



MINISTÈRE DU TRAVAIL
ET DE L'EMPLOI
Administration de l'emploi

MINISTRY OF LABOUR AND EMPLOYMENT.
Employment Administration

From Briefing to Debriefing

(A job search workshop for academics and
executives)

THEMES:

*Key points to be mastered

*Fact sheets Objective “Employment”

Documents available on the net

**The Job Search Marketing Plan (JSMP)
&
Fact sheets Objective “Employment”**

www.adem.public.lu / Forms (formulaires)
Job search – Human Resources documents

From Briefing to Debriefing

Key points to be mastered:

1 -General points: Services and financial assistance available from the ADEM; Who will you be dealing with? Finding a job.

2 -Employability: This is an individual's capacity to get and keep a job. Do I possess the necessary capacity to occupy my desired or current job?

3 -The Job Search Marketing Plan (JSMP). How should I organise my "stock" of skills and use it to my advantage when looking for a job?

4 -Reminders: The 360° overview of Positions/Responsibilities; realism when dealing with the employment market; salary issues; job “weighting”.

5 - Debriefing: Five weeks after the Briefing you will be invited to a Debriefing session. The following points will be covered:

The contribution of the Briefing session; Mastering your "Stock" of skills (JSMP); dealing with interviews; a recap of the actions undertaken so far; details of any problems you have encountered.

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”?