

SHIFT

Preparing for SkillBridge

This is our recommended timeline, but each individual will have their own considerations in developing their transition plan.



12+ Months Prior to Separation

- > Learn more about the SkillBridge Program
- > Start working on your LinkedIn profile and resume

11-12 Months Prior to Separation

- > Consider enrolling in Navigating Next to explore and define your career goals.
- > Contact your local approval officials to learn more about your installation's specific SkillBridge approval process.
 - Career Skills Office (Army)
 - Education Office (Air Force)
 - Fleet & Family Services Office (Navy)
 - Marine Corps Community Services (Marine Corps)
- > Begin conversations with your chain of command regarding their support for your participation in a SkillBridge internship.

9-10 Months Prior to Separation

- > Apply online for Shift's SkillBridge Program
- > Access Shift's Career Community online
- > Attend Shift's Communicating Your Value event series
- > Attend weekly hiring partner lunch and learns
- > Conduct a screening interview with a member of the Shift SkillBridge Team
- > Secure final command approval for participation

6-8 Months Prior to Separation

- > Put the finishing touches on your Shift profile
- > Get featured to Shift's hiring partners via our customer-facing Talent Tool
- > Interested partners reach out to you directly
- > Conduct interviews with partners
- > Receive offers and select your internship

3-6 Months Prior to Separation

- > Start your SkillBridge Internship
- > Knock their socks off
- > Get hired!