

**FIFTEEN PRINCIPLES  
OF  
CAREER MANAGEMENT AND EMPLOYMENT TRANSITION**

<b>TOPICS</b>	<b>LEARNING POINTS</b>
<p><b>1. Adapting to Change</b>  (Psychological; Emotional; Relational; Spiritual; Financial)</p>	<ul style="list-style-type: none"> <li>▶ Change is an external event that can have internal consequences.</li> <li>▶ Change is constant.</li> <li>▶ Change can work for or against you.</li> </ul>
<p><b>2. Self-Assessment</b>  (DiSC Personal Profile System – 2800 Series)</p>	<ul style="list-style-type: none"> <li>▶ Self-Assessment is required to determine what you can do and what you have to offer.</li> <li>▶ Critical information is needed for communicating appropriately who you are, what you have done and what you can do.</li> <li>▶ Certain information is necessary in the career decision making process.</li> </ul>
<p><b>3. Changing Careers</b>  (Know what you're up against. Don't take short cuts.)</p>	<ul style="list-style-type: none"> <li>▶ Greater the change event, greater is the challenge. "How tall is the mountain and am I prepared to make the climb?" (Emotionally and Logically)</li> <li>▶ Knowledge is a <u>key</u> ingrediant to making a career change.</li> <li>▶ Career changes require <u>more</u> time, <u>more</u> money and <u>more</u> resources.</li> </ul>
<p><b>4. The Resume</b>  (It is your "calling card." It reflects who you are.)</p>	<ul style="list-style-type: none"> <li>▶ Marketing tool for the work searcher.</li> <li>▶ Résumé will <u>not</u> get work searcher employment.</li> <li>▶ Necessary to customize the content.</li> <li>▶ Need to create a resume suitable for both the traditional and electronic work search.</li> </ul>
<p><b>5. Oral Communications</b>  (Green Light! Yellow Light! Red Light!)</p>	<ul style="list-style-type: none"> <li>▶ Understanding your own unique presentation style.</li> <li>▶ Use of communication skills in networking.</li> <li>▶ Plan and practice how to improve your presentation skills. Timing is essential.</li> </ul>
<p><b>6. References</b>  (Call 'em like ya know 'em.)</p>	<ul style="list-style-type: none"> <li>▶ Identify whom can <u>best</u> tell your story.</li> <li>▶ Prepare a statement in advance of contacting a refence.</li> <li>▶ Contact and coach your reference.</li> </ul>

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<p><b>7. Research and Targeting</b></p> <p>(Target an industry; function; size; style; geographical area.)</p>	<ul style="list-style-type: none"> <li>▶ Research a target market before you contact a perspective employer.</li> <li>▶ Develop an employment strategy that is based on BCM (Best Career Move).</li> <li>▶ Effective research techniques and strategies that will cut down on search time required to find a job.</li> </ul>
<p><b>8. Methods and Strategies</b></p> <p>(Business Methodology: Strategic and Tactical Planning)</p>	<ul style="list-style-type: none"> <li>▶ Access to the “Hidden Job Market” is done through effective Networking.</li> <li>▶ <i>Active</i> vs. <i>Passive</i> job search methods.</li> <li>▶ Design, develop and initiate an effective plan.</li> </ul>
<p><b>9. Networking and Informational Interviewing – Getting the Word Out</b></p> <p>(Who? What? Where? When? Why? How?)</p>	<ul style="list-style-type: none"> <li>▶ Attend professional or trade association meetings, Job Fairs and Job Clubs.</li> <li>▶ Talk to parents when attending your child’s school/sports/community events.</li> <li>▶ Visit with members of your social clubs or religious groups.</li> <li>▶ Talk to business associates, friends, neighbors and relatives.</li> <li>▶ Post messages on mailing lists, Usenet Newsgroups, or in chat rooms.</li> </ul>
<p><b>10. Written Communications (Cover and Thank You Letters)</b></p> <p>(Clarity and simplicity will enhance the written message.)</p>	<ul style="list-style-type: none"> <li>▶ Use the “KISS” approach – <u>K</u>ee<u>P</u> <u>I</u>t <u>S</u>imply <u>S</u>weet.</li> <li>▶ Before putting pen to paper ask “What is in it for them?”</li> <li>▶ Convey positive and upbeat message.</li> </ul>
<p><b>11. The Job Interview is Negative</b></p> <p>(Loose Lips Sink Ships! A picture ... a thousand words)</p>	<ul style="list-style-type: none"> <li>▶ Remember – you are “selling” yourself.</li> <li>▶ SPARS (<u>S</u>ituation; <u>P</u>roblem; <u>A</u>ction; <u>R</u>esults; <u>S</u>tatement).</li> <li>▶ Increase your prospects for success by effectively remembering the “3 Ps”: <u>P</u>reparation; <u>P</u>ractice; <u>P</u>ackaging.</li> <li>▶ “<i>Market</i>” what the customer needs.</li> </ul>
<p><b>12. Negotiating a Compensation Package</b></p> <p>(You don’t have the job until you accept the offer.)</p>	<ul style="list-style-type: none"> <li>▶ Determine needs based on “Best Fit Analysis.”</li> <li>▶ What to do when the offer is made.</li> <li>▶ Go for the “Win-Win.”</li> </ul>

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<p><b>13. CAP (Campaign Action Plan)</b></p> <p>(Systematize! Organize! Itemize! Categorize! Prioritize!)</p>	<ul style="list-style-type: none"> <li>▶ Get organized by establishing concrete S. M. A. R. T. goals.</li> <li>▶ Keep track of things! Record keeping is an essential part of the job search.</li> <li>▶ Is campaign stalled? If so, step back, assess and modify.</li> </ul>
<p><b>14. Transition</b></p> <p>("It ain't over 'til it's over, but remember it ain't ever over.")</p>	<ul style="list-style-type: none"> <li>▶ Formal acceptance of the offer.</li> <li>▶ Inform your network of your new job.</li> <li>▶ Create a working relationship with your boss.</li> <li>▶ Start preparing for next career and/or job.</li> </ul>
<p><b>15. Job Search "Helpers" and Hieroglyphics - Deciphering the Language</b></p> <p>(Recruiters; Coaches; Counselors, Headhunters, Etc.)</p>	<ul style="list-style-type: none"> <li>▶ Learn the differences and similarities.</li> <li>▶ Most know the playing field.</li> <li>▶ Hang on to your wallet and <i>do not</i> "play for pay."</li> <li>▶ Do your homework – research your options.</li> <li>▶ Your destiny is in the hands of the agency.</li> <li>▶ Ask a lot of question – it's your life.</li> <li>▶ Read the fine print!</li> </ul>

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