

# YOUR NEW CAREER

## A PROFESSIONAL RE-ORIENTATION

Admittedly, you are perhaps initially in shock that you are having to give up your current job and standing.

However, there is certainly no disgrace in this, but rather a wonderful opportunity because now you can address the following question:

### **What do I really want?**

Continue on as before? Start doing something new? Follow my inclinations more than before? Exploit my strengths better?

Whether the trendy word "self-actualisation" says something to you or not, the opportunity now exists to become more successful in your professional life and thus also be more satisfied in your private sphere.

«But how?» you will ask. How do I find out what I want and can do or how do I determine whether what I want is utopian or realizable? I haven't had to look for a job for years. How does one do this most efficiently? How do I find a new job?

I am your personal consultant and will help you in a proven and professional art and manner. My support consists of a total programme which we will develop together and that is depicted on the following pages.

I look forward to our cooperation!

## OUR APPROACH

Your strengths – your successes!

### 1. SELF-ANALYSIS

We will undertake a comprehensive analysis of your skills, your previous successes and wishes for the future. I will help you to refresh your memory and will be your contact person as you draw your own conclusions.

Decide what you want!

### 2. YOUR IDEAL NEXT JOB

You will compile your wishes for your next job into a type of job description and I will comment on them. By so doing, common goals will be set.

Initiative – a planned job search is much more than answering ads in newspapers.

### 3. PLANNING OF A «MARKETING PROGRAMME»

Jointly, we will develop a plan as to how you will seek out your new job, how you will find potential employers, how you will obtain interviews, how you will benefit from existing and new contacts, etc.

Failures along the way shouldn't discourage you.

### 4. IMPLEMENTATION OF THE «MARKETING PROGRAMME»

For the entire duration of your job search, I will support you in word and deed at all times, particularly also in analysing and handling setbacks during the application phase.

The application letter is often the first contact.

## **5. DRAFTING OF APPLICATION DOCUMENTS**

I will help you to draft your CV and an effective application letter and serial letters for potential employers.

Hours which can be of decisive importance.

## **6. PREPARATION FOR AND ANALYSIS OF INTERVIEWS**

Together, we will conduct video training of these conversations which will be very practically-oriented. Beforehand, we will prepare checklists and evaluate the results of the conversations «after the battle». If you request it, I will also consult you regarding negotiating contracts and salaries.

## **SOME IMPORTANT COMMENTS AND THOUGHTS**

### **1. EACH MAKES HIS OWN GOOD LUCK**

I can't just give you a job. **You** yourself must search for the job! I can't just tell you who you are and what you want. You yourself know this best of all! I am only your consultant and coach. I can't just pressure you to allow me to take responsibility, but I can not and may not take away your responsibility and your initiative – otherwise, you would only be partially involved. You are supposed to profit as much as possible from my knowledge and experience. However, you are supposed to follow my advice and recommendations only then if you are convinced that it is the right thing for you to do.

### **2. THE JOB SEARCH IS A FULL-TIME JOB**

It means a gigantic amount of work and self-discipline. Getting to know yourself is quite fascinating, but not exactly easy and effortless. To present oneself on the market is not a walk in the park. In this regard, a lot of preparatory, systematic thought is required.

### **3. WHOEVER PAYS CALLS THE SHOTS**

Your employer commissioned me to be your consultant with the intention of helping you. Thus, we owe it to your employer to approach our common task with élan, patience and persistence and to report to your employer about our progress. Lastly, I assume responsibility for and assure you of the required discretion.

### **4. HONESTY PAYS OFF**

I will always tell you my honest opinion and will be straightforward with you about my assessments of your respective situation. It doesn't help you if I ignore your weaknesses (we all have them) and tolerate inaccurate assessments. On the one hand, I don't want to give you any false hopes. On the other hand, I want to keep you from underestimating your value owing to despair or impatience or to accept the first halfway decent or undesirable job that comes along. We want to jointly develop a close, trustful cooperation which quickly attains its jointly defined goal as soon as possible.

## YOUR SELF-ANALYSIS

**“Know thyself!”** was already the advice of the ancient Greeks. This is of critical importance for your future choice of professions because it is only when you like what you do that you will be really good at it and it is only when you are really good at something that you will enjoy success.

Perhaps you already knew as a five-year-old that you wanted to become a train engineer some day. However, perhaps you happened to more or less stumble by chance upon your current occupation and remained there because you became an expert in this field over the course of time. But the human being changes over the course of time and perhaps also his professional ideals change.

Thus, it is now high time and a suitable opportunity for addressing your life's goals and your wishes for your profession. In this regard, it is of great benefit to have a detailed description and analysis of your previous life. In the forefront, naturally training/education and professional careers, but also what you do in your free time, will reveal a lot to you about your professional goals and choices. Finally, it is beneficial to consider your current material situation.

Please keep in mind that your training, your knowledge and your experience are great capital and logically have great importance for the job search. The question arises as to whether you wish to continue to capitalise upon this asset or, as the result of a change of professions, you wish to begin anew and thus farther down the wage scale.

Your disposition (framework) for depicting and evaluating your previous life is the following:

## YOUR LIFE

### 1. YOUR PROFESSIONAL LIFE

- 1.1 Your professional history
- 1.2 Your observations and comments in this regard
- 1.3 Your biggest successes
- 1.4 Your goals (tentative)

### 2. YOUR PRIVATE LIFE

- 2.1 Your youth and your private life (briefly summarise)
- 2.2 Comments about your temper
- 2.3 Your greatest successes
- 2.4 Your goals

### 3. REGARDING YOUR CURRENT SITUATION

- 3.1 Finances
- 3.2 Mobility

### 4. SYNTHESIS (provisional!)

Before you now go to work, please first read through all the comments on the following pages in a precise manner and collect the required documents (e.g. work testimonials, old job descriptions, previously created CVs, etc.) Make a draft. Allow yourself some time before creating the final version so that you can still make some changes. Typing mistakes and the like aren't so important, but readability is everything. Bring your work product along to our next meeting **after you have sent me a copy in advance so that I can prepare.**

Have fun with the work, you will discover amazing things! Incidentally, in addition to self-analysis, your work will fulfil additional purposes. It will serve as the basis for your job search and, finally, I will get a chance to learn more about you.

## 1.1 PROFESSIONAL HISTORY

For each job (in chronological order), give the following information (as briefly as possible, key words are sufficient).

- a) Length of employment, from – to (month and year)
- b) Company - name, place, industry, sales, employee figures
- c) Job name, title
- d) Purpose of the position
- e) Organisational chart – Provide an excerpt from the company's organisational plan which shows your superiors and the job positions you have supervised. Did you work on project teams? Did you have representative functions?
- f) Your responsibilities which you yourself had to fulfil
- g) The organisational units you managed – responsibilities, number of employees
- h) Why did you accept the position? Why did you leave the position?
- i) What did you particularly like about the job? What did you particularly not like about the job?
- j) Were you promoted or transferred during your employment?
- k) What was your last salary?
- l) What special skills and abilities you possessed were well-suited to your job?
- m) What skills and abilities did you also acquire on the job?
- n) Did you attend continuing education courses and the like?

Please provide information about your professional training from the very beginning after you finished school – schools, stages, assistantships, training courses, etc., always with the duration (from - to), place, organisation, any information about any diplomas/certifications earned and - in each case – the skills and abilities acquired.

Don't forget any leaves taken from work in order to take advanced educational courses.

For the Curriculum Vitae (CV), then select the order «last comes first» because the last job will interest the future employer the most.

At the end, please list the two or three jobs which appeal to you the most and explain why this is the case.



## 1.2 YOUR COMMENTS ABOUT YOUR JOB HISTORY

Now analyse your professional history by answering the following questions:

- a) What were your preferred job duties and why? (Perhaps this job activity came up in various job positions?)
- b) Are you satisfied with your previous job history with regards to job duties (division, location), career (promotion)? How did you come to choose your profession?
- c) Have there been hindrances (affecting you yourself and in your surroundings) which allowed your development to proceed differently than desired? Were you pushed into the defensive or were there unexpected opportunities which you could have exploited? How, do you believe, is your professional image (and your personal image insofar as this affects your professional world)? Are you familiar with certain statements?
- d) Have comments been made upon qualification sheets or on written job evaluations which allowed conclusions to be drawn about your abilities?
- e) Do you see yourself as more of a «troop leader» or as someone in central command, as an assistant, an organiser, an administrator or a «silent apprentice» who prefers to do his work in his quiet little work area? Are you a numbers person, a freedom fanatic or are you happiest on a team? Do you like to sit at the top of a tree, but where the wind also blows or do you feel comfortable upon one of the thicker lower branches protected by a thick cover of leaves?

The list of opportunities to make a self-characterisation ends here, but it is not completed!

These comments about your job history may also include contradictions. What person is without contradictions? In their totality, however, they give certain indications as to in what direction your future job search should go or whether you want to even become self-employed.

### 1.3 YOUR GREATEST SUCCESSSES

This is now the first core part of your self-recognition task. As already stated, the human being is only successful by doing what he can do well. Thus, you should also determine where you were successful. This can also give you tips about what you can do well, what abilities you can possibly exploit for your professional career moving forward.

Now review your job history to find successes. For example, you could note a success if you were very satisfied by a certain activity or by the results of the same, if you felt satisfaction, pride or a new élan. Such successes are not necessarily always to be found in our main job duties, but can also be found in less important duties. We can experience them as members of a team or as a leader as well as in personally solving problems. Perhaps the result even appears to others to be something to be taken for granted or even a failure. It doesn't matter! That's not important to us. The important thing is whether you personally liked the result. Also avoid underestimating yourself by regarding your successes as something to be taken for granted.

Write down a key word for each experience which only appears to be successful. When you have done this for all job positions, stages and training periods, then select approx. 10 events from this list which appear to you to be most important. Then describe them in such detail that an outsider can understand them and so briefly that he won't get tired of reading them. Also state why you had a successful experience. At the end, try to classify the successes based upon their importance to you by indicating the order of importance/assigning weightings to them in the margin. (The order doesn't have to agree)

Together, we will then analyse your successes and ask ourselves whether certain common points indicate that you possess certain abilities.

## **1.4 YOUR PROFESSIONAL GOALS**

Note your professional goals as you see them today with regards to activities, hierarchical position, salary, etc. Would you like to pursue advanced studies? Don't worry about adjusting your goals at this point in time in view of any new knowledge that is gained from your current self-recognition task. We'll do that later together.

## 2.1 HISTORY OF YOUR YOUTH AND YOUR PRIVATE LIFE

In order to explore your wishes and possibilities with regards to your future professional career, the conditions and circumstances of your private life are a valuable and indispensable supplement to the professional information. Upon the one hand, childhood and family largely determine our behaviour as well as our professional undertakings. Upon the other hand, the private life is that part of our earthly existence which we normally can formulate with more freedom than our day-to-day professional life – at least that's what we think. Accordingly, how we use our free time gives a lot of clues about our wishes and abilities which are important for the determination of the same.

Your life's description should include the following points:

- a) Childhood – Family relationships, «milieu», relationships to the school, community, places of residence
- b) Youth – Educational background, hobbies, group affiliations (clubs), holiday experiences which had an effect upon you, personal relationships
- c) Years studying at the university and doing training
- d) Continued development of your hobbies, leisure time activities, holiday activities
- e) Continued development of your group affiliations (clubs, etc., serving on boards/committees, teaching work, etc.)
- f) Also describe your careers in the military and public service

What experiences in your childhood and youth and experiences in your family and societal circumstances appear to be relevant to you?

With regards to your various private activities, state what you particularly liked/like a lot and what you particularly liked/like less.

Why did you choose certain hobbies or other leisure time activities or why did you give them up again? Could a hobby become your career?

By participating in such activities, what specific skills and abilities did you acquire?

Have you taken continuing education courses as you continued to work (e.g., languages, psychology, etc., evening or long-distance courses)? What do you like to read (fiction, specialized literature, etc.)?

What languages do you speak, write and read well? How well?

## 2.2 COMMENTS ABOUT YOUR NATURE

Have the courage to characterise yourself and to analyse your character. You can do this in a descriptive manner or by using the following scheme (generously provided by MSL Schweiz [Switzerland]).

### YOUR NATURE

State your type of character as a mix between the respective opposing extremes (avoid the precise middle) whereby each pole is positively expressed (instead of «stable-flexible», one could also express this negatively: «Inflexible-flighty»).

#### 1. TYPE OF CHARACTER

|             |        |        |        |        |              |
|-------------|--------|--------|--------|--------|--------------|
| stable      | _____. | _____. | _____. | _____. | flexible     |
| serious     | _____. | _____. | _____. | _____. | humorous     |
| realistic   | _____. | _____. | _____. | _____. | enthusiastic |
| satisfied   | _____. | _____. | _____. | _____. | critical     |
| introverted | _____. | _____. | _____. | _____. | extroverted  |

#### 2. WORK APPROACH

|                      |        |        |        |        |                       |
|----------------------|--------|--------|--------|--------|-----------------------|
| reliable             | _____. | _____. | _____. | _____. | initiative            |
| concentrated         | _____. | _____. | _____. | _____. | surveying             |
| deliberate           | _____. | _____. | _____. | _____. | decisive              |
| persistent           | _____. | _____. | _____. | _____. | powerful              |
| creative-spontaneous | _____. | _____. | _____. | _____. | careful-deliberate    |
| independent thinker  | _____. | _____. | _____. | _____. | willing to compromise |

#### 3. MANAGEMENT STYLE (insofar as a management position is sought)

|              |        |        |        |        |           |
|--------------|--------|--------|--------|--------|-----------|
| fair         | _____. | _____. | _____. | _____. | generous  |
| conciliatory | _____. | _____. | _____. | _____. | demanding |
| controlling  | _____. | _____. | _____. | _____. | trusting  |

Do you have a good friend? Then ask him/her to describe you (without having shown him/her your own characterisation or allowing yourself to be influenced by his/her description of you!).

The result of this comparison can be revealing and provide an opportunity for further analysis.

The same drill can also be done with your wife or your husband.

## **2.3 YOUR GREATEST SUCCESSES**

It is worthwhile to also list your successes in your private life. Proceed as you did when determining your professional successes. Compile a "private CV" and examine the successful experiences and select up to 10 of the most important experiences which you will depict.

## **2.4 YOUR GOALS**

Certainly, you also have private and very private goals, wishes and dreams. Don't hesitate to list them, but don't examine them in more detail at this point. However, you should place them in order in an approximate manner based upon their importance (to you) or assign them numbers to show their priority to you.

Once again, your ideas, visions or pipe dreams will remain our little secret and can nonetheless provide important clues for your professional future.

### **3. YOUR CURRENT SITUATION**

In order to clarify your future professional possibilities, it is important to also analyse your current situation. Financial problems should not, but can make a careful (longer) job search more difficult; minimal mobility enormously limits the pool of prospective employers. Thus, it is worthwhile to precisely assess one's financial options and to think seriously about mobility issues.

#### **3.1 FINANCES**

Clarify precisely how extensive your financial «tolerance» is. Determine your fixed and variable costs, weigh your personal «minimum existence» i.e. the minimum existence of your family. Examine all financing options, including unconventional ones. With regards to your future work, you should be careful and picky.

#### **3.2 MOBILITY**

Once again, it's all about a satisfying future for you-regardless of whether that involves finding precisely the right job that appeals to you the most or, for example, being able to retain your social relationships.

Therefore, you should, for example, weigh the following priorities against a certain choice of occupation

- One's own mobility, willingness to commute, being on the road for weeks at a time?
- Connections to friends, clubs, public responsibilities, etc.?
- Willingness of spouse and children to move, change schools, give up one's own home?
- Existence of persons who require support?
- Social relationships more important than job satisfaction?

## 4. SYNTHESIS

The synthesis still remains. Try to draw some initial conclusions from what you've learned. Compare your goals with your successes, your wishes you're your current situation (many people are more mobile than they think!)

Don't be afraid to draw hasty conclusions. Nothing is definitive at this point, but your conclusions will lead us along the path to steering your job search in the right direction.

In this final chapter, also include any observations, comments, etc. which appear to be of significance to you which you weren't able to state elsewhere.

I would appreciate it if you would send me a copy of your compilation before our next meeting.