

CHANGING JOBS – YOUR OPPORTUNITY

INTRODUCTION

Your current job is coming to an end. Even if the thought of this pains you, it is important to address this set of circumstances head-on. Whatever your reasons may be for changing jobs, it is always better to take action right away.

Most employment relationships involve five phases:

1. Beginning
2. Increasing mastery of your job duties increases your fun, your performance and your options
3. Fun, accomplishments and options continue
4. Fun, accomplishments and options decrease
5. End of employment

In the interest of your career and your personal happiness, you should precisely examine how much time you spend in the individual phases. The majority of your career should play out in Phase 2.

After you have reached the decision to change jobs, it is certainly appropriate to now determine new job duties which better correspond to your abilities and which provide you with more fun and enjoyment than the old job did. Thus, your professional career will have more highpoints.

The sole purpose of this information and these instructions is to help you to obtain greater career satisfaction. They represent a compilation of thousands of hours of discussion with persons who, like you, were striving to move forward in their careers.

Thus, you should regard these documents as being a dialog. Imagine that we are sitting together in a quiet place, right now, with a single discussion theme **«Your career and what you can make out of it»**.

First of all, we will examine your previous successes. This will make it possible for us to set realistic career goals. Then we will make suggestions to you about how you should proceed with the analysis of your current job duties. Furthermore, we will then help you to determine your potential circle of employers and discuss how one should come to the interviews and ensure that each interview will bring one a little closer to getting the desired job.

Finally, we will analyse the final phases of the negotiation process beginning with the moment when a definite job offer begins taking shape until full mutual agreement between the parties has been reached.

This is the path which we will embark on together. During this journey, you will get to know yourself better and you will be guided step-by-step to a job which fits your talents.

We can go down this path together, but we are not able to provide you with a new job. You have to do that yourself. You will find exercises in these documents which require some mental and written work-perhaps more than you have ever done before when searching for a job. But there are two good reasons for making the effort. The first is you yourself, the other is your next job. We both want you and your next job to be ideally-suited to each other.

HOW CAN YOU KNOW WHAT YOU CAN DO BEST OF ALL?

How can you find out what type of job you should be looking for? How do you ensure that your career goals are realistic? Are you bothered by a perceptible frustration which is based upon a phenomenon that one can call "Syndrome of the flattening learning curve"? If you are ambitious and impatient, then this may perhaps mean that you aren't getting ahead in your career fast enough.

Try to do Exercises 1 and 2 on Schedule 1!

HOW DO YOU DETERMINE THE AREAS IN WHICH YOU WERE SUCCESSFUL?

The determination and writing down of past successes is a very important tool for finding out what one can do best of all and what new job one should strive for-perhaps even whether a change of employers is advisable. Such a list will help you immeasurably with your job search. However, you must draft this list yourself. You can neither buy it nor borrow it. You must draft it step-by-step and **only one person** in this world can do it, namely you yourself!

You need only paper, pencil and the necessary quiet in order to ponder this and remember your past job history. The things which you should pick out and write down are the experiences which satisfied you the most; from your first success in your earliest years to your newest hit in which you solved a tricky problem or reached an ambitious goal.

Sounds easy, doesn't it? Don't allow yourself to be misled to draw the conclusion that this approach isn't refined enough in our age of computers and outer space experiments. Many persons who can boast about their important accomplishments in business and industry have gone to great effort to write down their own successes. Sometimes, certain modesty hinders them from doing this which really is not necessary. Don't allow such difficulties to keep you from using this efficient approach for your own career development. We will later reach agreement upon what usage options to pursue. When you begin to apply them to your own professional situation, then you will undoubtedly – as so many others have done – determine that countless options are available to you. Exploit them!

SUCCESSSES

The most suitable definition of «success» for our purposes is the following:

The mastering of a task whereby you reached a desired goal or solved a special problem and, at the same time, experienced joy and satisfaction.

Please keep in mind that it doesn't have to be an earthshaking success story such as the preventing of a war, the development of a car that doesn't need petrol or the winning of an Olympic gold medal! No – the things which you should include on your list are quite simply the successes which you have had

when pursuing certain goals (smaller or bigger) and you felt a certain joy at the same time.

Example: When drafting his list of successes, an acquaintance wrote that he built a house. His occupation was neither building contractor nor architect. At the time we met, he was managing a company which sold electronic instruments. If he had been a building contractor, the building of a house would have been a routine matter for him, certainly no special success. However, because he wasn't an expert, then the fact that he had built a house himself was something quite special for him, a task which brought him great joy.

Some jobseekers asked why the list of various successes also should include the spheres of one's own personality, the social environment, one's activities in associations/clubs, hobbies and family relationships. And why, they asked, should one expend great effort to analyse the successful experiences of one's early childhood and youth? The reason lies simply in the fact that the character features which helped us to our successes, are obviously a gift and thus as individual as our fingerprints. The models remain the same throughout all our life stages and all our activities. Incidentally, the closer we come to retiring, the greater is the probability that we will experience the desire to transform a beloved hobby into a paid, full-time job.

Schedule 2 shows an example of how man can select and list his personal successes.

DISCOVER YOUR FACTORS FOR SUCCESS

Even if your seven most important successes sometimes seem to have no relationship to one another, they nonetheless show-when you examine them more closely-a series of common elements. They reveal some quite personal features which have made it possible for you to have the successes that you have had: Positive attitude, enthusiasm, special skills and abilities. For simplicity's sake, I intend to call them your **«factors for success»**. In the next exercises, we want to determine your factors for success, examine them and draw conclusions from such analysis.

FACTORS FOR SUCCESS

For many years, we have used charts of factors for success in order to check the suitability of men and women for certain job openings our customers have had. Take a look at the enclosure called “Factors for success” in order to understand how you are supposed to fill out such a chart. Behind each factor on the list, there are seven boxes for the seven most important successes. Please now do Exercises 3 and 4 ([Schedule 3](#)).

HOW DO YOU DETERMINE YOUR IDEAL NEXT JOB?

«I needed several hours in order to describe and analyse my successes». This is a comment which one often hears from job seekers who have completed these exercises. «But I’m happy that I did it because now I can assess myself and my career in a positive and an objective manner. What should I do now?»

Your next step is very important. Draft a detailed description of your ideal next job by remembering the special factors for success which you just determined. Your next task should ideally exploit your special combination of talents, knowledge and skills. Don’t allow yourself to be restricted by conventional, currently customary occupational names and titles. Such job names vary quite strongly from one company to another. Describe a job which really fits you very well even if you previously had heard nothing about such a job. Make your description so clear and so detailed that you would immediately recognise your ideal next job if you discovered a corresponding job announcement in your daily newspaper. When doing this exercise, you will have to ask yourself questions about the following groups of problems:

LOCATION

Are you happy where you are now or would you prefer to live someplace else? If the latter is the case, state where you would prefer to live most of all, including any possible stays abroad. Also state why you selected a certain location.

INDUSTRY

Production? Transport? Bank or insurance? Consulting? Other services? Public administration? Non-profit organisations? Even in this case, you should be very specific. Even if you believe that you could be happy and productive in many different industries, you should nonetheless clearly determine what you feel drawn to most of all.

ORGANISATIONAL TYPE

When you have selected the industry, describe the features of the ideal organisation in which you would like to work. For example, let's select the size: Would you like to work with a dozen people on a small consulting team? Do you prefer a production company with one to two hundred office employees or do you feel most at home among thousands of employees at the domestic subsidiary of a multi-national company?

TYPE OF PRODUCT OR SERVICE

Clothing? Foodstuffs? Pharmaceuticals? Chemicals? Machines? People? Select the products or services with which you can identify.

BUSINESS STYLE

Do you love the turbulent atmosphere of a shop with short-lived consumer goods or rather the calmer, more structured pace which prevails in locomotive construction or the production of other investment goods? In this case, you should also limit your goal until you have found the style which most appeals to you.

LINE OR STAFF

If you – when determining your successes – have analysed yourself carefully, you should now know where you can accomplish the most: In a line position

when you make frequent decisions, where your responsibility extends across one or more divisions, across an entire company or even a number of companies within a group of companies. However, perhaps you can obtain your best results in a staff position if you can examine individual problems in detail and provide a series of solutions to the company's management. Perhaps you should be an innovator or perhaps the person who stabilises the innovator's work. Are you a lone wolf or a team player? Do you perhaps even have the entrepreneurial spirit in order to set up your own business and be successful at it?

DOMESTIC OR INTERNATIONAL COMPANY

Do you feel more comfortable working under management which has the same nationality, language and customs that you do? Or would it be fun for you to build a bridge head of understanding and good business relationships for a foreign company which will set up an office in your region or expand into it?

SALARY

Are you now underpaid, well-paid or overpaid? It is most likely that you are being normally compensated based upon your experience, your skills and your responsibilities. If someone is underpaid, then he has the strong urgency to search for a new job. Whether you believe it or not, there are people who are objective enough to admit that, for the work that they perform, they are overpaid. This is likewise an insecure situation because it may occur that your employer will make unreasonable demands upon you or terminate you for no apparent reason.

The aforementioned considerations are supposed to be merely of guidance for you rather than an exhaustive list. However, the more clearly that you can answer these questions and many other questions, the more that you will be able to improve your current situation, the more precisely you will be able to set your goals and the faster you will be able to realise when you have attained them.