

# You've been retrenched, what now?



Selection  
PARTNERS

How to get a new job & navigate through retrenchment without the aid of an outplacement provider

[www.selectionpartners.com.au](http://www.selectionpartners.com.au)



# Don't panic!

The first thing to realise is that, organisations go through change and sometimes despite all your efforts, loyalty and hard work, your role is no longer required to be performed by anyone.

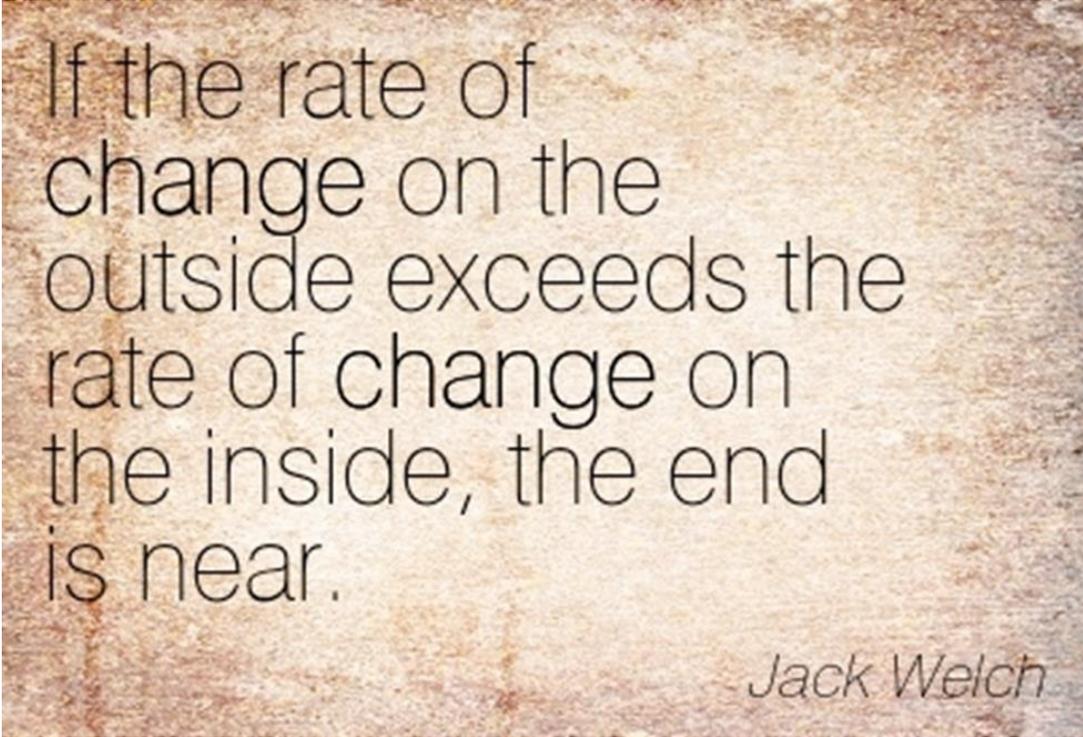
Sometimes roles simply cease to exist as in the case of offshoring or where technology replaces manual positions.

Sometimes organisations merge, move or even shut down.

This is not your fault.

You are not to blame.

This is nothing to feel ashamed, guilt or embarrassed about.



If the rate of change on the outside exceeds the rate of change on the inside, the end is near.

*Jack Welch*

# However you are feeling is ok

Everyone experiences retrenchment differently, you might feel any, all or none of the following;

- ▶ **shock**, disbelief and feeling numb
- ▶ **a sense of loss**, not just regarding the job or finances, but also for dreams and hopes for the future
- ▶ **confusion** and trying to make sense of it – ‘Why has this happened to me?’
- ▶ **anger** – a common reaction when people feel powerless or out of control
- ▶ **feeling overwhelmed** by day-to-day events or the future
- ▶ **guilt** – ‘I wish I'd done things differently’, ‘I've disappointed my family’ feeling isolated and alone.

However you feel is Ok. Just make sure you look after yourself during this period of change & get any help you might need if you start to feel overwhelmed.



# The harsh reality

Research suggests that we could expect to be made redundant up to three times during our working life.

Each year, 2.3% of Australian workers lose jobs as a result of corporate downsizing, restructure or closure according to OECD.

\*15 - 24 year old's on average spend 30 weeks looking for work

25 – 54 year old's on average spend 49 weeks looking for work

55 + spend approx. 68 weeks looking for work

Looking for a new job takes time!

\*The centre's study the [Willing To Work Inquiry](#) by the Human Rights Commission released in May 2016



BE PATIENT  
GOOD  
THINGS  
TAKE TIME

## Finding a new job takes time

- ▶ Despite the statistics in the previous slide it may take you less time to find a new role. It may take you more.
- ▶ How long this will take depends on you, your background, and how effectively you look for a new role.
- ▶ I can guarantee, if you conduct the job search process effectively it will take you less time than if you don't.
- ▶ I can also guarantee, if you approach looking for a new job with a positive attitude you stand more chance of getting employment sooner than if you appear resentful or annoyed at having been retrenched.

# What to do

- ▶ Use your time wisely. Decide how much time you want off (if you want any) and how much time you want to devote to looking for a new role. Some people prefer to look for a job in the morning, then have fun in the afternoon, others spend 3 days looking for a job with 2 days spent with family or on other enjoyable or useful activities. Do what works for you, but don't not have some time to do things other than 'looking for a job'. (When you get a new job it's good to reflect on what you achieved during your time not in employment.)
- ▶ If your home is too noisy to focus, go to a coffee shop, library, or a friend's house to conduct your job search.
- ▶ If you received a retrenchment package, don't blow it! Be frugal, pull in expenses and think of the money as your salary whilst you look for a new role.
- ▶ With a positive mindset, get planning and get into action. The following slides will show you how. 😊



# Create a resume that rocks

- ▶ Your resume needs to stand out, but that doesn't mean, bold colour and crazy designs. Keep it clean and use MS word (recruiters prefer that).
- ▶ Don't write what you want - write what you can do for a potential employer.
- ▶ Rather than list your competencies, add some text about when you have successfully used these skills.
- ▶ Highlight the achievements relevant to the role you are applying for.
- ▶ Outline all relevant experience, not always all of your experience.
- ▶ 3- 5 pages is OK, but create a one page marketing resume too for networking.



# Update your LinkedIn profile

- ▶ Love it or hate it, LinkedIn is a really useful tool; for getting a new role, networking and for promoting your brand to the employment market.
- ▶ Ensure you have a professional or stylish photo. People with photos are 7 times more likely to get approached for a job via LinkedIn than without.
- ▶ Connect to lots of people, you never know who knows who.
- ▶ Ensure you have key words in your summary relevant to the job you want, this helps recruiters find you.
- ▶ Use the words, 'seeking' or 'looking for' or 'available' for a new role to help hiring managers find you.



# Think about your brand

There are only so many jobs you can apply for. With the rest of your allocated time, think about building your brand image, & networking. Be proactive.

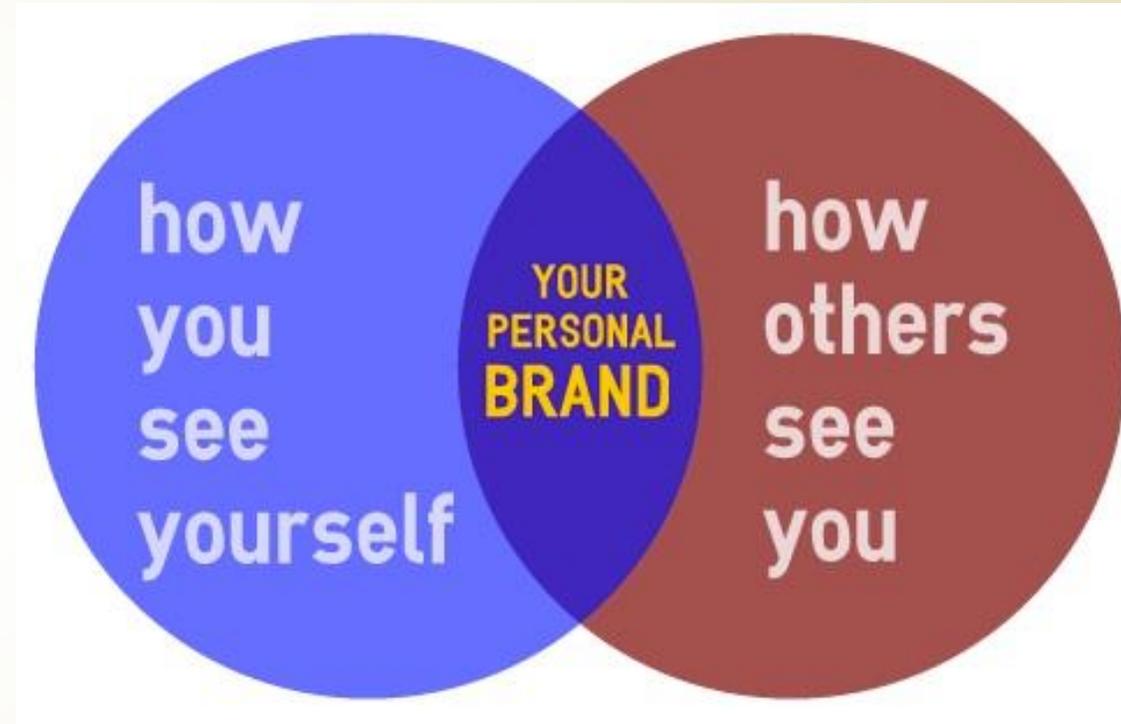
More than 90% of recruiters will check you out on LinkedIn or some form of social media to verify your CV, to get a sense of who you are and have a look at your picture.

Make sure your profile is complete.

Maximise your profile by getting as many recommendations as possible and provide recommendations to others you have worked with.

Get active – participate in groups, write articles or blogs, share info, ramp up your activity. Demonstrate you are active in your area of employment.

Be clear about what you want people to think about you and then only comment or post articles relating to that. LinkedIn is not the place to be political or controversial.



# Connect with recruiters

- ▶ Identify recruiters who work in the area you want to find a job in, then contact them. Specialist recruiters are great at opening doors for people.
- ▶ If you don't know what you want to do – do not go and see a recruiter. The reality is recruiters are NOT career coaches they are unlikely to offer career change advice. If you are unsure what you want it's hard for them to help you. So spend time finding out what you want first and why.
- ▶ Find recruiters by searching for the type of roles you want then apply to those or ask those recruiters to meet as they may have other roles that could suit you.
- ▶ Always be smart, polite and professional. Ask for advice but be confident in your abilities. Prepare for the interview with a recruiter. Don't undervalue their ability to get you a job, if you impress them or block you from roles if you don't!

# How to prepare for an interview

You need to know why you are suitable for the role you are interviewing for and what you can deliver of value to the position if you secure it.

Spend time conducting a gap analysis of your skills & experience for the role. Prepare examples of your strengths and what you are doing or will do to overcome any gaps.

Know answers to simple questions like

- Tell me about yourself?
- Why do you want this job?
- Why should we give the role to you?
- What are your biggest achievements?

Prepare answers to behavioural questions that ask about competencies necessary for success in the role.

## Fact

It's not always the best person for the job that gets it, it's often the person who appears the best!



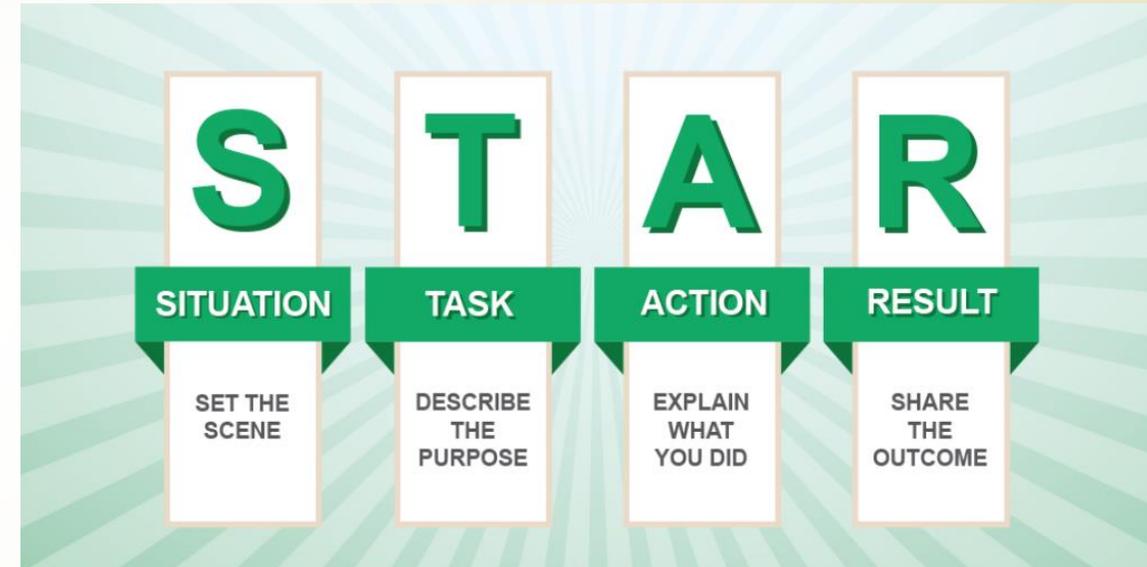
# Competencies & how to answer behavioural interview questions

Behavioural interviews are based on the premise that how you behaved in the past is the best predictor of what you are likely to do in the future. For example, if you showed initiative and were extremely team focused in your last job, the likelihood is that you will behave in the same way in your new job. Similarly, if you were lazy and self orientated in your previous role, the interviewer is likely to think you will be the same in their job!

Make sure you therefore understand what competencies are important in the role you want, then prepare examples of when you demonstrated this behaviour.

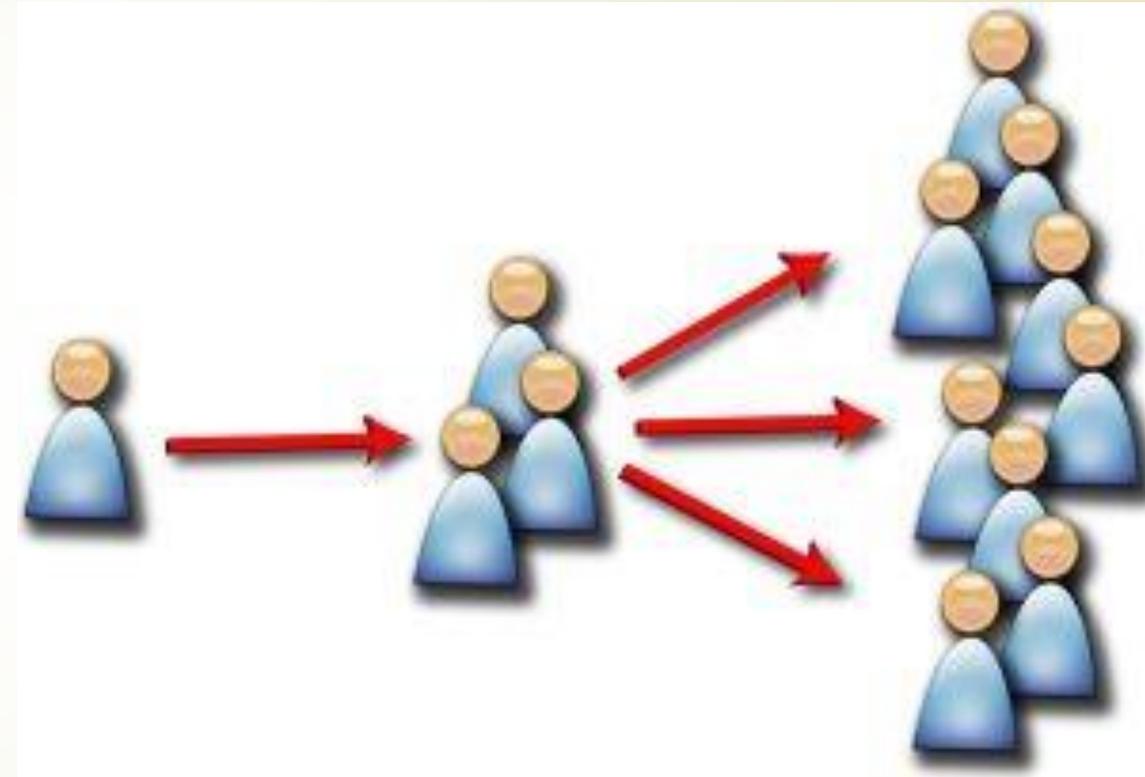
When you tell the interviewer your question response, follow the STAR format in the diagram to the right.

It's a good idea to practice and record yourself answering interview questions. This gives you insight into what others hear. For many this is a very useful exercise.



# Network

- ▶ Share with people you know, that you are available for work and the type of roles you are looking for. Ask your network if they know anyone who could help you.
- ▶ This is not the time to be shy, you don't need to ask your network for a job, just for a referral. If they have a job they may talk to you about it. This avoids embarrassing anyone if they have a role but feel you are not the right fit.
- ▶ Don't rule out anyone, think of ex colleagues, friends, sports acquaintances, kids friends parents, church, community. People know people, who know people!
- ▶ Over 70% of roles are filled through referrals this is called the hidden job market.
- ▶ Employers love recommendations it saves on recruitment costs and saves time.



# Contact organisations directly

- ▶ If you want to be proactive, why not reach out to organisations directly?
- ▶ Email your one page CV or bio to the person in the company who may be in a position to hire you. Ensure you note on your CV the value you offer the company based on your skills and experience. Use Google, LinkedIn or call the company directly to get the details.
- ▶ Think about organisations close to home, competitors to your last employer, suppliers, the same industry, what ever takes you fancy.
- ▶ One of my clients contacted 10 companies, got 7 responses, two interviews ->one job! Boom. It works!



# Support available

If you want more help to find your next role. There are many options. To follow are two of my suggestions

1. [www.careering.com.au](http://www.careering.com.au) Use careering

This is an on-line job search training tool. It's packed full of useful relevant information that will help you to get your next new job. It contains action lists, downloads, videos etc. At \$75 for 6 months access, I think its great value for money.

2. **Contact a career coach.** Selection Partners has a range of career coaches throughout Australia. With any coach my recommendation is to book one session first to ensure you are getting value for money before you commit to any longer arrangement. [info@selectionpartners.com.au](mailto:info@selectionpartners.com.au)

It may be cheaper to go alone or get help from a friend, but consider if getting on-line or professional help means you get your next job even two weeks quicker, it may be worth it? Please don't feel you are stuck, there are always options.





I hope this information has been of help to you. All the best navigating through this time.

Created by June Parker, Director, Selection Partners

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