional)



Dress Right Dress

Creating a Professional Image

- Cover spaghetti straps
- Avoid clothing that is too tight (form-fitting) or revealing
- Watch the length of skirts and dresses
- Consider covering up tattoos and piercings
- Be wary of sandals
- When in doubt, wear a cardigan sweater
- Utilize “Dress for Success” type programs in your local area
- Use store mannequins as examples
 - JC Penney, Macy's, Dillard's, etc...

How to Dress for an Interview

- Follow the general guidelines above
- Dress one step above the usual work attire
- Avoid bright colors
- Stick to conservative jewelry, nail polish, and makeup
- Choose a simple hairstyle
- Do not overwhelm with perfume
- Carry a portfolio



Don't dress for the job you have, dress for the job you want!!!



What You're Really Saying

Keep your communication style in mind when returning to civilian culture. People walk and talk differently in the military. What is normal in the military may seem unusual to a civilian.

Building Rapport with Others

1. Gather information to find commonalities
2. Try to relate in conversation
3. Be genuine and respectful
4. Watch your military lingo
 - Acronyms
 - Slang
 - Tone
 - Directness

Speaking with Confidence

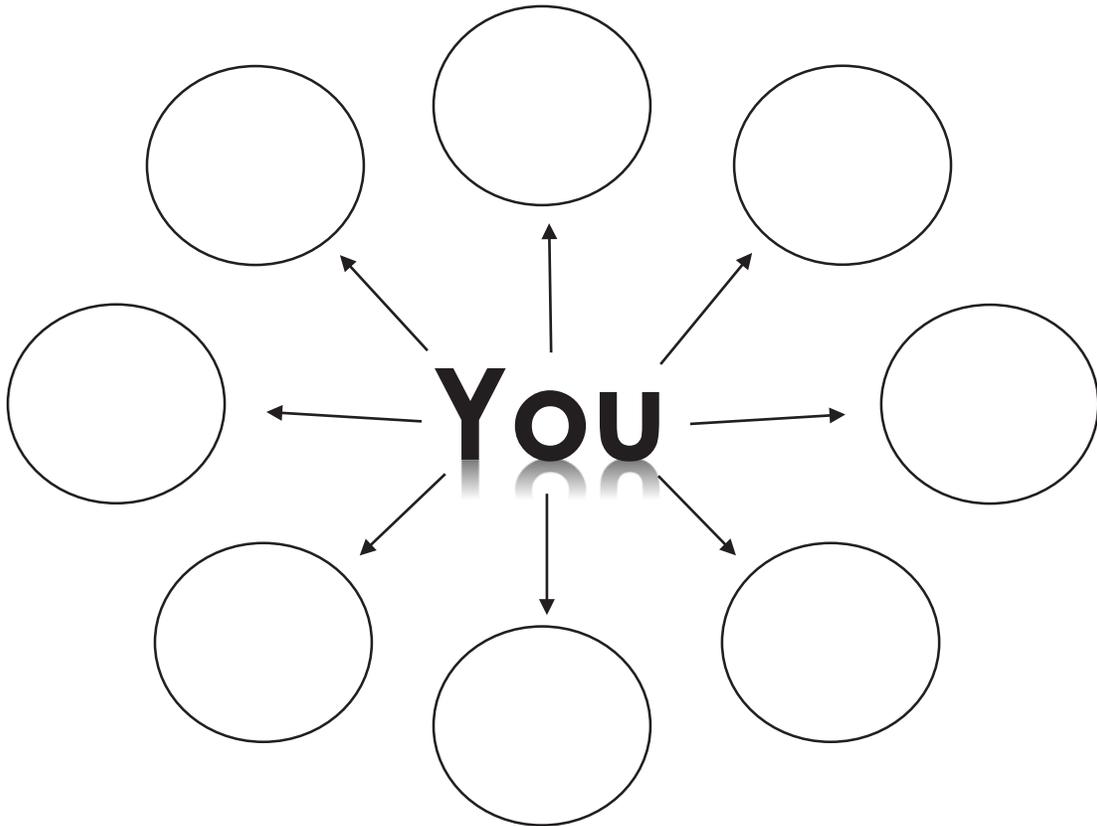
1. Know the purpose
2. Say what you mean and avoid "hinting"
3. Practice what you are going to say
4. BREATHE
5. Slow it down
6. Have a strong voice
7. Use powerful body language
 - Eye contact
 - Posture
 - Own the room!

Key Points to Remember

1. Being too direct can come across as rude or abrasive
2. Leave your rank behind you
3. Do not allow your male counterparts to leave you out
4. Keep emotion out of the picture
5. Do not be afraid of confrontation
6. Ask for clarification if you do not understand
7. Respect opinions different than your own



The Myth of the Super Woman



Burnout Plan



Part 3

Breeze Through Your Job Search



Breeze Through Your Job Search

Maximize Your Job Search

- ✓ Create a master resume
- ✓ Tailor your resume every time
- ✓ Treat your job search like a job
- ✓ Network
 - Social media
 - Job fairs
- ✓ Skills training
 - Workshops
 - Job clubs
 - Webinars
- ✓ Follow up
- ✓ Ask for feedback

Keep Your Stress in Check

- ✓ Stay organized
- ✓ Complete one task at a time
- ✓ Do not take rejection personally
- ✓ Maintain a positive attitude
- ✓ Utilize your burnout plan
- ✓ Find a support group
- ✓ Get some exercise

Help is Out There

- ✓ Military transition services
- ✓ American Job Centers (Workforce Centers in Texas)
 - Veterans Career Advisors/Veterans Employer Liaisons
 - Employment Specialist
 - Texas Veterans Leadership Program (Texas)
- ✓ Local non-profit organizations
- ✓ Career services on campus for students and alumni
- ✓ Hiring our Heroes



Talk Like a Civilian

1. Identify Your Skills

- Dig out old evaluations
- Brainstorm
- Use the job posting as a guide

2. Translate into Civilian Terminology

- Military skills translator websites
- Avoid acronyms
- Watch your use of military jargon
- Turn to civilian friends and family for help

3. Create P/SAR Statements

- Problem/Situation, Action, Result

Practice



Rock the Interview

Eight Ways to Impress an Employer during an Interview

1. Know about the company
2. Dress appropriately (nothing too bright, trendy, or revealing)
3. Portray confidence
4. Ask questions
5. Do not “wing” the interview
6. Express humor, warmth, or personality
7. Show interest and enthusiasm
8. Avoid overconfidence and “name dropping”

Six Questions Most Likely to be Asked

1. Can you tell me a little about yourself?
2. What do you know about our company?
3. Why do you want to work for us?
4. What sets you apart from the other candidates?
5. Why did you leave your last job?
6. Greatest Strengths? Weaknesses?

Most Common Nonverbal Mistakes

1. Failure to make eye contact
2. Lack of smile
3. Bad posture
4. Fidgeting
5. Weak handshake
6. Excessive hand gestures

Did you know...

- The average length of an interview is 40 minutes.
- Employers can know in as little as 90 seconds if they want to hire someone
- The impact of meeting new people is:
 - 55% The way we dress, act, and walk
 - 38% The quality of our voice and confidence
 - 7% What we actually say



Delayed Entry

Deciding to stay at home after the military

Now that you are out of the military, you may choose to stay home for a while, whether it's to spend time with your children, or just to take a break for a year or two. Whatever the reason may be, there are some things you can do from the start to make your transition back to the workforce smoother.

Tips for a Smooth Transition Back to the Workforce

- Volunteer any chance you get!!!
- Write down all volunteering, coordinating, fundraising, etc...
- Check out the “100 Best Companies for Working Mothers” list put out by Working Mother Magazine (www.workingmother.com)
- Take a class to brush up on some skills
- Research current industry information
- Network, Network, Network!
- Research childcare options and have a plan as soon as you decide to start your job search
- Create a LinkedIn profile
- Consider using a functional resume instead of chronological
- Be proud of your decision to stay at home, NEVER apologize for it during an interview



Part 4

Taking the Lead In Your Career



Taking the Lead in Your Career

Overcoming Gender Bias in the Workplace

1. Be decisive
2. Speak up in meetings
3. Stay away from office gossip
4. Show confidence in your abilities
5. Stop caring whether or not people like you

Don't be Afraid to Say "No"

Tips on How to Say "No" Without Ticking off Your Boss

1. Avoid "jumping the gun"
2. Be respectful
3. Discuss in person instead of email
4. Try not to over-explain
5. Offer alternative solutions
6. Do not change your mind later

Practice

Spend a few moments thinking about a time you wanted to say "no" to a task or project given to you by a previous supervisor. Using the principles we just discussed, write down what you would say to him or her.



Just Ask!!!

Salary Negotiation

- ❖ Do your homework on salary ranges
- ❖ Thank the employer for the job offer
- ❖ Be polite and professional while showing enthusiasm and confidence in your abilities
- ❖ Stand your ground
- ❖ Consider negotiating other benefits

Example of what you can say:

I appreciate the offer of ___ but I was really expecting to be in the ___ salary range based on my experience and performance.

Asking for a Promotion or Raise

- ❖ Do research on comparable salaries in similar positions
- ❖ Learn the company policy (annual raises or bonuses)
- ❖ Set up a meeting to discuss compensation or advancement options
- ❖ Point out your value and how you benefit the company
 - List of accomplished goals, additional responsibilities, successes, etc.
- ❖ Never make threats or give an ultimatum

Practice

This exercise will give you a chance to practice the skills we have discussed. Find a partner and pretend you would like to either negotiate your salary after being offered a position or ask your boss for a raise or promotion.

Reflection

How did you feel during the exercise?

What are your worst fears about salary negotiation or asking your boss for a promotion or raise?

What do you think you need to improve on?



Part 5

Get the Inside Scoop On...



Get the Inside Scoop On: The Department of Veterans Affairs (VA)

True or False

- I can only use VA Health Care if I retired or deployed.

- The VA has a Maternity Care Program.

- The VA can charge a copay.

- Younger Veterans do not use the VA.

- Combat Veterans receive 5 years of free medical and 6 months of free dental through the VA.

- The VA does not give quality care.

- The VA will provide infertility testing and certain treatments.

- I can file a service connected disability claim for any injury during active duty, including off duty.

- The VA will provide all gender specific care, to include pap smears and mammograms.

- The VA has homeless programs for homeless Veterans.

- I cannot file a claim for Military Sexual Trauma (MST) if I did not report it in the military.



Get the Inside Scoop On:

Home Loan

VA Home Loan

- The VA Home Loan is NOT a loan; it is a guarantee
- No funding fee for qualified Veterans
- Loan limit is \$417,000
- No down payment

Texas Veterans Land Board

- Home Loans
- Land Loans
- Home Improvement Loans
- Texas State Veterans Homes
- Texas State Veterans Cemeteries

Entrepreneur Programs

Texas Veterans Commission

- Veteran Entrepreneur Academy
- Entrepreneur Seminars
- Ten Steps to Launching Your Own Business

PeopleFund

- Small Business Loans
- PeopleVet Program

Small Business Administration

- Small Business Loans
- Veterans Business Outreach Centers



Part 6

Additional Resources



Websites You Can't Live Without

www.tvc.texas.gov

Employment/Government

www.workintexas.com
www.tvc.state.tx.us
www.bls.gov
www.dol.gov
www.fedshirevets.gov

Benefits/Health

www.va.gov/womenvet/
www.vetcenter.va.gov/
www.ebenefits.com

Entrepreneur

www.peoplefund.org
www.vetfran.com
www.sba.gov

Education

explore.va.gov/Education
www.collegeforalltexas.com

Employment/NGO

www.onetonline.org
www.military.com/veteran-jobs/skills-translator/
www.careeronestop.org/militarytransition
www.glassdoors.com
www.careers.com
www.workingmother.com
www.dressforsuccess.org

Support Services/Government

<http://veterans.portal.texas.gov>
www.texvet.org
www.glo.texas.gov
www.211texas.org
www.milvetpeer.net

Non-Profits & Resources

www.f7group.com
www.graceafterfire.org
www.usaa.com
www.emilypost.com



Civilian Survival Checklist

Prior to Separation

- Register in Work in Texas
- Create a master resume
- Manage your online social media profiles
- Transfer Post 9/11 Education Benefit
- Create a will
- Get copies of medical records, evaluations, transcripts, etc.
- Create a budget
- _____
- _____
- _____

Immediately Following Separation

- Enroll in nearest VA for VA Health Care (need DD 214)
- Enroll family members in health care insurance
- File for unemployment
- File VA Service Connected Disability Claim
- Create an eBenefits account
- _____
- _____
- _____

As Needed After Separation

- Convert SGLI to VGLI
- Fill out paperwork to enroll in GI Bill and send a copy of DD 214
- Enroll in school and register for classes
- Apply for Home Loan Certificate of Eligibility (COE)
- _____
- _____
- _____

