There are many resources available for individuals looking to transition to a new line of work. Below are a number of websites, articles, and databases that may be of use for experienced professionals seeking to make a career change or return to the work force after some time off.

**Job-Hunt Options and Strategy**

6 Career-changing Strategies That Work  
[management.fortune.cnn.com/2011/10/19/6-career-changing-strategies-that-work/](management.fortune.cnn.com/2011/10/19/6-career-changing-strategies-that-work/)

50 Jobs for a Second Career  

General Job-Hunting Tips and Strategy  

Job and Career Resources for Mature and Older Job-Seekers  

Over 55 and Looking For a Job? Five Strategies From a Top Career Coach  

Surefire Strategies for Midlife Jobseekers  
[www.workforce50.com/content/authors/Eileen-Williams.cfm](www.workforce50.com/content/authors/Eileen-Williams.cfm)

**Resume and CV Help**

Resume Writing and Career Marketing  
[www.workforce50.com/content/authors/Michelle-Dumas.cfm](www.workforce50.com/content/authors/Michelle-Dumas.cfm)

**Job Search Engines for Advanced Career Professionals**

**AARP Jobs**: Search millions of jobs from thousands of job sites, newspapers, associations and company career sites posted around the web and/or specifically for the AARP population.  
[jobs.aarp.org/](jobs.aarp.org/)

Updated 8/16
**Commongood Careers**: Commongood Careers is a retained search firm that supports the hiring needs of innovative organizations across the country. Founded in 2005 and staffed by nonprofit professionals, we recruit, screen, and hire for hundreds of positions each year in all functional areas, and at every level from administrators through managers, directors and executives. www.cgcareers.org/

**Encore Careers**: Encore careers combines personal fulfillment, social impact and continued income, enabling people to put their passion to work for the greater good. If the old golden years dream was the freedom from work, the dream of this new wave is the freedom to work – in new ways, on new terms, to new and even more important ends. www.encore.org/

**Interns Over Forty**: Interns Over 40 is the only dedicated service providing Skilled Workers with a focuses network of employers, career advisers and education tools to make that transition to a new career easier. internsoverforty.com/

**Jobs4.0**: Jobs4.0 is the leading source of job opportunities for candidates 40 and over. Jobs4.0 means real jobs at great companies that value diversity of experience. www.jobs4pointo.com/

**Retired Brains**: Along with general life-style advice for seniors and those caring for them, RetiredBrains.com connects older workers with employers interested in hiring them. www.retiredbrains.com/

**Retirement Jobs**: Here at RetirementJobs.com, our goal is to identify companies most-suited to older workers and match them with active, productive, conscientious, mature adults seeking a job or project that matches their lifestyle. Whether you are here seeking to supplement your income, a new challenge, a way to get out and meet people, or another reason, welcome! We are working hard to make each of your visits here a positive one, and we know our work will never quite be done. www.retirementjobs.com/

**Retired Worker International**: A job site for U.S. and Canadian job-seekers who have retired, but are now actively seeking work on a part-time, temporary, or casual basis, where you can search or browse job listings, as well as post a skills summary (no resume required), and you will automatically be notified when your skills match a new job listing. www.theretiredworker.com/

**Senior Job Bank**: For more than a decade now, SeniorJobBank.org has been committed to bringing together employers with qualified older job seekers. We have built an audience of seasoned or experienced workers on the Web that is second to none. www.seniorjobbank.org/

**Senior Service America**: SSA is an employment and training program that uses community service to update enrollee's skills so that you may rejoin a competitive workforce -- currently operating in 27 states and the District of Columbia. Job-seekers must be 55 years of age or older. Other resources include job clubs that assist in networking, preparing resumes, and polishing interviewing techniques. www.seniorserviceamerica.org/
Workforce50: Workforce50.com arms the older workforce with employment resources and career information to achieve their goals. Help them to make the most of their talents. Our agenda is this...provide information and resources helpful to the experienced worker in making job and career changes, provoke new ways of thinking for both job seekers and employers, and advocate for the hiring of older or more experienced workers.
www.workforce50.com/

Life Reimagined: Life Reimagined is dedicated to helping experienced professionals connect to more satisfying careers. A project of AARP powered by LinkedIn, Life Reimagined connects you to the contacts, information, and inspiration you need to succeed in today’s ever-changing workplace.
https://lifereimagined.aarp.org/

Volunteer Opportunities for Advanced Career Professionals

Careershifters: Careershifters helps motivated people who want more fulfillment from their work move into careers they love. We provide step-by-step expert guidance on how to identify the career that's right for you; inspiration from others like you who've made their own successful shifts; and support from a community of thousands. If you are committed to making a career change, we will help you find out what you want to do and how to get there.
www.careershifters.org/

ReServe: ReServe is an innovative nonprofit that matches continuing professionals age 55+ (ReServists) with organizations that need their expertise. Nonprofits and public agencies (Partners) can tap into a lifetime of experience to fill crucial staffing gaps at affordable rates. ReServists can do great things for their communities while they put their professional expertise to work on part-time service projects, in exchange for a modest hourly stipend.
reserveinc.org/

Taproot Foundation: Taproot is a nonprofit organization that makes business talent available to organizations working to improve society. We engage the nation’s millions of business professionals in pro bono services both through our award-winning programs and by partnering with companies to develop their pro bono programs. www.taprootfoundation.org/

The Bridgespan Group: The Bridgespan Group is a nonprofit advisor and resource for mission-driven organizations and philanthropists. We collaborate with social sector leaders to help scale impact, build leadership, advance philanthropic effectiveness and accelerate learning. We work on issues related to society’s most important challenges in three primary areas: pathways to opportunity for disadvantaged populations, environmental sustainability, and civic engagement.
www.bridgespan.org/
OFFICE OF CAREER SERVICES

INTERVIEW TYPES

Screening Interview: The screening interview does just that—screen out candidates whose qualifications don't meet the job specifications. The first interview is typically conducted by a human resources professional and will probably focus more on your resume and qualifications than anything else. Screening interviews may be conducted in person, by telephone, or by video conferencing (see Telephone Interview and Video or Skype Interview sections).

- Articulate your skills and what you accomplished at each previous job experience.

Second Interview: Second round interviews are often more difficult to prepare for because their purpose is more subtle—to determine which candidates will best “fit” with the company. Second interviews may be comprised of behavioral and competency-based questions (see Behavioral Interview and Competency-based Interview sections).

- Ask questions about the work environment.
- This stage may also include reference checks and testing.

Case Study Interview: Consulting firms and certain financial institutions may include a case study or word problem based on a real-life or simulated consulting situation as part of their interview process. In this instance, the interviewer will present you with a case study and ask how you would approach and solve the dilemma at hand. The interviewer is simply trying to determine your analytical abilities through this interview method, so try not to get flustered!

- You can usually ask relevant questions in your efforts.
- There are a number of online and hardcopy resources available through the Office of Career Services to help you prepare for these types of interviews.
- It is also imperative to be part of a student study group and practice together since these interviews are very demanding.

Behavioral Interview: In these interviews, the interviewer will ask you to talk about a real situation you've encountered and your response to that situation. A sample question could include, “Tell me of an incident when you failed,” instead of a hypothetical question such as “How you would handle a mistake or failure?” The employer assumes this will be a good indicator of how you would handle situations in the future.

- Stay calm and answer the question as completely as you can, using the SAR formula as your guide: o S – What was the situation or problem that you were presented with? o A – What action did you take? (Specifically highlight the skills used.) o R – What were the results of your actions? (Be specific and quantify results when possible.)

Further Helpful Information

40 Plus Career Guru: A blog dedicated to helping mature workers in their job-search path. 40pluscareerguru.blogspot.com/

Experience Works: Experience Works helps low-income seniors, with multiple barriers to employment, get the training they need to find good jobs in their local communities. www.experienceworks.org/

FortyPlus: Career and job-hunting organization for individuals at least 40 years old, with managerial or professional experience, and who annual earnings exceeding $40,000. www.fortyplus-nyc.org/

Mojo40: Mojo40 is a blog designed to help professionals aged 40 and above to get your career mojo back— it’s about “getting you unstuck in your career, no matter where you are in the process, and giving you practical advice” to succeed. Whether stuck, re-careering, or thinking of freelancing or consulting, check out the advice. No cost to job-seekers. www.mojo40.com/

Quintessential Careers: Quintessential Careers is the ultimate career, job, and college site, offering comprehensive free expert career and job-hunting advice (through articles, tools, tips, samples, and tutorials), as well as serving as a directory of links to all the best job sites. Special sections for teens, college students, and all other job-seekers (by industry, geography, and job-seeker type) make this site a comprehensive resource for all. https://www.livecareer.com/quintessential

RebootYou: A site designed to help people reinvent themselves. RebootYou offers resources, examples, stories, inspiration and information to help you make a transition to your next career. rebootyou.com/