

## Section 1

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### Beginning the Transition

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Orion Talent was founded in 1991 by five former Junior Military Officers who met while working for a recruiting firm in Atlanta, Georgia. The team had successfully thrived as a cohesive unit in the midst of a fiercely competitive environment due to their cooperation, idea sharing, and their ability to put the interest of the group ahead of their individual interests. When the firm they were working for was no longer meeting their personal and professional standards, the team of five decided to venture on their own and focus exclusively on serving job seekers transitioning from the military.

Since 1991, Orion Talent is proud to have helped more than 30,000 military leaders find jobs in Corporate America, and we have placed more veterans than any other military recruiting firm. Our company consists of former military professionals representing all branches of the Armed Forces. The Orion Talent family is now comprised of five regional offices located in San Diego, Austin, Cincinnati, Virginia Beach, and Raleigh; with corporate headquarters also located in Raleigh.

Throughout our company's history we have maintained certain values that set us apart, including personal integrity and professional ethics, dignity and respect for every individual that we work with, and an unyielding commitment to teamwork. Put into practice, these values allow us to deliver superior customer service, personal attention to each and every candidate and client, and an unmatched dedication to establishing the best fit between job seeker and employer.

Orion Talent exists to strengthen the fabric of America by providing ethical leaders to America's companies. We provide our honorable service members with what is in short supply when they exit the military - we listen, consult, and treat them with the honesty and dignity they deserve.

### **Orion's Core Purpose and Values**

#### **Our Purpose**

To strengthen American Business with Best-in-Class Military Talent, through the relentless pursuit of excellence and unwavering commitment to our Nation's Military Professionals.

#### **Our Values**

- Excellence
- Teamwork
- Innovation
- Warrior Ethos
- Commitment

### **How We Can Help**

We understand that preparing for and making a career transition can be a very stressful life event. We are here to help. Here is an overview of the services we can provide and what we can do to help you.

#### **We represent you in your career search**

Our team is here to help you. The Orion Candidate Recruiter is your representative in the hiring process. Your Recruiter will assist you in preparing your resume and with interview preparation. Once a Recruiter introduces you to a career opportunity with one of our clients, an Account Executive will serve as your liaison to that client. Our Account Executive



team works with hundreds of companies nationwide to give you the largest number of career opportunities possible. Together, we work to find that win-win situation: the right “fit” for both you and the company.

## The Hiring Process

Orion places candidates in one of 3 ways: hiring conferences, mini-conferences<sup>®</sup>, or direct placements. These are not mutually exclusive methods of placement; we may utilize any or all of these methods in your career transition. We will tailor a customized plan for you based on your unique situation.

### Hiring Conferences

Hiring Conferences are not job fairs. Hiring Conferences are regional or national hiring events that feature multiple companies looking to hire for specific opportunities. Hiring Conferences are the most efficient way to find a position, because they enable you to receive professional interview training and interview with multiple companies at the same time and place. Day One of the conference is a preparation day that consists of an interview workshop and briefings on the companies in attendance. Day Two consists of individual interviews personally matched for you by your Orion Recruiting team based on your qualifications and preferences. You should receive an invitation four to six weeks prior to the event, possibly closer as new clients confirm and new opportunities appear. We recommend that you plan to attend a hiring conference 60-90 days prior to your planned start date. Conferences are by invitation only and spots are limited, so confirm attendance with your Orion Recruiter as soon as possible.

### Mini-Conference<sup>®</sup>

Mini-conferences<sup>®</sup> are hiring events held for a single company with multiple positions available. Your Orion Recruiter will contact you as mini-conference<sup>®</sup> opportunities arise that are a match for your qualifications and preferences. Typically, interviews will be conducted onsite and the hiring process is expedited. Mini-conferences<sup>®</sup> are our second most effective means of helping you find your next career.

### Direct Placement

Direct Placement is a means of helping you by presenting you an opportunity with a specific company. Your Orion Recruiter will contact you as direct placement opportunities arise that are a match for your qualifications and preferences. Typically, the hiring process for direct placement is more deliberate and will involve a screening interview (typically on the telephone) followed by an onsite interview. Direct placement relies heavily on your resume to convince a Hiring Manager to move forward with you. Conferences and Mini Conferences help eliminate the chance of not being considered for a position based solely on a perceived issue with your resume.

Most companies find it more cost efficient to conduct their hiring in a conference format, where they have the opportunity to evaluate several candidates at one time. As a result, fewer companies are choosing to go the direct placement route. What this means to you is simple: Hiring Conferences are our most effective means of helping you find a position.

## Cost



Our services are completely **FREE OF CHARGE** for you. Companies pay us to recruit and prepare qualified candidates. As a transitioning military technician and/or leader, you have many traits that company's desire: technical expertise, responsibility, dedication, discipline, leadership and a maturity that surpasses that of your civilian peers. These companies understand the investment needed to hire candidates of your quality.

## Preparing for Your Transition

This is an important step for both you and Orion Talent as we begin to form a mutually rewarding partnership. To accomplish this, we both must be focused on certain responsibilities. We can assure you that we will employ every resource available to assist you in your transition. You will also have certain responsibilities as you prepare for your transition:

- Dedicate yourself to a detailed self-analysis of your strengths, areas that need improvement, special skills, abilities and desires. Commit to interviewing practice and professional reading. Only YOU can articulate your value to a company.
- Set aside time to attend scheduled interviewing workshops, as well as one-on-one interviews by phone or during base visits with your Orion Recruiter. We will always let you know in advance when we will be at your base. It is critical that you make your career search a priority.
- Keep your file current at all times. Please be proactive and let us know of any updates to your transition plan (timeline, preferences, etc.) or any changes to your resume so we can best assist you. Ensure that we have all pertinent contact information (work, home, cell and civilian email address).
- Please be responsive. As you approach your transition time, we will need to reach you at all times. Check your email frequently. Opportunities come open with little notice; if we cannot contact you, we cannot submit you for that opportunity. Never hesitate to call us if there is anything we can assist you with!
- Please ensure your e-mail address, ring-back, and voice mail messages are professional, courteous and concise. Be aware of your social media footprint. Employers are increasingly using searches of social media sites when making hiring decisions. You are responsible for the image you portray on-line, via e-mail, and over the phone. Don't let your dream job slip away due to an issue that you can easily alleviate!

Orion Talent is here to make your transition a successful one! With a combined effort of five regional offices throughout the nation, 50+ regional hiring conferences per year, trained consultants and several thousand client companies, no other firm can provide you the same depth of resources, experience and exceptional customer service. Please feel free to call your Orion Recruiter with any questions or concerns. We look forward to helping you find your next career!

## Your Transition Timeline

We typically start working with candidates who are approximately 12 months from their planned start date. Based on that timeline, you can use the following checklist as a guide to ensure you are doing everything possible to prepare yourself for your transition:

### 12-7 months out

- Conduct an initial phone screen with an Orion Recruiter to determine initial interests and establish general target locations. Your recruiter will send you an initial preparation packet.
- Establish your timeline. Let your recruiter know your planned Earliest Start Date.
- Complete a rough draft of your resume using one of our approved formats.
- Read *Knock 'Em Dead* by Martin Yate.
- Begin your professional reading in target areas using our suggested reading list.
- If Applicable: Attend a base visit presentation and/or schedule a base visit interview.

### 6 - 4 months out

- Complete a final draft of your resume with the help from your Orion recruiter.
- Complete the interview preparation sections of the Orion Transition Guide.
- Continue professional readings.
- During this time, we will contact you in order to answer any questions and confirm your transition plan.

### 4 months out

- Finalize plans to attend conference, as recommended by recruiter.
- Make any final adjustments to your resume. Ensure you have suitable references that know they are being used as one of your references.
- Ensure your Orion Candidate file is accurate by speaking with your recruiter and reviewing the information we have listed (i.e. location preferences, earliest start date, education level, rank, years of service, etc.).
- Continue professional readings and interview preparation.

### 3 months out - separation

- Attend a hiring conference. Communicate with the recruiter to conduct follow up interviews, solicit offer advice, and finalize accepting an offer.
- Should the conference not provide the targeted career opportunity, coordinate with your recruiter to attend another hiring conference, mini-conference, and/or be submitted to an opportunity via direct placement.
- Start work in your new career with Orion's assistance.

### Industries and Typical Positions

What am I qualified for? We've been asked this question many times. Just as the positions in the military vary widely, so do the career tracks in the corporate world. We realize that you may still be in the process of deciding what you want in a new career. Your next career should be based on your qualifications, skills, goals, and the type of work you would like to do. Below we've listed some of the industries and career fields that the vast majority of transitioning technicians and leaders move into as they separate from the military, to give you a better idea of what opportunities exist and where you may best fit.

We highly recommend being open to a wide range of industries and position types during your career search. Much like being flexible on geography, being open on 'fit' allows you to find the best possible career choice. The positions listed below are generally where most technician or leadership experienced Service Members begin their civilian career. Keep in mind that these positions are only a starting point. You can expect promotions to more appealing shifts or other positions that will draw upon your leadership from the military and your newly acquired business skills.

#### Manufacturing

The Manufacturing industry is a great place to begin a second career, as the U.S. manufacturing sector is a robust, dynamic industry. The U.S. manufacturing sector by itself is the eighth largest economy in the world per the Manufacturing Institute, producing more than 21% of the world's goods. It employs more than 12 million Americans (9% of the U.S. workforce) and U.S. manufacturers conduct two-thirds of all research and development in the United States. Military technicians and leaders can find amazing careers throughout the manufacturing industry. Candidates enter in the workforce with a strong potential for increasing levels of leadership responsibility and a long career with those companies.

Each manufacturing plant varies in the complexity of its machinery and the skill level of the people on the production line. Some plants are very labor intensive, requiring strong technicians and managers to get the job done. Other plants vary from semi-automated to fully automated plants where computerized machines do the manufacturing and the work force consists of highly trained operators and maintenance technicians. As companies introduce newer and faster equipment, the production line constantly changes. An individual in manufacturing must be able to adapt to changes. It is the job of Technicians, Production Supervisor and the Plant Engineers to maximize efficiency, increase production, lower cost, and improve product quality. The transition to Manufacturing is one of the best areas for Military Service Members due to the direct correlation of your military experience and leadership style. Unlike many other career paths, you can hit the ground running and make an immediate impact on the organization's bottom line and profitability.

Below are some examples of Orion clients in the Manufacturing industry:

General Electric	Applied Materials	Honeywell	Dell
Nabisco	Toyota	Frito Lay	Georgia Pacific
John Deere	US Steel	Clorox	Bridgestone Firestone
Siemens	Hershey	Coca-Cola	Honda



## How military candidates support the Manufacturing Industry:

Maintenance Technicians: After receiving tremendous training and real world experience on trouble shooting electrical, mechanical and/or electronic systems, military trained technicians can make an instant impact working on a maintenance team in a manufacturing environment. Maintenance Technicians work a variety of schedules. Some positions are as a member of a large team while others are more independent. Because Technicians in the military are taught preventive, immediate, emergency and scheduled maintenance, as well as working well under stress and in arduous conditions, maintenance repair technicians thrive in manufacturing today.

Production Supervisor: Supervisors that are able to understand the relationship between quality, quantity, maintenance, safety and the people they supervise are of critical importance within manufacturing. Supervisors bring a depth of leadership, ethics, and a proven record of success that continues on the manufacturing floor. Supervisors that are able to operate in a wide variety of environments from labor- intensive, low tech to semiconductor chip manufacturing, high-tech. Companies constantly seek team leaders to positively affect their work environment in need of positive and progressive leadership.

Quality Engineering and Improvement: During the mid to late 90s, American Manufacturing became increasingly aware of the relationship between quality, waste, cost, and efficiency. Military trained candidates were brought in to help improve and influence change in manufacturing. This occurred through quality initiative programs that included six sigma programs or upgrading technology and machinery. Companies have relied on military candidates to be change agents — personnel with strong communication skills, technically adept, and strong motivation and influencing skills.

Logistics and Transportation: If you make it, you have to move it. Military trained logistics candidates move assets through air, land, and sea on a daily basis. They understand inventory control management, supply chain management and how people and technology leverage the efficiencies of them. At the same time, they understand how logistics must support the manufacturing process and its effect on the bottom line of cost of goods sold or profit margins.

## Semiconductor Industry

Semiconductor device manufacturing is the process used to create integrated circuits. Semiconductor devices are used in virtually all electrical and electronic systems (cell-phones, computers, televisions, automobiles, airplanes, power production & distribution, automation, data-centers, servers, etc.). The highly technical process required to make semiconductor components offers a fast paced, challenging, and exciting career for transitioning Service Members.

Below are some examples of Orion clients in the Semiconductor Industry:

Intel	GLOBALFOUNDRIES	Samsung	IBM
IM Flash	Lam Research	KLA-Tencor	ASM
ASML	Nikon	Analog Devices	Micron
Texas Instruments	Novellus	Kokusai	TEL America



## How military candidates support the Semiconductor Industry:

Maintenance Technicians: After receiving tremendous training and real world experience on trouble shooting electrical, mechanical and/or electronic systems military trained technicians can make an instant impact working on a maintenance team in semiconductor manufacturing facility known as a “FAB”. FAB’s are arguably the most high-tech environments in the World. These positions typically work a compressed work schedule that allows for built-in overtime and more days-off. A typical schedule is three days on followed by four days off, then four days on followed by three days off (3-4, 4-3).

Facility Technicians: Semiconductor facilities require complex power, HVAC, air purification, water purification, and filtration systems. They are operated with some of the most advanced technology available. Military trained mechanics and electrical technicians with experience in power generation, HVAC, and other facility related equipment are a perfect fit for these roles. Most schedules offer a compressed work week with built-in overtime.

Customer Engineers / Installation Engineers: A semiconductor facility (FAB) is owned and operated by one company, but requires the technical expertise and technology offered by dozens of other companies. For this reason, some of the best opportunities in the industry are with the many companies that support a FAB. Military technicians fit well with these specialized companies due to their technical experience and their ability to communicate up, down and laterally within an organization. Customer Engineers & Installation Engineers are the subject matter experts on their equipment and ultimately responsible for any issues that need to be corrected. These positions provide detailed and specialized training on one system or process. These positions often offer a company vehicle or car allowance. Many of these positions require little to no travel between FABs, while others offer regular travel to several FABs.

## Energy Industry - Power Generation

Power Generation and Installation Servicing are the areas where military candidates have excelled in the Power Generation portion of the Energy Industry. Candidates with a strong potential for increasing levels of leadership responsibility, tremendous technical knowledge and a desire for a long career can find a stable and rewarding career within the Energy Industry.

Below are some examples of Orion clients in the Energy Industry:

Siemens	GE Energy	Entergy	Mirant
Calpine	ABB Power	Exelon	Progress
Constellation Energy	Reliant	PSEG	GDF Suez Energy

## How military candidates support the Power Generation Industry:

Plant Operations & Maintenance Technicians (O&M Technicians): Candidates that operate, install, troubleshoot, and repair all power plant equipment and systems. They are tasked to develop operating and maintenance procedures for plant equipment to ensure consistent and safe operation. This includes electronic or mechanical diagnostics and the capacity to operate a computerized maintenance management system. They also train and develop other employees in performing preventive maintenance and routine equipment service activities.

Maintenance Technician: Candidates that bring the ability to focus on maintenance programs that optimize equipment reliability to maximize plant capacity. Typical types of stationary equipment that Maintenance Technicians are working on include boilers, steam systems, turbines, heat exchangers, furnaces, storage vessels, cooling towers, and auxiliary systems. Maintenance Technicians also conduct root cause failure analysis to identify and eliminate problems through long-term solutions.

Instrumentation & Electrical Technician: Candidates that are technical specialists are responsible for the overall site technical activity in the areas of instrumentation and control, electronics or mechanical systems. Candidates are responsible for maintaining the plant's low, medium and high voltage electrical systems. They perform electrical wiring and repairs as necessary, administrative tasks and upkeep of the maintenance management system, field instrument calibrations, repairs, troubleshooting, modifications and related work.

Maintenance Foreman: Companies hire military candidates as Maintenance Foremen. They are responsible for the safe, reliable, environmentally sound and efficient execution of maintenance work. After receiving world class training and applying those skills and traits on a daily basis in the military, companies look for candidates that understand the complexities of mechanical, electronic, and electrical systems. They are able to supervise mechanics, or in some cases be the mechanic. Candidates that have worked in a variety of work conditions with diverse work groups and understand the need to provide sound, straight-forward leadership will be able to successfully get the job done.

Operations Supervisor: Military candidates can make an impact on the bottom line as they lead their plant operators in the safe operation of a plant. Candidates that understand the relationship between hard work, technology, and front line leadership. Operations Supervisors coordinate maintenance, troubleshoot problems, and review work requests as required. Supervisors also provide training for new employees and assimilate them into their team.

## **Oil & Gas Industry**

The Oil & Gas industry includes the process of exploration, extraction, refining, transporting and marketing/selling petroleum products. The industry's main products are gasoline, fuel oil, and natural gas. Oil is also the raw material for many other products including; chemical products, pharmaceuticals, solvents, fertilizers, pesticides, and plastics. Approximately 40% of the energy used in North America comes from oil. The World consumes 30 billion barrels of oil per year and the United States consumes 25% of the total. Due to this industry's robust size and multitude of diverse positions available, oil & gas offers a terrific post-military career.

Below are some examples of Orion clients in the Energy Industry:

ExxonMobil	Sunoco	Shell	BP Solar
ConocoPhillips	Hess	Schlumberger	Chevron
National Oilwell	Occidental	Horizon Offshore	CITGO



## How military candidates support the Oil & Gas Industry:

**Refinery Technician:** Candidates that operate, install, troubleshoot, and repair all refinery equipment and systems. They are tasked to develop operating and maintenance procedures for refinery equipment to ensure consistent and safe operation. This includes electronic or mechanical diagnostics and the capacity to operate a computerized maintenance management system. They also train and develop other employees in performing preventive maintenance and routine equipment service activities.

**Maintenance Engineer:** Candidates focus on maintenance programs that optimize equipment reliability to maximize plant capacity. Typical types of refinery stationary equipment that Maintenance Engineers work on include heat exchangers, furnaces, storage vessels, cooling towers, and refinery pipelines. Maintenance Engineers also conduct root cause failure analysis to identify and eliminate problems through long-term solutions.

**Refinery Operations Supervisor:** Candidates are trained to make a positive impact on the bottom line as they lead their plant operators in the safe operation of a refinery or plant. These candidates understand the relationship between hard work, technology, and front line leadership. Refinery Operations Supervisors coordinate with maintenance, troubleshoot problems, and review work requests as required. Supervisors also provide training for new employees and assimilate them into their team.

**Planning & Controls Project Engineer:** Candidates have the project management skills and experience to oversee project activities associated with financial control, procurement, subcontracting, and project control. Project control is defined as change control, estimating, cost control, scheduling and project reporting. Candidates provide systems, procedures, and structures that help the entire team meet optimization and utilization goals.

**Maintenance Foreman:** Candidates are responsible for the safe, reliable, environmentally sound and efficient execution of maintenance activities. After receiving world class training and applying those skills and traits on a daily basis in the military, candidates understand the complexities of mechanical, electronic, and electrical systems. Military Service Members are able to supervise technicians or if the need arises be the technician.

## Getting Started on Your Career Search

Getting your career search started can be an extremely stressful time in your life. The Orion Talent Team is here to help and we have built this document to serve as a guide. Now that you have an overview of our services and the types of positions that we recruit for, we will dive into developing your resume and interview skills.