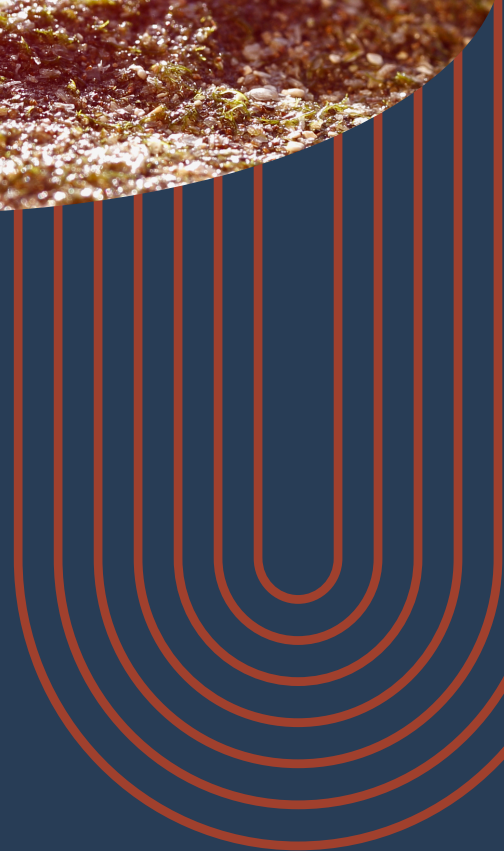




# Career Transition Essentials

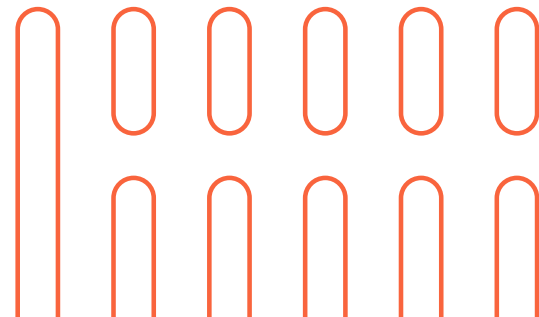
Quick Tools for Your  
Professional Journey



# Contents

---

<b>WELCOME</b>	<b>1</b>
<b>GUIDE FOR YOUR TRANSITION STATEMENT</b>	<b>2</b>
<b>RESUME DO'S AND DON'TS</b>	<b>4</b>
<b>RESUME TEMPLATE</b>	<b>4</b>
<b>WRITING YOUR ACCOMPLISHMENT STATEMENTS</b>	<b>6</b>
<b>TOP LINKEDIN TIPS AND RESOURCES</b>	<b>10</b>
<b>CREATING YOUR NETWORKING PITCH</b>	<b>11</b>
<b>COMMONLY ASKED INTERVIEW QUESTIONS</b>	<b>14</b>
<b>QUESTIONS TO ASK DURING INTERVIEWS</b>	<b>16</b>
<b>DECISION MATRIX</b>	<b>18</b>



# Welcome!

At SparkEffect, we understand that navigating a career transition can feel both challenging and full of possibility. Whether your transition was planned or unexpected, this carefully curated selection of resources provides practical tools to help you move forward with confidence and clarity.

## How to Use These Resources

The resources in this workbook are designed to support you at each stage of your job search journey:

- **Getting Started:** Craft a confident transition statement
- **Marketing Yourself:** Build a standout resume with powerful accomplishment statements and optimize your LinkedIn profile
- **Making Connections:** Develop an effective networking pitch to clearly communicate your value
- **Interview Preparation:** Prepare for common questions and learn what to ask potential employers
- **Decision Making:** Evaluate opportunities against what matters most to you

Each section provides actionable steps, examples, and best practices that you can immediately apply to your search. Feel free to focus on the areas most relevant to your current needs or work through the entire workbook sequentially.

## Your Path Forward

Remember that career transitions, while sometimes challenging, often lead to meaningful professional growth and new opportunities. The job market values resilience and adaptability, qualities you're already demonstrating by taking this step.

We wish you success as you navigate this next chapter in your professional journey!

*The SparkEffect Team*

# Guide for Your Transition Statement

---

Explaining why you left your previous role can sometimes feel challenging. A well-crafted Transition Statement helps you address this situation with confidence and clarity whether you're speaking with a networking contact, recruiter, or hiring manager. Consider it an opportunity to demonstrate your self-awareness, resilience, and vision for your career path. Taking time to develop this statement now will prepare you to respond thoughtfully whenever the question about your career transition arises.

- ✓ A concise way to summarize the reason for your departure and/or job search.
- ✓ Helps you to confidently answer "Why did you leave your last job?"
- ✓ Allows you to focus on what you're moving toward and what excites you about future opportunities.

## Four Key Components to an Effective Transition Statement

- 1) **Answer the question.** Your statement should directly address why you left or are leaving. This question can be asked in many forms: Why are you looking for new opportunities? Can you share with me about this gap in your resume? etc.
- 2) **Keep it brief.** Aim for 30–60 seconds in length.
- 3) **Stay positive.** Don't dwell on the past.
- 4) **Focus on what you're excited about next.** Shift the conversation to future possibilities.

Keep in mind, recruiters and interviewers have heard this before! Career Transitions are very common in today's job market. Most recruiters and hiring managers understand business realities like acquisitions, restructuring, and changing priorities. They have probably experienced career transitions themselves or managed teams through organizational changes.

## Examples



*For the past 5 years I have enjoyed my role as HR Business partner at XYZ company. The company has undergone significant financial challenges recently and unfortunately conducted a reduction in force. My department was impacted and my role was eliminated. I am now looking for an HR leadership role where I can bring my expertise in a variety of industries to other companies experiencing rapid growth.*



*A recent reorganization has allowed me to take time to consider my next professional move. In the last few weeks, I have reflected on my experience, my skills in relationship building and my desire to contribute to an organization that has meaning for me. That's why I am so excited to pursue a fundraising role in your not-for-profit organization.*

## Phrasing for Common Scenarios

- **Company acquisition:** "Following our acquisition by a larger firm, several overlapping roles were eliminated..."
- **New leadership:** "Following a leadership change, the organization shifted direction..."
- **Market conditions:** "Due to changing market conditions in our industry, the company needed to realign its workforce..."
- **Drug trial results:** "After our lead drug candidate didn't achieve the expected results in clinical trials, the company changed its research priorities..."
- **Financial challenges:** "The company faced financial restructuring..."
- **Regulatory changes:** "New industry regulations required the company to restructure its operations..."



**This is *your* story to tell, and how a company responds provides valuable information for you about their culture.**

## Navigating Forward

When you say your Transition Statement with confidence and clarity, you actively demonstrate your ability to navigate change with grace and optimism, skills that employers increasingly value. Remember, this transition is just one part of your professional journey and doesn't define you or your career! You bring a wealth of experience and potential to the table.




# Resume Do's and Don'ts

---

## Resume Do's

### ✓ Use a clean, professional format

- Limit the length to 1-2 pages, depending on experience level
- Include your city and state, or metropolitan area
- Hyperlink your email address, LinkedIn Profile, phone number and companies
- Use standard section headings like "Professional Experience" and "Education"
- Use reverse chronological order for your work experience (start with most recent)
- Use a consistent date format, including months and years (e.g. MM/YYYY)
- Use Sans Serif fonts like Aptos, Arial, Calibri and Helvetica
- Use font sizes 10.5 – 12 for section headings
- Use font sizes 10 – 10.5 for other content
- List achievements as bullet points, not paragraphs, for easy readability
- Use margins of 0.6" – 0.8"

[Click here to download](#)  
one of SparkEffect's preferred  
templates (.docx) 

### ✓ Showcase your professional brand and alignment to role

- Align your headline, title(s) and professional summary with target role
- Include an "Areas of Expertise" or "Skills" section to showcase sought-after skills
- List relevant certifications and education
- Incorporate keywords from the target job description throughout the entire document

### ✓ Highlight your achievements

- List your accomplishments (using PAR or XYZ formulas), not responsibilities
- Quantify achievements where possible
- Focus on results and impact, rather than your day-to-day tasks
- Begin accomplishment statements with action verbs

✓ **Polish your draft**

- Proofread carefully for errors and inconsistencies
- Ensure consistent formatting throughout the document
- Tailor your resume for each application

## Resume Don'ts

✗ **Don't use complex formatting that may not upload into Applicant Tracking Systems**

- Avoid tables, text boxes, images, logos or graphics
- Don't use Header or Footer fields
- Don't use non-standard fonts or odd colors
- Don't use multiple font types

✗ **Don't include unnecessary personal information**

- Don't include home address, age, marital status or photo
- Don't include references, or "References available upon request"
- Don't mention irrelevant work experience or hobbies

✗ **Don't waste space with ineffective content**

- Don't use an objective statement (use a professional summary instead)
- Don't use personal pronouns (I, me, my) - write in third person
- Don't use buzzwords or cliches

✗ **Don't misrepresent your experience**

- Don't embellish or misrepresent your experiences, skills, or education in any way

# Writing Your Accomplishment Statement

---

One of the most important components of your resume falls in the Professional Experience section: quantified accomplishment statements. An accomplishment is something you know you did well – in other words, a "success story."

Accomplishment statements show how you have used your skills to positively impact your former employer. These statements help potential employers understand that you can use your skills to solve the problems they are currently facing. Additionally, your accomplishment statements provide opportunities for you to infuse keywords into your resume that help you stand out to recruiters and Applicant Tracking Systems.

## Brainstorming Your Success Stories

For each position on your resume, ask yourself the following questions:

- What did I do that was above and beyond my usual job duties?
- How did I stand out among other employees?
- Was I ever recognized by a supervisor for a job well done? When and why?
- Did I win any awards or accolades?
- Did I implement a new process to improve things?
- What problems did I solve?
- Did I consistently meet or exceed goals or quotas?
- Did I increase profit?
- Did I make anything easier, faster, cheaper, or better?
- Did I lower costs, reduce risk, or improve the company?
- Did I improve service, quality, or safety?
- Did I enhance administration or improve workplace productivity?
- What made me really excel at my job?



**Tip!** Keep a reference document with all of your success stories and accomplishments statements so you can easily access them when tailoring your resume.

Write down your answers. Don't worry about length or clarity at this stage. Ask yourself, in each of the success stories, what positive impact did you have to your employer?



## Turning Your Success Stories into Accomplishment Statements

After brainstorming your success stories, your next step is to transform them into succinct accomplishment statements for your resume. Accomplishment statements are:

- Focused on results (the impact of your work), not responsibilities (your day-to-day tasks).
- Quantified when possible.
- 1 – 3 lines in length.
- Written in past tense and third person.

There are two primary formulas for writing accomplishment statements: PAR and XYZ. The primary difference between the two is where you include the result or impact of your actions. With the PAR formula, you end with the result. With the XYZ formula, you lead with the result.

Both formulas effectively communicate your accomplishments. Choose the formula that best highlights your achievements and fits the preferred style of your target industry or target company.



**Tip! Keep your audience in mind when writing your accomplishment statements. Focus on results for the “Human Reader.” Include relevant keywords for the Applicant Tracking System.**

### PAR Formula

The PAR formula structures your accomplishment by identifying the problem or situation, then describing the action, and finally highlighting the result of your efforts.

### XYZ Formula

The XYZ formula begins with what you accomplished (X), follows with how you’ve measured it (Y), and concludes with how you achieve it (Z).

Below are two examples of success stories rewritten as accomplishment statements.

#### Example 1:

**Success Story:** As a sales representative, I identified a gap in our local market for eco-friendly home goods. To capitalize on this opportunity, I researched consumer preferences and developed a targeted sales strategy highlighting our product line's environmental benefits and cost savings. I then trained our team on this approach and created new marketing materials. By the end of the quarter, we saw a 30% increase in new client acquisitions, particularly among environmentally conscious consumers and businesses.

**PAR:** Identified a gap in the local market for eco-friendly product and executed a targeted sales strategy, resulting in a 30% increase in new client acquisitions within one quarter.

**XYZ:** Increased new client acquisitions by 30% within one quarter by developing and executing a targeted sales strategy for eco-friendly products in an underserved local market.

## Example 2:

**Success Story:** As a graphic designer at a growing startup, I noticed our marketing materials lacked visual consistency across different platforms and campaigns. This inconsistency was causing confusion among our clients and diluting our brand identity. To address this, I proposed and led a project to create a comprehensive brand style guide. I collaborated with the marketing and product teams to define our visual elements, tone of voice, and usage guidelines. After implementing the new style guide, we saw a marked improvement in the coherence of our marketing materials, and clients began commenting positively on the professional and unified look of our brand.

**PAR:** Recognized inconsistencies in brand representation across marketing materials and created a comprehensive brand style guide, leading to enhanced brand cohesion and increased positive feedback from clients on marketing collateral.

**XYZ:** Significantly enhanced brand cohesion and increased positive client feedback on marketing collateral by creating a comprehensive brand style guide to address inconsistencies in brand representation.

**What if you can't quantify your achievement?** Not all success stories have easily measurable outcomes, but that doesn't mean your accomplishment isn't impactful! Use numbers when you can, but when you can't quantify a result, use descriptive language and verbs like *improved*, *expanded*, *enhanced*, *decreased*, and *reduced* to explain your impact. Highlight the scope of work, such as the size of projects or teams you've managed, and the complexity of the problems you've solved.

## Rewriting Responsibilities as Accomplishment Statements

Many job seekers default to listing their responsibilities on their resume instead of their accomplishments. If you're looking at your resume for the first time in a few years, you may find the same has been true for you.

It's time to transform those duty-focused bullet points into powerful accomplishment statements that help you stand out! On the next page you'll find examples of standard job responsibilities that have been turned into attention-grabbing accomplishments using both PAR and XYZ formulas.

As you review these examples, think about how you can apply this approach to your own resume. How can you turn your list of responsibilities into powerful statements that demonstrate your impact?

## Customer Service

**Responsibility:** Ensured customer service processes supported improvement in customer satisfaction.

**PAR:** Implemented a customer response program that reduced response time by 20%, resulting in 22% improvement in client retention.

**XYZ:** Increased customer satisfaction by 29% by implementing new technologies and business processes.

## Marketing

**Responsibility:** Developed marketing strategies to boost customer engagement.

**PAR:** Launched a marketing campaign that resulted in a 25% boost in customer engagement.

**XYZ:** Experienced 25% boost in customer engagement as a result of launching targeted market campaign.

## Accounting

**Responsibility:** Established and maintained accounting and control procedures and expense tracking.

**PAR:** Conducted a financial review to identify 10 key areas of overspending and reduce expenses by \$5k per month.

**XYZ:** Reduced monthly expenses by \$5K per month by conducting financial review to identify 10 key areas of overspending.

## Business Analyst

**Responsibility:** Identified opportunities to improve processes supported by analysis and reporting.

**PAR:** Implemented process improvement initiatives with reporting and analysis using a variety of software tools resulting in saving the company a minimum of \$8M annually.

**XYZ:** Saved company a minimum of \$8M annually by supporting a broad range of business process improvement initiatives with reporting and analysis using a variety of software tools.

## Web Developer

**Responsibility:** Create and execute A/B testing strategies to determine effective website design and layout.

**PAR:** Created and executed A/B testing strategies for website design and layout, which increased conversion rates by 15%.

**XYZ:** Conversion rates increased by 15% as a result of creating and executing A/B testing strategies of website design and layout.



Want more  
accomplishment  
statements examples?  
Check out this article  
on [JobScan](#).

# Top LinkedIn Tips & Resources

---

## Tips

- Upload a recent personal photo and background image that aligns with your “brand”
- Update your Headline (Title | Title | Skill/Expertise | Skill/Expertise | Skill/Expertise | Skill/Expertise | Industry | Industry | Value Proposition)
- Set your zip code to where you want to work and display your zip code as your greater metro area
- Personalize your About section with why you do what you do, who you do it for, and the value you bring; add 5 Top Skills
- Add your work experience (do not copy & paste your resume)
- Update your Skills Section and add relevant skills to your jobs, education, certifications, and volunteering
- Add an end date with your previous employer within 30 days
- Add a new position with Title: Seeking [Title] or [Title]
  - Company: Seeking New Opportunities
  - Description: Explain your situation & include an ideal job description with keywords
  - Check box “I am currently working in this role”
- Customize your URL
- Review your preferences in Settings & Privacy
- Show recruiters you're “open to work”

Recruiters often search for candidates whose current job title matches the role they're filling. Adding a new position with your desired job title while you're job searching helps recruiters find you after you've added an end date to your previous role.

## Resources

- 1 [20 steps to a better LinkedIn profile in 2024](#)
- 2 [9 Ways To Update Your LinkedIn Profile For 2024](#)
- 3 [How to be Top 1% of LinkedIn Profile in 2024](#)
- 4 [‘She/They’ and Other Pronouns You Might See on Candidate Profiles](#)
- 5 [How to Write a LinkedIn Headline \(with 20+ Examples\)](#)
- 6 [How to write a good LinkedIn headline + 19 examples for LinkedIn](#)
- 7 [14 LinkedIn Profile Summaries That We Love \(And How to Boost Your Own\)](#)
- 8 [17 Best LinkedIn Summary & Bio Examples \[+ How to Write Your Own\]](#)
- 9 [How to Write a LinkedIn Summary \(With 21 Examples\)](#)

# Creating Your Networking Pitch

---

The goal of your networking pitch is to share who you are, the value you bring and what you're looking to do next in a succinct manner. A strong pitch communicates clearly with your audience while building curiosity and the desire for more conversation.

## 1. Who You Are (Identity & Brand)

- How do you help companies achieve their goals?
- What skills or knowledge sets you apart?
- What are 2-3 principles or values that guide your work?

**Reflection Exercise:** Use these prompts to help brainstorm your identity and brand.

I'm a \_\_ (role) \_\_ and I specialize in \_\_ (specific focus/expertise) \_\_.

My professional superpower is \_\_\_\_\_ which helps teams \_\_\_\_\_.

I am passionate about \_\_\_\_\_.

### Example:

I'm a Brand Director who loves helping companies find their authentic voice - think of me as part storyteller, part strategist.

## 2. Value You Bring (Impact & Expertise)

- What specific problems do you solve for others?
- What measurable results have you achieved?
- How have you made things better in your previous roles?

**Reflection Exercise:** Use these prompts to help brainstorm your impact and expertise.

People often come to me for \_\_ (key expertise) \_\_ because of \_\_\_\_\_.

Recently, I helped \_\_ (employer/client) \_\_ solve \_\_ (specific challenge) .

One thing I'm really proud of is \_\_ (key achievement) \_\_.

### Example:

Recently, I had the chance to reimagine marketing for some great retail brands, including a campaign that turned around declining sales and brought in 2 million in new revenue.

### 3. Future Direction (Goals & Opportunities)

- What challenge or opportunity excites you most?
- What kind of roles or projects are you seeking?
- What kind of companies are you targeting?

**Reflection Exercise:** Use the prompts to help brainstorm your goals and opportunities.

I'm looking to \_\_\_\_\_ and could use support with \_\_\_\_\_.

My ideal next step would involve \_\_\_\_\_.

I'm curious about exploring \_\_\_\_\_ at companies like \_\_\_\_\_ and \_\_\_\_\_.

**Example:**

My ideal next step is to work with a mission-driven company, especially in sustainable fashion, that needs help telling their story in a way that really connects with people.

### Putting it all Together

Draft a 30-second version that covers these 3 areas and is 3-4 sentences in length

1. Who You Are (Identity & Brand)
2. Value You Bring (Impact & Expertise)
3. Future Direction (Goals & Opportunities)

#### Tips for Delivery

- ✧ Lead with what's most relevant to your audience
- ✧ Use concrete examples over abstract statements
- ✧ Be authentic and conversational
- ✧ Listen actively and adapt your message

### Networking Pitch Samples

#### Digital Marketing

I'm a Brand Director and I love helping companies find their authentic voice - think of me as part storyteller, part strategist. I'm most proud of my work to reimagine marketing for some great retail brands, including a campaign that turned around declining sales and brought in 2 million in new revenue. My ideal next step is to work with a mission-driven company, especially in sustainable fashion.



## **Product Management**

I'm a product manager and I help companies turn complicated tech into products that people actually want to use. My super power is bridging the gap between what's technically possible and what really works for users. I'm proud of bringing a cutting-edge AI tool to market in record time in my last role. I'm currently exploring opportunities to lead AI initiatives in the enterprise space.

## **Biotech**

I'm research scientist specializing in immunotherapy development. I lead early-stage drug discovery projects that help transform genetic insights into targeted cancer treatments. With experience in both academic research and biotech development, I recently helped bring two immunotherapy candidates from initial screening to Phase I trials. I'm currently exploring opportunities to lead research teams working on personalized medicine approaches in oncology.

## **Human Resources**

I'm a senior HR leader specializing in guiding organizations through complex change management projects. My professional superpower is facilitating cross-functional alignment, helping teams work more efficiently by breaking down organizational silos and creating adaptive workplace frameworks. Currently, I'm exploring HR leadership opportunities with fast-growing companies in construction, technology, and retail sectors where I can drive meaningful organizational development and performance.

## **Software Engineering**

I'm Jessie Smith. My professional superpower is building user friendly software which helps teams to manage tasks easier. The thing I'm most proud of is helping over 200 new developers launch their careers, all while building software that's made a real difference for our users. I'm currently exploring roles at an EdTech companies where I can keep combining my passion for teaching with building great products.

## **Education**

I'm a curriculum designer and I make technical training feel less intimidating and more engaging. One thing I'm really proud of is developing learning programs that consistently receive outstanding feedback from both beginners and advanced learners, particularly making complex topics feel approachable. My ideal next step is to join an organization that's working to make education more inclusive, especially in STEM fields.

## **Finance**

I'm Mark Matias and I specialize in helping fast-growing companies manage their finances and risk - essentially keeping the ship steady while it's racing forward. My superpower is helping to startups to scale successfully by putting the right financial controls in place without slowing down their momentum. I'm looking to join a fintech startup company that needs someone to help them grow responsibly while still moving fast, with the right tools in place.


# Commonly Asked Interview Questions

---

- Tell me about yourself.
- Why are you interested in this position?
- What are your short and long term goals?
- How do you like to be managed?
- How would your co-workers describe you?
- Tell me about your worst boss?
- Tell me about a time when you had a conflict with a former boss and how you dealt with it.
- Tell me about a time when you met a tight deadline.
- Tell me about a time when your work was criticized. How do you deal with criticism?
- What irritates you about other people, and how do you deal with it?
- If I were your supervisor and asked you to do something that you disagreed with, what would you do?
- What are the business cultures that you have worked in that energized you're the most? What about that culture worked well for you?
- What are the types of projects or tasks that you have been responsible for that required a high level of detail orientation?
- What was the most difficult period in your life, and how did you deal with it?
- Give me an example of a time you did something wrong. How did you handle it?
- Tell me about a time where you had to deal with conflict on the job.
- Describe a time you had to make a decision that would upset someone.

What are your strengths?

What are your weaknesses?

[Read how to effectively answer these classic interview questions.](#) 

- Where would you like to be in your career five years from now?
- What's your ideal company?
- What attracted you to this company?
- What did you like least about your last job?
- When were you most satisfied in your job?
- What can you do for us that other candidates can't?
- What were the responsibilities of your last position/current position??
- Why are you leaving your present job/why did you leave your most recent job?
- What do you know about this industry?
- What do you know about our company?
- Why do you want this job?
- Tell me why you want to work here.
- Why should I hire you?
- What are your salary expectations?

## Additional Resources

- ✧ [Library of Interview Questions by Job | Workable HR Toolkit](#)
- ✧ [Software Engineer Interview Tips | Tech Interview Handbook](#)
- ✧ [Anonymous Coding & Technical Interview Prep for Software Engineers | Interviewing.io](#)
- ✧ [Interview Questions for Engineering, AI, Design, Product/Project Management & Marketing Roles | Braintrust](#)

# Questions to Ask During Interviews

---

## About the Company

- What is the leadership style of the company as a whole?
- How fast is the company growing?
- What are the key challenges facing the company?
- What are your goals in the next few years?
- What are your plans and prospects for growth and expansion?
- What have you enjoyed most/least about working here?
- What major challenges have you recently faced? How were they addressed?
- What is the organization's strategy regarding performance management and professional development?

## About the Team

- How many people work on this team?
- Describe the type of people who seem to succeed on this team.
- What challenges are facing this team right now?
- How many other stakeholders would I work with closely?

## About the Job

- Who would I report to directly? Who would be my direct reports? Peers?
- What challenges/obstacles might I encounter if I take on this position?
- What are the major concerns that need to be immediately addressed in this job?
- Please tell me about the people with whom I would be working most closely.
- What is the first problem I should tackle?

## For Recruiters

- How long has this role been open? Is it a backfill?
- How many people have you placed at this company?
- What can you tell me about the culture of the company?
- What else do I need to know?

## For Human Resources

- What is the greatest challenge facing this team currently?
- Can you tell me something about the people with whom I will be working?
- What specific traits are valued most in your employees/leaders?
- When you think about people who have left the organization who were competent to do the job from a skills perspective, but who did not “fit” the organization, why didn’t they align?
- How would you describe the corporate culture?
- What does success look like in this culture? How is success measured both formally and informally?
- Can you tell me where you are in the hiring decision-making process?
- What are the next steps in the hiring process?

## For Your Prospective Manager

- How is success measured both formally and informally?
- How do you personally define success?
- What particular traits do you value most in your team members?
- How do you define your role as a leader?
- How do you see our roles interfacing day-to-day?
- What are the types of decisions you would expect me to collaborate on with you, versus make on my own?
- What specific skills from the person you hire would make your life easier?
- What does it take to succeed in this role?

# Decision Matrix

---

## Pre-search:

As early in your search as possible, review the criteria that will/should be found in your next career opportunity, and then, in the **Importance** column, assign a numerical ranking to each one based on how important it is to you (**5 = Very Important, 1 = Unimportant**).

For example, if base salary is very important, then it would probably get a five. If industry is unimportant, then it would probably get a one. Feel free to add other criteria at the end that are important to you.

## During offer phase:

Once you receive an offer, complete the **Job Offer Evaluation** column much the way you did with the Importance column; this time, however, the ranking should reflect the presence or lack thereof of each criteria in the position you are considering (**5 = Strong/Present, 1 = Weak/Not Present**). Be particularly mindful of any differences of two points or more.

For example, if commute was a five for you (probably meaning you wanted to avoid that), and the position you are considering would require a one-hour commute, for which you gave it a three, this may result in a job not worth considering, depending on the other criteria.

	IMPORTANCE	JOB OFFER EVALUATION	COMMENTS
<b>Company</b>			
Reputation & Brand			
Values			
Training & Development			
Size			
Industry			
Location			
Quality of Leadership			
Diversity of Team			
Remote Work Policy			
Commute			



	IMPORTANCE	JOB OFFER EVALUATION	COMMENTS
<b>Position</b>			
Job Title			
Level of Authority			
Scope of Responsibilities			
Opportunities for Advancement			
Project Variety			
Autonomy			
Meaningful Work			
Travel Requirements			
Work-Life Balance			
Rapport with Manager			
Rapport with Team			
Manage Direct Reports			
<b>Compensation</b>			
Base Salary			
Performance Bonuses/Incentives			
Stock Options			
Healthcare Benefits			
401K Matching			
Vacation / PTO			
<b>Others</b>			



# Your skills and resilience will carry you forward.

We're cheering you on as you  
take these next steps in your  
career journey!

## About SparkEffect

For more than 40 years, SparkEffect has transformed organizations and prepared their people to take on the ever-shifting challenges of today and tomorrow. Our tailored and proven approach is designed to meet the unique needs of leaders and employees alike. We helps organizations confidently imagine a better path forward, equip leaders with skills and insights, and ensure employees are ready for their next step, no matter what comes next.

SparkEffect is the result of the merger of two of the most experienced and premier West Coast firms, Waldron and Torchiana, in 2023. We are headquartered in Seattle and can now be found online at [www.sparkeffect.com](http://www.sparkeffect.com).

