



## Career Planning

Many people contact a Recruitment Consultant looking for their next career opportunity but often without any forethought as to what that looks like. Before you meet with a Consultant, you need to be clear on what you are looking for in order for the Consultant to give you the very best of support. Consultants are engaged by clients to source candidates as closely aligned to their vacancies as possible and the client pays a fee for this service. While consultants have rich market knowledge, they are not career coaches. If you are unclear as to what your next move should look like, we strongly recommend you work with a career coach. They can best align your experience to date and your preferences to roles that match. Once you have that clear picture set out, it's time to start applying for those roles and get in front of a Consultant.

### **WHAT ARE YOUR OPTIONS?**

It's time to review what you have been doing to date and what did you enjoy the most:

- \* Once you have aligned your skills and interests, what are your gaps?
- \* Do you require further training or qualification to achieve this role?
- \* Is this type of work in demand and where is it located?
- \* How does this work fit in with my current situation and obligations?

### **WHAT HAPPENS NEXT?**

You have reviewed your options and are clear on what work you want to do, so it's time to now take action:

- \* If you have identified a skills gap, what further education and training can you undertake to get you there?
- \* Where can you achieve this study?
- \* What support do you need and what is available?

Once you have reviewed your skills and capabilities and are comfortable that you don't require further training, it is important that your resume is a true reflection of the skills best suited to match this career path.

- \* Update your resume to accurately skew to this career path
- \* Are you confident your personal network will support you?
- \* Will your referees confirm you are capable of this kind of work? Make sure they understand what it is that you are applying for so they can accurately recommend you
- \* Does your LinkedIn profile demonstrate this experience and do you have recommendations from your network to support this experience?
- \* Keep focused on what your new career goal is and on how relevant it is to today's market trends and changing job market.

You are now ready to engage with a consultant and get the best out of your experience with them.

- \* Ask for feedback regarding your updated resume and validation that you are market competitive when it comes to salary expectations
- \* Don't be shy in expressing a big long term goal, but make sure your short-term ones are tangible and aligned to the role you have applied for
- \* A good consultant is capable of being your advisor and will know their client well, offering you valuable insights or honest commentary around your suitability.