

Career transition is about more than finding your next position. It's about staying connected, maintaining momentum, and remembering that you don't have to navigate this season alone.

Inside this guide, you'll find:

- Support through SHRM Greater Valley Forge (GVF), including Career Management Roundtable, membership resources, and opportunities to stay connected
- Practical guidance for navigating the first 30 days, rebuilding your professional brand, and strengthening your LinkedIn presence
- Career management strategies to help you build resilience, expand your network, and remain visible throughout your transition
- Curated resources and professional connections to support your next step

Use this guide in the way that works best for you. Start anywhere, revisit sections as your needs change, and focus on what is most helpful to you today.

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 a 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.

SHRM Greater Valley Forge (GVF) 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.

Resource Disclaimer

The resources, organizations, websites, and service providers included throughout this guide are provided for informational purposes only. Their inclusion does not constitute an endorsement, recommendation, or sponsorship by SHRM Greater Valley Forge. We encourage you to explore the resources that best fit your individual needs and circumstances.

Support Resources Through GVF

Membership and Access

SHRM Greater Valley Forge (GVF) is committed to supporting HR professionals throughout every stage of their careers, including periods of career transition.

Our 6-month In-Transition Membership is available to HR practitioners who have been laid off or downsized from an internal HR role and are actively seeking a new full-time internal HR position. Members may participate in the In-Transition Membership program up to two (2) times throughout their career.

Your In-Transition Membership Includes

- Complimentary access to virtual programs offering SHRM and HRCI recertification credits
- Access to the Joe Giamboi Inclusion Fund to help reduce financial barriers to attending eligible in-person programs (see the next page for details)
- Discounted registration for in-person programs and events
- Ongoing opportunities to network, learn, volunteer, and stay connected with the local HR community

SHRM National Membership

A SHRM National Membership is not required to participate in the GVF In-Transition Membership program.

If you are already a SHRM National Member, we ask that you designate SHRM Greater Valley Forge as your primary chapter. Your chapter affiliation helps support the programs, services, and resources we provide to our members, including those in career transition.

Once you have designated GVF as your primary chapter, email us at GVFHRA@gmail.com and we'll provide a coupon for your prorated local chapter membership dues, calculated at \$5 per remaining month of your SHRM National Membership.

Joe Giamboi Inclusion Fund

The Joe Giamboi Inclusion Fund exists to ensure that financial barriers do not prevent GVF 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 GVF 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 GVF'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 Corey Crapella, Lindsey Kelly, and Tom Thew. 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 GVF member.

First 30 Days

Losing a job can be one of life's most challenging transitions. The first 30 days are often filled with uncertainty, decisions, and a wide range of emotions. Give yourself permission to process what has happened while also taking small, practical steps forward.

For HR professionals, job loss can feel especially personal. Along with the loss of a role, you may also miss the routine, relationships, and purpose that came with supporting others each day.

Managing the Emotional Impact

Job loss can bring a wide range of emotions. Some people find Elisabeth Kübler-Ross's stages of grief helpful for understanding those feelings. You may experience them in different orders, revisit them over time, or not identify with this framework at all. There is no "right" way to navigate career transition.

As you begin to process your new situation, you'll be better positioned to focus on what's next.

Rebuild Structure and Support

One of the best ways to regain momentum is by creating routine and staying connected.

Support your network:

- Reconnect with family, friends, and former colleagues.
- Join HR or job seeker's networking groups.
- Spend time with people who encourage and support you.

Take care of yourself:

- Prioritize sleep, nutrition, and regular exercise.
- Make time for activities that help you recharge, such as walking, meditation, prayer, or journaling.
- Set one or two small goals each day to build confidence and momentum.

Refresh Your Professional Toolkit

Your résumé and LinkedIn profile are often the first impression you make. Take time to ensure they reflect your experience and the type of role you're seeking.

Start with:

- Update your résumé with your most recent accomplishments.
- Refresh your LinkedIn profile, including your photo, headline, and summary.
- Ask a trusted colleague, career coach, or résumé writer for feedback.

Present yourself consistently across your résumé, LinkedIn profile, and networking conversations.

Make Networking a Priority

Many opportunities come through relationships rather than job boards.

Start by:

- Reaching out to former colleagues, peers, and professional contacts.
- Letting people know you're exploring new opportunities and the type of role you're seeking.
- Attending networking events, industry programs, and professional meetings.

Don't be afraid to ask for introductions or referrals, and always follow up with a thank-you.

Stay Focused

The first month can feel overwhelming. Focus on small, consistent actions rather than trying to do everything at once.

Updating your résumé, reaching out to one contact, or attending a networking event are all meaningful steps forward. Progress comes from consistency, not perfection.

Prioritize Networking

Many job opportunities are found through professional relationships rather than job boards. Make networking a regular part of your job search.

Where to start:

- Reconnect with former colleagues, peers, and mentors.
- Let people know you're exploring new opportunities and the type of role you're seeking.
- Attend local and virtual HR events to expand your network and stay connected.
- Ask for introductions or referrals when appropriate.

Stay in touch with your network by sharing occasional updates and always follow up with a thank-you.

Stay Focused

The first month can feel overwhelming. Focus on consistent progress instead of trying to do everything at once.

Small actions add up. Reach out to a contact, update your résumé, attend an event, or apply for a position. Each step moves you closer to your next opportunity.

LinkedIn Checklist

Your LinkedIn profile is often the first place recruiters, hiring managers, and professional connections learn about you. Keep it current, complete, and aligned with the type of role you're seeking.

1. Use a Professional Photo

Choose a recent, high-quality headshot with good lighting and a simple background.

2. Strengthen Your Headline

Your headline should clearly communicate your expertise. Include your HR specialties, industry experience, or areas of focus using keywords that align with the roles you're pursuing.

3. Refresh Your About Section

Write a concise summary that highlights your experience, leadership style, and the value you bring to an organization.

4. Update Your Experience

Focus on accomplishments and business impact rather than listing responsibilities. Include measurable results whenever possible.

5. Review Your Skills

Prioritize the skills most relevant to your career goals and remove those that no longer reflect your expertise.

6. Request Recommendations

Ask former managers, colleagues, or clients to highlight your strengths and contributions. A few strong recommendations can add credibility to your profile.

7. Stay Active

Engage with your network by commenting on industry discussions, sharing relevant content, or posting occasionally. Consistent activity helps you remain visible.

8. Keep It Current

Review your profile regularly to ensure it reflects your latest experience, accomplishments, certifications, and career interests.

Ongoing Career Management Activities

Career management doesn't end when you land your next role. Staying connected, continuing to learn, and investing in your professional network will help you prepare for future opportunities throughout your career.

Choose the activities that are most valuable to you and revisit this list as your goals and circumstances evolve.

Stay Visible

- Keep your LinkedIn profile current.
- Engage with your network by commenting on industry discussions or sharing relevant content.
- Stay active in professional organizations and HR communities.

Invest in Your Network

- Schedule regular conversations with colleagues, mentors, and professional contacts.
- Build relationships before you need them.
- Follow up and stay in touch over time.

Continue Learning

- Develop skills that support your career goals.
- Attend webinars, conferences, and professional development programs offered by GVF, SHRM, and other organizations.
- Learn through books, podcasts, articles, and peer conversations.

Make Networking a Habit

- Set realistic networking goals that fit your schedule.
- Focus on meaningful conversations rather than the number of connections you make.
- Be consistent. Small efforts over time have the greatest impact.

Reflect and Adjust

- Revisit your career goals periodically.
- Celebrate your progress and adjust your plans as your interests and priorities evolve.
- Stay connected with SHRM Greater Valley Forge and other trusted professional communities throughout your career.

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!
- Wowledge 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.

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

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 GVF
- Attend GVF 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 GVF 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

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

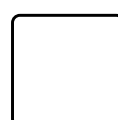
Additional Networking & Professional Communities

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.



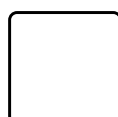
Greater Valley Forge HRA

SHRM National Chapter
gvfhra.org



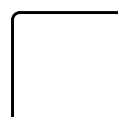
SEPA SHRM

SHRM National Chapter
sepashrm.org



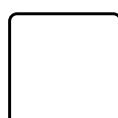
Tri-State HRMA

SHRM National Chapter
tristate.hr.org



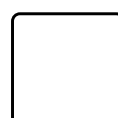
Philly SHRM

SHRM National Chapter
phillyshrm.org



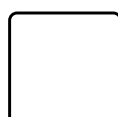
SHRM Bucks County

SHRM National Chapter
buckscounty.shrm.org



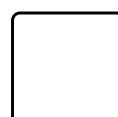
Delco SHRM

SHRM National Chapter
delcoshrm.org



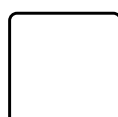
Chester County HRA

SHRM National Chapter
chescohra.org



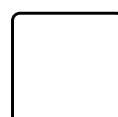
Lehigh Valley SHRM

SHRM National Chapter
shrmlv.org



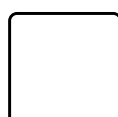
Greater Pottstown SHRM

SHRM National Chapter
gtrpottstown.shrm.org



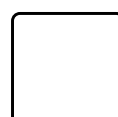
Lancaster SHRM

SHRM National Chapter
lancastershrm.org



PA State SHRM

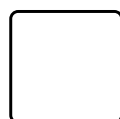
SHRM National Chapter
pashrm.org



Delaware SHRM

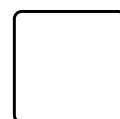
SHRM National Chapter
deshrm.org

Related HR & Talent Development Organizations



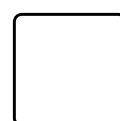
Delaware Valley Industrial Resource Center (DVIRC)

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



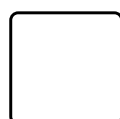
ATD Greater Philadelphia

Talent Development/L&D Community
tdphl.org



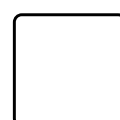
Rising HR Philly

Networking for Emerging Leaders in HR
[linkedin.com/company/risinghrphilly](https://www.linkedin.com/company/risinghrphilly)



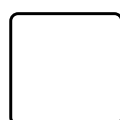
NAAHR Philadelphia

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



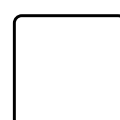
Tell Two HR Friends

challengergray.com



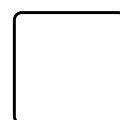
Philadelphia Society for People & Strategy (PSPS)

www.peopleandstrategy.org



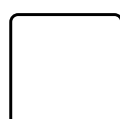
Forum of Executive Women

foew.com



Jump Start Your Job Search

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



Penn State Alumni Career Services

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



Relevante

Free Executive-Level
Outplacement Resource
Send resume and short note to
Outplacement@relevante.com

*Limited to individuals with 10+ years in HR, People
Operations in roles such as Director, VP, CHRO, or Head of
People and are currently or actively exiting within the next
60 days*

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 GVF. 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

Emerson Recruiting Group

Connects employers and job seekers through a trusted marketplace specializing in accounting, administrative, customer support, and human resources roles. emersongroupinc.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

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

Relevante

A local recruiting and talent solutions firm connecting experienced and senior-level professionals with opportunities across HR and other specialized functions.
relevante.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

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

The Rosen Group

A career management and workforce transition firm supporting professionals, including HR practitioners, through career navigation, coaching, and transition services.
therosengroup.com

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.

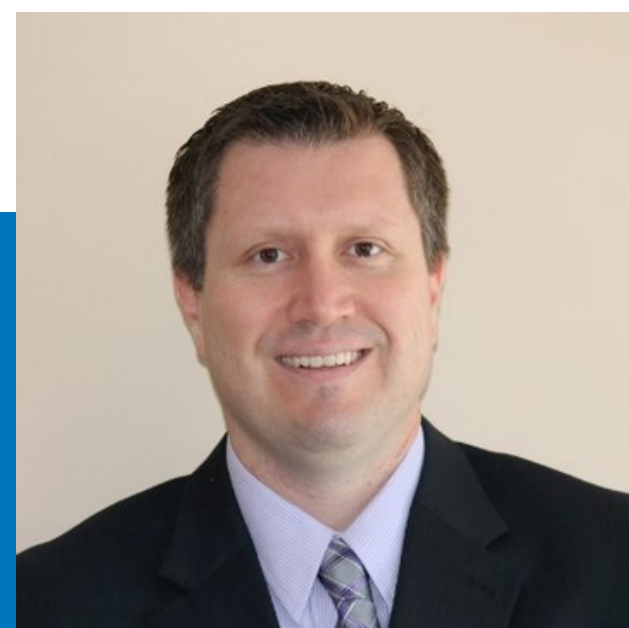
Your Career Management Roundtable Team



Corey Crapella, SHRM-SCP,
SPHR, MSHR
Founder & Principal
Consultant
CORE Coaching &
Consulting



Lindsey Kelly
VP, Enterprise Client
Services Career Transition
and Mobility at LHH



Tom Thew
Director Executive Search
at The Judge Group