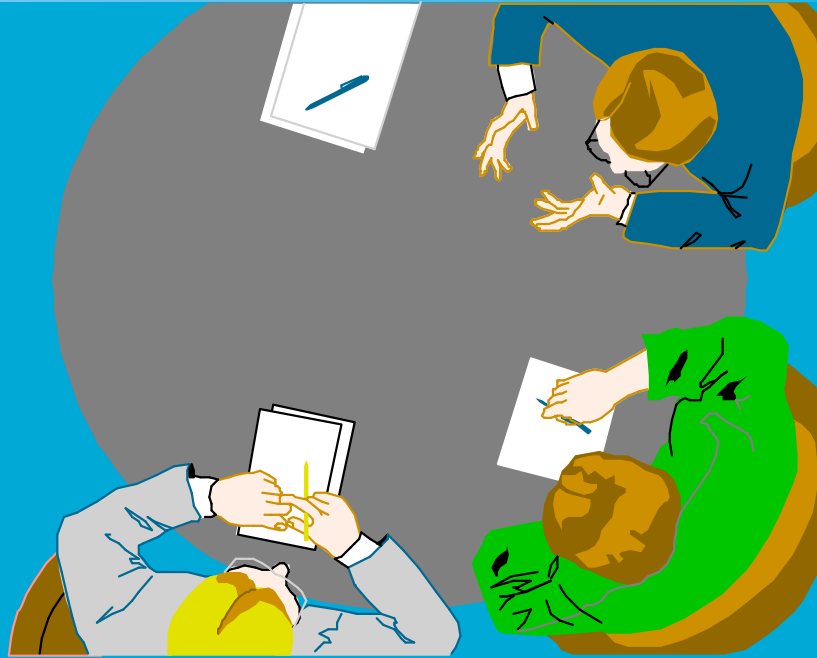


from BRIEFING to DEBRIEFING

(A job search workshop for academics and executives)



**KEY POINTS TO BE MASTERED
&
FACT SHEETS OBJECTIVE « EMPLOYMENT »**

Dominique Binet



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère du Travail et de l'Emploi



KEY POINTS TO BE MASTERED

1. General points

Services and financial assistance
Your contacts
Job search

2. Employability

Your capacity to get and keep a job

3. Job Search Marketing Plan (JSMP)

Organising and using your acquired skills when searching for a job

4. Reminders

360° overview of Position(s) / Responsibilities
Realism in the employment market
Salary issues
Job « weighting »

5. Debriefing

GENERAL POINTS

services and financial assistance



◆ SERVICES

- Placement
- Unemployment benefits
- Youth employment
- STCTR (disabled workers' assistance service)
- Disabled workers
- Career guidance
- Jobs for women
- Labour

◆ FINANCIAL ASSISTANCE

(employees & employers)

- Re-employment benefit
- Older jobseekers
- Tax reductions
- Back-to-work traineeship
- Business start-up
- Mobility
- CIE (private sector)
- CAE (public sector)
- Etc...

Pour plus d'information:

brochures ADEM
www.adem.public.lu

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GENERAL POINTS

who are your contacts

Careers advisers Consultants

Provide support, advice, interviews, assignments, formal invitations and guidance via meetings and workshops

Specialised staff

- Occupational psychologists
- Social pedagogues
- Welfare officers

Analysis and guidance with one-to-one meetings, specialised workshops and skills assessments

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GENERAL POINTS

Finding a job

PASSIVE

Only 40% of job vacancies are declared to the ADEM

Assignment(s) with an obligation to respond

ACTIVE

Management of your job search to cover the remaining 60 %:
Press – Web – Network – Recruiters – etc.

Objective: to maximise your employability





EMPLOYABILITY

Or the capacity to get and keep a position

The employability cycle

Self-esteem

Market value

4. **Employment**
(Fulfilment)



1. **Career overview (self-assessment)**
Knowledge, know-how, personal skills



3. **Contacts (Action)**
Private, academic,
professional



2. **Career plan (taking control)**
Position, responsibilities, companies



JOB SEARCH MARKETING PLAN

Organising your skills



Section A : ACTION PLAN – my career overview (a summary of your employability)

Career overview			Contacts
Knowledge (academic – theoretical)	Know-how (technical skills)	Personal skills (behaviour)	



JOB SEARCH MARKETING PLAN

Listing your skills

Section B : ACTION PLAN – my career plan
(summary of your employability)

Career plan			Contacts
Target companies	Position(s) which may be assumed	Responsibilities which may be assumed	

JOB SEARCH MARKETING PLAN

Using your skills



Section C : personal initiatives (excluding assignments)

Dates	Companies contacted	Envisaged positions	Résultats obtenus	Follow-up and reminders



JOB SEARCH MARKETING PLAN

Accessible at: WWW.ADEM.PUBLIC.LU

Forms (formulaires) /

Job search – Human Resources documents /

Job Search Marketing Plan

Must be updated in order to manage the job search process as effectively as possible and made available to anyone concerned by the activities you have undertaken.



REMINDERS

360° → Position(s) - Responsibilities

UNSKILLED ZONE

- N +3** CEO
- N +2** European Director
- N +1** Regional Director

Outflows

- N (+1)** ▪ Consolidating activities in Luxembourg
 .?
 .?
 .?

Inflows

1. Selling & completing Rec assignments
2. Performing HR assignments
3. Identifying & evaluating applicants
4. Organising information

- N** **Management Consultant & Office Head**
 - In charge: Recrutement assignments
 - HR Projects
 - Presenting applicants
 - Communication
 - Office's results

- N -1** **Senior Recruitment Consultant**
- N -2** **Human Resource Consultant**
- N -3** **Researcher**
- N -4** **Secretary**

SKILLED ZONE

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REMINDERS

Realism when faced with the job market

Responsibilities / Salary

Responsibilities are defined

Salary (based on set rules)

Assessment by comparison

Companies

Subsidiaries

(Luxembourg)

Responsibilities are open-ended

Salary (according to potential)

Individual assessment

Head offices



REMINDERS

Salary issues

4 approaches :

- ◆ **If your face fits**
no method : you might win or you might lose!
- ◆ **Comparison**
company records, market value, personal contribution
- ◆ **Collective agreements**
set salary scales
- ◆ **Job weighting**
weight for each post linked to its importance for the company.



REMINDERS

Job « Weighting »

JOB/POSITION:	EVALUATION / WEIGHTING							Results	Exp	year(s) of service	
7 CRITERIA	7 LEVELS (from the least to the most strategic for the firm)								(job)	(company)	
	1	2	3	4	5	6	7				
IMPACT	X		x						20		
	Y			x					19		
JUDGMENT	X	x							18		
	Y			x					17		
MANAGEMENT	X				x				15		
	Y			x					14		
COMMUNICATION	X		x						12		
	Y		x						11		
CREATIVITY	X				x				8		
	Y			x					7		
ACADEMIC KNOWLEDGE	X	x							6		
	Y		x						5		
PRACTICAL KNOWLEDGE	X				x				4		
	Y		x						3	M3/8	
									2		
									1		
				x						1 2 3 4 5 6 7 8 9 10 11 12... .. 40	
	M is the average of levels XY, equal to a basic gross salary							M	M	Number of years in the firm	

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DEBRIEFING



Objectives

- ◆ The value of the Briefing session
- ◆ The Job Search Marketing Plan (JSMP)
- ◆ Managing the interview
- ◆ Overview of actions undertaken
- ◆ Update on any problems encountered.



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Plan Marketing de Recherche d'Emploi

FACT SHEETS OBJECTIVE « EMPLOYMENT »



- ◆ Action plan – the career overview
- ◆ Action plan – the career plan
- ◆ Improving your network (sites & contacts)
- ◆ The Job Search Marketing Plan (JSMP)
- ◆ 360° overview of Positions / Responsibilities
- ◆ Recruitment Firms
- ◆ Managing your employability
- ◆ Writing an application letter
- ◆ Organising your curriculum vitae
- ◆ Managing your psychometric profile
- ◆ Preparing for the interview
- ◆ Interview stages – the example of a manager
- ◆ What exactly is « employment »?

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GOOD LUCK
WITH YOUR JOB SEARCH

AND
THANK YOU FOR YOUR ATTENTION

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