



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

For members navigating career transition. You are not alone here. This guide was created specifically for HR professionals—people who are often supporting others through change while navigating uncertainty themselves.

This document is meant to be a practical companion during career transition. Use it as a menu, not a mandate. Take what is helpful, skip what is not, and return to it as your needs shift.

Your Career Management Roundtable Team



Toni Thomas

*Regional Director of
Business Development
Challenger, Gray &
Christmas, Inc*



Scott Rosen

*Founder & President
The Rosen Group*



Corey Crapella, SHRM-

SCP, SPHR, MSHR
*Founder & Principal
Consultant
CORE Coaching &
Consulting*



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

Welcome

We are glad you are here, even if the circumstances that brought you here were unexpected or difficult.

Career transition can feel uncertain, isolating, and overwhelming at times. For HR professionals, this experience can be uniquely complex. You may be carrying the loss of role, routine, and identity—while also navigating confidentiality, professional reputation, and the expectation to remain composed and capable. This guide recognizes those realities.

This guide was created to serve as a practical, supportive companion during this season. It is not meant to be a checklist or a prescription. Think of it as a menu. Take what is helpful, skip what is not, and return to it as your needs and energy shift.

Within these pages, you will find resources, guidance, and connections designed to help you stay engaged, visible, and supported while navigating your next step. You will also see reminders that growth and progress do not always follow a straight line.

GVFHRA believes in long-term relationships with our members. Our commitment does not pause during moments of transition. We are here to walk alongside you, offering community, learning, and support when it is most needed.

You are not alone in this process. We hope this guide helps you feel grounded, informed, and encouraged as you move forward.



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

Support Resources Through GVFHRA

Membership and Access

GVFHRA is committed to supporting members throughout their careers, including during periods of career transition. Our In-Transition Membership is designed for HR practitioners who are currently unemployed due to a layoff or downsizing from an internal HR role and are actively seeking to return to the field.

In-transition members receive 6-month access to everything a typical GVFHRA member receives, including:

- Free virtual programs offering SHRM and HRCI recertification credits
- Access to the Joe Giamboi Inclusion Fund to help reduce financial barriers to participation (details on next page)
- Discounted registration for in-person events
- Ongoing opportunities to stay connected, visible, and supported within the HR community

These benefits are intended to support HR professionals during a period of transition and to help maintain connection to the local HR community.

Our goal is not short-term access, but to support continued engagement with GVFHRA as you move forward in your career.

SHRM National Membership

We ask that SHRM National Members designate GVFHRA as their primary chapter. Please reach out to us at GVFHRA@gmail.com for a coupon to cover local membership dues.

Guidelines for Membership

- Not affiliated with another local HR/SHRM chapter
- SHRM National Membership alignment
- Intended for individuals pursuing a full-time, internal HR role



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

Support Resources Through GVFHRA

Joe Giamboi Inclusion Fund

The Joe Giamboi Inclusion Fund exists to ensure that financial barriers do not prevent GVFHRA members from staying connected to the HR community.

The fund provides anonymous support to help cover registration costs for select in-person evening programs. This benefit is available exclusively to current GVFHRA members in HR practitioner roles, including those currently employed or in transition, who may otherwise find attending cost prohibitive.

This support is offered with dignity and discretion and reflects GVFHRA's ongoing commitment to inclusion, access, and community connection.

Learn more, and access the fund here:

https://gvfhra.org/Joe_Giamboi_Inclusion_Fund

Restrictions apply.

Career Management Roundtable

The Career Management Roundtable is a monthly, supportive forum for professionals navigating job transition. Each session offers practical guidance, market insight, and real-world strategies to help participants stay confident, connected, and competitive.

Facilitated by experienced career and HR leaders, including Scott Rosen, Toni Thomas, and Corey Crapella, these conversations focus on what is working now, what to expect in the current market, and how to move forward with intention.

Sessions are free and open to all, whether or not you are a GVFHRA member.



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

First 30 Days

Losing a job can be one of life's more difficult transitions. How you handle the first 30 days will play a major role in the success of your job search. There's a lot to process—both practically and emotionally—and recognizing that from the start will help you move forward with confidence.

For HR professionals, the first 30 days can also include the loss of professional identity, internal access, and the daily role of “fixer” or advisor. These shifts can feel disorienting, especially when you are used to being the steady presence for others.

Managing the Emotional Impact

Job loss often triggers emotions similar to Elisabeth Kübler-Ross's stages of grief: denial, anger, bargaining, depression, and acceptance. You may move through them in different orders or experience some more than once.

Key points to keep in mind:

- Give yourself space to feel what you're feeling—don't rush the process.
- Recognize that emotional recovery is progress, not a distraction.
- Seek perspective through conversation, journaling, or professional guidance if helpful.

Once you begin to accept your new situation, you'll be in a stronger position to focus on next steps.



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

First 30 Days

Rebuilding Structure and Support

Start rebuilding stability through routine and relationships.

Build your support network:

- Reconnect with family, friends, and former colleagues.
- Join professional or job-seekers' networking groups.
- Surround yourself with positive, action-oriented people.

Take care of yourself:

- Prioritize sleep, nutrition, and regular exercise.
- Practice mindfulness, meditation, or prayer.
- Set small daily goals to rebuild confidence and momentum.

Refreshing Your Professional Toolkit

Your résumé and online presence will likely need a refresh.

Practical steps:

- Update your résumé to reflect your most recent achievements.
- Optimize your LinkedIn profile with a professional photo, updated headline, and summary.
- Consider working with a résumé writer or career coach for feedback.

Think of yourself as a personal brand—how do you want to present your value to employers or clients? Clear messaging helps others remember and refer you.



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

First 30 Days

Focusing on What Works: Networking

Over 80% of job opportunities come through networking, not job boards. Make this your priority from day one.

Where to start:

- Reconnect with your current contacts. Let them know your situation and the type of roles you're exploring.
- Reach out to centers of influence—people who are well-connected in your field—and ask for short, informal conversations.
- Attend virtual or local industry events to meet peers and decision-makers.

Stay visible and consistent:

- Send brief updates or a mini-newsletter to your network every few weeks. Share what kind of work you're seeking and any progress you've made.
- Ask directly for introductions, referrals, or suggestions for new connections.
- Always express gratitude—thank-you messages matter.

Staying Grounded and Focused

The first month after job loss can feel like drinking from a fire hose. Take things one day at a time. Your biggest wins right now are building structure, reconnecting with people, and taking consistent, small actions.

Every outreach email, résumé tweak, or walk outside counts as forward momentum. Steady, daily effort multiplies quickly—this is how your next opportunity will find you.



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

10-Step LinkedIn Optimization

1. Profile Photo Still Matters

- Use a recent, high-quality headshot
- Natural light, neutral background
- Warm, approachable expression (smile recommended, teeth optional)
- Dress one level above your daily role

2. Banner = Your Billboard

- This is prime branding space
- Reinforce how you want to be known
- Use Canva to add keywords, value statements, or leadership themes
- Avoid clutter. One clear message wins

3. Write a Keyword-Rich Headline

HR roles are broad—consider including specialties such as employee relations, compliance, total rewards, DEI, or change management to reflect depth.

- Think like a recruiter's search engine
- Include industry, function, and impact words
- Example: HR Leader | Workforce Strategy | Employee Relations | Change Management
- If you want to be found, the words must be there

4. Customize Your LinkedIn URL

- Clean URLs look more professional
- Easy to share on resumes and email signatures

5. Keep Contact Info Professional

- Ensure email and location are accurate
- A professional email address matters
- Birthday visibility is optional and not necessary



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

6. Experience: Less Is More

- This is a highlight reel, not your full resume
- Use 3–4 strong bullets per role
- Focus on outcomes, impact, and numbers when possible
- Skip task lists

7. Age Management Without Hiding

- You do not need to list everything you have ever done
- Roles older than ~10–12 years can be summarized or removed
- Remove education and certification dates if they create bias

8. Skills Section Drives Search Results

- Align skills to the roles you want, not every role you've had
- Remove outdated or irrelevant skills
- Ask for endorsements on your strongest competencies

9. Recommendations Are Strategic

- When requesting one, provide guidance
- Suggest what you would like highlighted
- This leads to stronger, more relevant recommendations

10. Activity Signals Credibility

For HR professionals, thoughtful commenting on workplace, leadership, or policy topics often builds more credibility than frequent posting.

- You do not need to post daily
- Commenting thoughtfully counts
- When posting, use:
 - A strong hook
 - One clear idea
 - A call to action (question, reflection, takeaway)

Reminder: LinkedIn is not about perfection. It is about clarity, credibility, and consistency.



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

Ongoing Career Management Activities

Career transition does not end with securing your next role. Long-term career resilience is built through consistent, intentional practices that help you stay visible, connected, and prepared, regardless of employment status.

The activities below are not meant to be done all at once. Choose what feels manageable and revisit this list as your needs, energy, and circumstances evolve.

For HR professionals, long-term career resilience is often built through relationships and community, not job titles. Staying connected to trusted professional spaces can provide continuity and perspective between roles.

Maintain Professional Visibility

- Stay active on LinkedIn through thoughtful comments, shared insights, or occasional posts aligned with your expertise
- Update your profile periodically to reflect current interests, skills, and accomplishments
- Remain visible in professional communities, even when you are not actively job searching

Invest in Relationships, Not Just Opportunities

- Schedule regular one-to-one conversations with peers, former colleagues, or new connections
- Approach conversations with curiosity and generosity rather than immediate job needs
- Keep a simple system to track who you've connected with and when to follow up



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

Continue Learning and Skill Development

- Identify 1–2 skills that will strengthen your marketability or confidence
- Participate in webinars, roundtables, or workshops offered through GVFHRA, SHRM, or partner organizations
- Balance formal learning with informal growth through reading, listening, or peer conversations

Build a Sustainable Networking Rhythm

- Set realistic goals for outreach (for example, 2–3 meaningful conversations per month)
- Focus on consistency rather than volume
- Allow your networking approach to change based on your energy and stage of transition

Reflect and Adjust Regularly

- Periodically assess what is working and what feels draining
- Revisit your target roles, industries, or priorities as you gain new insights
- Give yourself permission to pivot without viewing it as failure

Prepare for the Long Term

- Treat career management as an ongoing practice, not a reaction to disruption
- Document achievements, lessons learned, and feedback along the way
- Remaining engaged with communities like GVFHRA—even after transition—helps reinforce that careers are ongoing, relational, and rarely linear.

Career management is not about constant motion. It is about intentional engagement over time. Small, consistent actions build confidence, clarity, and resilience.



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

Connection & Community

Legal & Financial Guidance

When decisions carry long-term implications, it is important to get your finances in order to move forward with clarity.

- Employment attorneys (severance review, contracts, non-competes)
- Financial planners experienced in employment transitions
- Benefits, COBRA, and healthcare navigation support
- Bonus, equity, and deferred compensation advisors

Well-Being & Resilience

When emotional steadiness matters as much as strategy, this is an emotional time, and taking time to process and self-care is key to your well-being.

- Therapists or counselors specializing in career disruption
- Burnout, stress, and resilience coaches
- Confidence rebuilding and mindset support resources

Networking

When isolation becomes a risk, it is critical to stay connected with your network, build your confidence, and help others along the way.

- HR leadership roundtables and peer groups
- Industry-specific networking communities
- Alumni networks (company, university, certification-based)
- Network, Network, Network!
- <https://wowledge.com/> - is your shortcut to amplifying HR impact—an implementation-first platform designed for lean HR teams and consultants who need to design, build, and adapt strategic HR programs efficiently, without starting from scratch.



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

Connection & Community

Recruiting & Market Access

When access matters as much as qualifications, connecting with agencies so you will be added to their databases.

- Executive recruiters and retained search firms
- Boutique HR-focused recruiting agencies
- Interim and contract staffing partners
- Talent marketplaces and vetted executive platforms

Skills Expansion & Career Reinvention

When strengthening or pivoting skill sets and continuing learning to grow during the transition time.

- HR technology and analytics training providers
- AI, workforce planning, and change management programs
- Certification and continuing education resources
- Leadership development and succession-focused programs

Business & Consulting Infrastructure

When exploring consulting, fractional, or independent paths, you may decide to do fractional or consulting work, as you keep interviewing for your next full-time chapter.

- LLC setup, compliance, and small-business legal advisors
- Accounting, tax, and cash-flow management partners
- Proposal development and pricing strategy advisors
- CRM, marketing, and business development tools



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

Ways to Stay Engaged While in Transition

Engagement during transition should feel supportive, not performative. There is no expectation to participate in everything or to show up in the same way you always have. Choose involvement that aligns with your energy and needs in this season.

Stay Connected Through Professional Programming

- Maintain engagement through a 6-month in-transition membership with GVFHRA
- Attend GVFHRA programs, including in-person and virtual events, the Career Management Roundtable, and networking opportunities
- Use events as opportunities to listen, learn, and reconnect with peers and industry professionals

Contribute Your Skills and Time

- Volunteer with GVFHRA committees or support short-term projects and initiatives
- Participate in chapter-led community volunteering events
- Use these opportunities to contribute your skills and build meaningful connections

Engage with the Broader Community

- Participate in community or nonprofit initiatives aligned with your interests
- Apply transferable skills through volunteer or project-based work
- Stay active and visible while contributing to causes you care about



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

Ways to Stay Engaged While in Transition

Support Others in Transition

- Mentor or informally support peers navigating a career transition
- Engage in group discussions or roundtables centered on shared experiences
- Offer encouragement, perspective, or connections when appropriate

Reflect and Adjust as Needed

- Check in regularly with your energy, capacity, and priorities
- Choose engagement that feels supportive, not draining
- Allow your level of involvement to evolve as your transition progresses



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

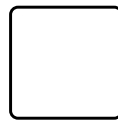
Additional Networking & Professional Communities

We recommend joining the mailing lists of the following SHRM chapters that may be of interest. This will help you stay informed about networking and programming opportunities throughout the surrounding area.



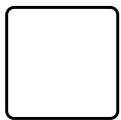
Greater Valley Forge HRA

SHRM National Chapter
gvfhra.org



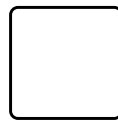
SEPA SHRM

SHRM National Chapter
sepashrm.org



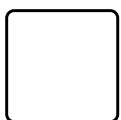
Tri-State HRMA

SHRM National Chapter
tristatehr.org



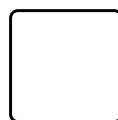
Philly SHRM

SHRM National Chapter
phillyshrm.org



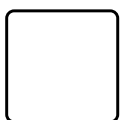
SHRM Bucks County

SHRM National Chapter
buckscounty.shrm.org



Delco SHRM

SHRM National Chapter
delcoshrm.org



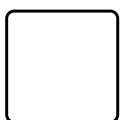
Chester County HRA

SHRM National Chapter
chescohra.org



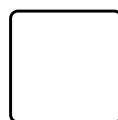
Lehigh Valley SHRM

SHRM National Chapter
shrmlv.org



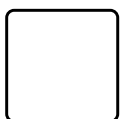
Greater Pottstown SHRM

SHRM National Chapter
gtrpottstown.shrm.org



Lancaster SHRM

SHRM National Chapter
lancastershrm.org



PA State SHRM

SHRM National Chapter
pashrm.org



Delaware SHRM

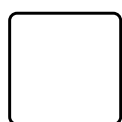
SHRM National Chapter
deshrm.org



GVFHRA

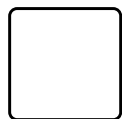
GVFHRA CAREER TRANSITION SUPPORT GUIDE

Related HR & Talent Development Organizations



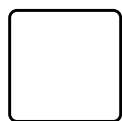
Delaware Valley Industrial Resource Center (DVIRC)

Peer networking forum for HR leaders in industrial/manufacturing/distribution sectors
www.dvirc.org



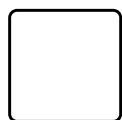
NAAHR Philadelphia

National Association of African Americans in Human Resources
www.naaahrphiladelphia.org



Philadelphia Society for People & Strategy (PSPS)

www.peopleandstrategy.org



Penn State Alumni Career Services

<https://alumni.psu.edu/upcoming-events/>



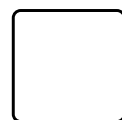
ATD Greater Philadelphia

Talent Development/L&D Community
tdphl.org



Rising HR Philly

Networking for Emerging Leaders in HR
linkedin.com/company/risinghrphilly



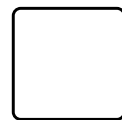
Tell Two HR Friends

challengergray.com



Forum of Executive Women

foew.com



Jump Start Your Job Search

[LinkedIn Group Page \(must request access\)](#)



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

Local Talent Acquisition & Recruiting Resources

The organizations listed below include recruiting firms, staffing agencies, and career transition resources that frequently work with HR professionals in the Greater Philadelphia region and have an established relationship with GVFHRA. Many regularly engage with our community and provide insight into local hiring trends, workforce needs, and the regional job market. Inclusion reflects connection and engagement, not endorsement, referral, or guaranteed opportunities.

DoubleStar, Inc.

A staffing and recruiting firm that works with employers and candidates, including HR, administrative, and professional roles. doublestarinc.com

Juno Search Partners

specializes in local talent placement and executive search, helping companies find HR and other professional candidates in the Philadelphia region. junosearchpartners.com

LHH Recruitment Solutions

Offers broad talent solutions, including recruiting and staffing support that helps professionals – including HR candidates – connect with employers and navigate career transitions. lhh.com

Monarch Staffing

Supports employers and job seekers across administrative, HR, finance, operations, education, customer service, and light industrial roles. monarchstaffing.com

PeopleShare

A regional staffing firm providing workforce solutions across administrative, HR, operations, and professional roles. peopleshareworks.com



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

Randstad USA

A global talent and workforce solutions company offering recruiting, staffing, and career opportunities across HR and a wide range of professional and operational roles. [randstadusa.com](https://www.randstadusa.com)

The Job Exchange

Connects employers and job seekers through a trusted marketplace specializing in accounting, administrative, customer support, and human resources roles. [thejobexchange.com](https://www.thejobexchange.com)

The Judge Group

A national recruiting and workforce solutions firm connecting HR and other professional talent with employers across industries, including contract, contract-to-hire, and direct hire roles. [judge.com](https://www.judge.com)

The O'Connor Group

An HR consulting and talent acquisition firm supporting organizations and HR professionals through recruiting, advisory services, and people-focused solutions. [oconnorgroup.com](https://www.oconnorgroup.com)

The Rosen Group

A career management and workforce transition firm supporting professionals, including HR practitioners, through career navigation, coaching, and transition services. [therosengroup.com](https://www.therosengroup.com)



GVFHRA

GVFHRA CAREER TRANSITION SUPPORT GUIDE

As you move forward, know that this community remains alongside you. Whether you are taking early steps after an unexpected change or thoughtfully recalibrating your direction, you do not have to navigate this chapter alone. The experience, relationships, and perspective you've built over time are still very much intact, and they matter. Stay connected, take what serves you, and move at a pace that feels right. Your next chapter will unfold through intention, consistency, and continued engagement, not urgency.

