

## ***As a candidate, you need a plan!***

### ***Here's a 5-point framework, that works!***



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*Looking for your next career move, regardless of why, requires you to have a structured plan. Below is an outline that works. And like with anything, it requires hard work to be successful.*

I have often spoken to people looking for their next career step. At best, they have a few ideas about “*talking to recruiters*”, or “*looking on-line*”. They are important channels to explore, but they are not enough, particularly for the more experienced person. It does not matter why you are looking for your next move – be it due to redundancy, or just looking for your next career move. This 5-point framework will help you focus your time and energies in the right direction.

Before you start, you must to be clear about what it is that you want from your next position. You need to be clear, for all those you’ll be talking with, about what your skills and experience bring and what it is that you want to achieve. Having a clear message is critical. You will need to work on it. I have found the exercises in “*What color is your parachute*” by **Richard Nelson Bolles**, to be an excellent start. I and others, have found that it will help you to clarify to yourself, what it is that you want and how best to explain that to other people.

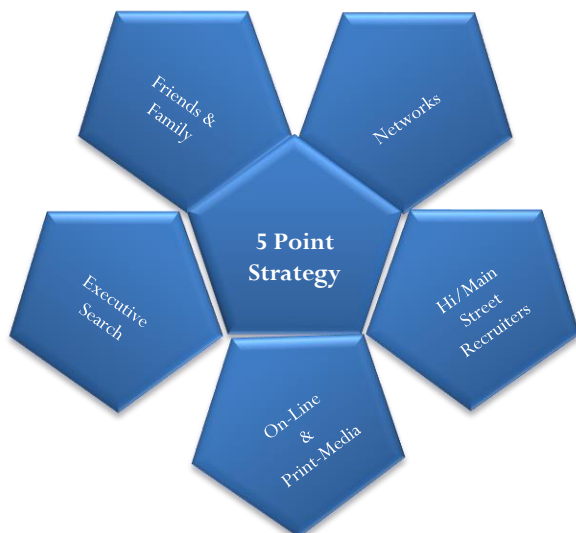
Once you have a clear message, you will need a clear and concise CV/Resume. The internet is laden with formats and examples that will help.

Now that you have your message clear, writing the CV will be easier. However, there are some points that you will need to consider. Checkout my article (see link below) for more information.

<http://www.psdpartners.com/wp-content/uploads/2015/01/The-CV-Challenge-a-word-to-the-wise.pdf>

With a clear message, and a well written CV/Resume, you are now ready to look at the next step: - Getting out into the market. But, you need a plan. This short article will help you organise and formulate one.

## ***5-points that will change your whole career planning.***



### ***Friends & Family:***

Start with those you know best and who know you, well. I am always surprised at who my family know (immediate & extended). However, it is important that in all these steps, you are selective as to whom you share your cv and plans with. Your cousin /aunt who talks a lot may not be the best person to include in this group. Be careful and measured in all your networking. Be careful who you make aware of what it is that you’re doing. This is ***not*** an exercise in sending out as many CVs as you can, that would be counterproductive. This is about getting your cv in the best and most appropriate hands, possible.

## Network

This is by far the most important group that you will be contacting, as it is how the vast majority of people get their new position. Take your time and get it right! Former colleagues are a good place to start. Make a detailed list. Keep track of names, address, time and dates that you meet, who each contact referred you to, and what the general message/result is. Ask people that you have worked with and for, to help you network. With your clear message, explain to them what you're doing and why. Most people will be delighted to help and will be flattered that you asked. Look at Business Contacts: -People you have done business with. People who have seen you perform in meetings and have been impressed or engaged with you. Also, don't forget Professional Networks: - Industry Associations, Chamber of Commerce, Professional Assoc., Academic/Professional Qualifications Assoc. College & School Alumni. This is central to the reason, that many of these organisations were set-up in the first place.

The key thing is, that at the end of each meeting, to ask for the referral, one/two contacts to continue the conversation with. If possible get contact phone numbers and/or email addresses. If you have these, you keep control of the process and the initial message that these potential contacts will get.

**Executive Search:** Recruiters who focus on more senior positions. You will need to make contact with them and try to build a relationship with each, as they tend not to overlap on the roles that they seek to fill. Also, worth considering Executive Search in other regions as international companies often use international Executive Search partners, based in other places.

**High/Main street recruiters:** They tend to focus on more junior to mid-levels roles in companies. Very often, hiring companies will use 4/5 different recruiters for the same role, so there is quite a lot of overlap in the roles they have. You need to build a relationship with each, but be clear if you are already in a recruitment process with another company, when they contact you with an opportunity.

**On-Line/Off Line Job adverts:** This category tends to speak for itself. There is often an overlap here with High/Main street (and some Executive searcher) recruiters who will post the roles that they seek to fill, in on-line jobsites. National & local papers are also worth keeping an eye on. Many organisations- particularly publicly funded ones must advertise their roles in the press.

**How to start the conversation:** Ask for 25 mins of a contact's time. Be clear about the subject, that you are looking for a general chat about what you're doing. Having done your research, you can talk about who you are, what you're doing and what it is that you are looking to achieve. **Don't ask for a job!** Don't put your contact in a position where they'll have to say no! After you have had the meeting, send a 'Thank you' email – thanks for time, advice, networking. Agreeing to 'keep-in-touch', leaves the door open to return visits with the network, too.

It is important not to be arrogant. Be open to contacts' suggestions. Be accepting of the new reality that you may be facing. Your title may change, your salary may not be as expected, your position may be different- adjust, be flexible, survive. ....*One step back to take two steps forward*

All of this takes time: As a 'rule of thumb', it takes 1-2 months for each \$/€10k of salary that you expect to earn. Therefore, if you are looking for \$/€100,000 p.a.(gross).....it will take 10-20 months search

The important thing is that through the process, **Stay Positive**, and if possible, have a '**Moving-Buddy**' someone who you can have a confidential conversation with about how it is going and who will challenge you and support you to keep to the plan.

Eugene Ivory has over 25 years' experience managing and supporting multinational to early stage business. He has successfully served clients across a broad spectrum of global companies from financial services and consumer packaged goods to Medical and Technology.  
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