

# ***Academics and Executives***

***Objective « Employment »***



# Academics and Executives

## A selection of websites and contacts

### SECTORS

Banking	ABBL	www.abbl.lu	46 36 60 1
Financial industry Supervisory Commission	CSSF	www.cssf.lu	26 25 11
Insurance	ACA	www.aca.lu	44 21 44 1
Industry	FEDIL	www.fedil.lu	43 53 66 1
Investment funds	ALFI	www.alfi.lu	22 30 26 1
Association of Notaries		www.notariat.lu	44 70 21
Association of Lawyers		www.mj.public.lu	46 72 72 1
Association of Accountants	OEC	www.oec.lu	29 13 33
Association of Architects	OAI	www.oai.lu	42 24 06
Institute of registered auditors	IRE	www.ire.lu	29 11 39 1
Association of Engineers	ALI	www.ali.lu	45 13 54
Henri Tudor Research Centre		www.tudor.lu	42 59 91 1
Lippmann Research Centre		www.lippmann.lu	47 02 61 1

### BIG 4

PricewaterhouseCoopers		www.pwc.lu	49 48 48 1
Deloitte		www.deloitte.lu	451 451
Ernst & Young		www.ey.com	42 124 1
KPMG		www.kpmg.lu	22 51 51 1

### TRAINING

Chamber of Commerce	CCI	www.cc.lu	
Luxembourg School of Commerce	LSC	www.lsc.lu	
Chamber of Trades	CDM	www.cdm.lu	
IFBL (bank training institute)	IFBL	www.ifbl.lu	
The Employees' Centre		www.csl.lu	
Lifelong Learning Center		www.lllc.lu	
National language institute & language centre		www.inssl.lu	
National centre for ongoing vocational training		www.cnfpc.lu	

### JOB HUNTING

All companies		www.edituspro.lu	
Luxembourg Professional Recruiters Association	LPRA	www.lpra.lu	
Interim offices		www.edituspro.lu	
The temporary employment federation		www.uledi.lu	
Job hunting sites		www.monster.lu	
		www.jobs.lu	
		www.jobsearch.lu	
		www.stepstone.lu	
		www.efinancialcareers.lu	
		www.eu.experteer.com	
		www.luckyjob.lu	
		www.moovijob.com	
		www.jobserve.com	
		www.jobs.paperjam.lu	
		www.yellowjobs.lu	
		www.itone.lu	
		www.itjobs.lu	
		www.ictjob.lu	

### ADEM SECTOR-SPECIFIC (247 +

Dominique Binet		Recruitment firms	85461
Claudine Lordong		Banking and Finance	85320
Fernand Schonckert		Industry	85459
Jean-Jacques Urth		Industry	85460
René Theissen		IT	85301
Fred Lion		Business	85463
Romain Deiskes		Construction	85447
Diane Fior		Craft/Traditional trades	85094
Marco Bermes		Horeca	85419
Etienne Dessard		Interim	85330

# Objective « Employment »

## Themes covered by this document

### The action plan

This document takes account of two aspects :

- Your Career Overview
- Your Career Plan

### Employability

Your capacity to get and keep a job.

### Job Search Marketing Plan (JSMP)

This is a summary table enabling you to view at a glance your career overview, your career plan, your contacts and the personal initiatives you have undertaken with companies.

### Objective « Employment » Fact sheets

These can be seen as a sort of «toolkit» designed to help make you aware of the key points to be considered when preparing for your interview.

You can obtain further information from your Careers Adviser.

And on the web: [www.adem.public.lu](http://www.adem.public.lu) -> forms (formulaire) -> job search (recherche d'emploi)  
-> human resources documents.

*What's important is not to foresee  
the future but to make it possible.*

*(Antoine de Saint-Exupéry)*

## Career Overview

TAKING THE EXAMPLE

This is an in-depth examination of your career to date, highlighting the skills you have acquired in terms of your «knowledge», your «know-how» your «personal skills» and your main accomplishments.

The « **knowledge** », (or more precisely academic knowledge), is the sum of the theoretical knowledge you have accumulated to date, which can be used in your search for employment.

*An example of « knowledge » : Law.*

The « **know-how** », (or technical skills) is the sum of the practical knowledge acquired during your career, which enables you to fulfil your responsibilities.

*An example of « know-how » : the Incorporation of Companies.*

By means of a simple self-assessment, you will be able to identify your personal qualities, referred to as « **personal skills** », which you have used to make a success of the duties and assignments conferred upon you up until now.

*An example of a «personal skill»: Discipline.*

After this initial exercise, you will be in a position to issue a one-sentence statement to present your Career Overview.

*Example : Drawing upon my training in Law, my thorough knowledge of company incorporation processes and my disciplined approach to my work, I believe that I am capable of assuming responsibilities such as: ...*



## Career plan

### OF A LEGAL OFFICER

Based on your career overview, you will easily be able to organise your career plan, which should express what you are seeking to achieve in terms of the positions and responsibilities you are able to assume, and the types of companies that you would like to join considering their values, their strategy, or their culture, etc.

You are considered as being able to assume a position within a company and the responsibilities accompanying it if these fall within your 'skilled zone'. The skilled zone covers both your area of reference (the last position you held and the accompanying responsibilities) in addition to all positions and responsibilities enabling you to fully meet the requirements of the skilled zone.

**Example of responsibilities which may be assumed :**

***Drafting the articles of association for a company, in compliance with legal requirements.***

**Example of a position:                      Legal Officer**

People are not cut out to work in each and every company. Some companies are more closely in tune with our reactions, our sensitive points and our expectations. It's important to make the right choice if you are to stay the course in your new job and get ahead.

**Example of a target company : the XYZ law firm**

You should be in a position to issue a one-sentence summary statement to present your Action Plan.

**Example :** ***Based on my training in Law, my thorough knowledge of company incorporation processes and my disciplined approach to my work, I believe that I am capable of assuming responsibilities such as the drafting of the articles of association for a company in compliance with the legal requirements, necessary in order to assume the post of Legal Officer in the XYZ law firm.***

And now it's your turn to prepare a sentence describing your own career. You can enhance this by adding any other skills. Seek to be convincing by using representative examples.

***The present is not a potential past.  
It is the moment for choice and action.  
(Simone de Beauvoir)***

## What is the employability cycle?

*Employability is supported by two key factors*



### Self-esteem

In all situations you should remain proud of your acquired skills and abilities.

### Market value

You should be able to justify your requested salary level.

### 1. Skills

Knowledge, know-how, personal skills



### 2. Career plan

Position, responsibilities, companies



### 4. Employment and job fulfilment



### 3. Contacts

Private, academic, professional



*List and explain each point that you have completed*

## 1. Skills (career overview)

*This refers to all of your skills*

- **Knowledge** : All usable academic/theoretical skills
- **Know-how** : All usable practical/technical knowledge
- **Personal skills** : The main attitudes and behavioural traits which you are considered by others as displaying, and which you acknowledge

## 2. The career plan

*This is an expression of your goals in terms of*

- **Position(s):** : that you are able to assume
- **Responsibilities** : that you are able to assume
- **Companies** : that you would ideally like to join

## 3. Contacts

*Contacts who may be useful to you during your job search*

- **Private** : from within your private circle of friends and family members
- **Academic** : from within your circle of contacts from University
- **Professional** : managers, colleagues, clients, suppliers, employers

Information is power. Seek to obtain information via your contacts. The more information you have (company, positions, responsibilities, etc.) the easier it will be for you to face an interview with a recruiter and/or a decision maker.

When you have all of these points covered, you will be in a much better position to find a job.

***After joining your next company, you need to ask yourself the following question: Do I have the capacity to fully assume the requirements of this post? Companies are changing every day. They require updated skills. You must constantly ensure that you meet the required standards and adapt your behaviour accordingly, or otherwise you will be sidelined.***

*Based on your career overview and your career plan, you should be able to list your personal initiatives and organise your :*

*Job Search Marketing Plan (JSMP).*

## **A - ACTION PLAN – Career overview**

In the first column (1), you should list your academic/theoretical «knowledge» usable in the position(s) you are seeking.

In the second column (2), you should list your technical «know-how» usable in the position(s) you are seeking.

In the third column (3), you should list your «personal skills» (the key behavioural traits and attitudes attributed to you and which you acknowledge).

In the last column, you should list any contacts who may be of use to you for the target position(s).

## **B – ACTION PLAN – Career plan**

In the first column (6), you should list the companies you would like to join.

In the second column (5), you should list the position(s) you are able to assume.

In the third column (4), you should list the responsibilities you are able to assume.

In the last column, you should list any contacts who may be of use to you for the target position(s).

## **C – MY PERSONAL INITIATIVES**

### **(excluding assignments)**

Based on your career overview and your career plan, you will be able to better organise your personal initiatives. This will avoid you flooding the market with your CV and will help you effectively target your efforts.

You should be able to present and justify these to your Careers Adviser.



# Marketing Plan

Documents available on the web:

[www.adem.public.lu](http://www.adem.public.lu)

- > Forms (Formulaires)
- > Job search (Recherche d'emploi)
- > Job Search Marketing Plan

## ➔ JOB SEARCH MARKETING PLAN (example)

<b>A - ACTION PLAN - MY CAREER OVERVIEW - (REFLECTION)</b>			
<b>1. KNOWLEDGE (academic – theoretical)</b>	<b>2. KNOW-HOW (technical skills)</b>	<b>3. PERSONAL SKILLS (behavioural)</b>	<b>CONTACTS</b>
Law	Incorporation of companies	Disciplined	Mr
Business and banking law	Creating an investment fund	Disciplined	
...			

<b>B - ACTION PLAN - MY CAREER PLAN - (REFLECTION)</b>				
<b>SECTORS</b>	<b>6. TARGET COMPANIES</b>	<b>5. POSITION(S) which may be assumed</b>	<b>4. RESPONSIBILITIES which may be assumed</b>	<b>CONTACTS</b>
Law firms	Arendt & Medernach	Legal Officer	Drafting articles of association	Mr
Banks	BGL - BNPP / BBH	Legal Officer	Drafting a prospectus	Mrs
...				

**Sections A + B enable you to organize your action plans and to list the contacts of interest.**

<b>C - MY PERSONAL INITIATIVES EXCLUDING ASSIGNMENTS - (ACTIONS)</b>				
<b>DATES</b>	<b>COMPANIES CONTACTED</b>	<b>POSITIONS ENVISAGED</b>	<b>RESULTS OBTAINED</b>	<b>FOLLOW UP</b>
10/12/2010	Elvinger Hoss Prussen	Legal Officer	Interview with Partner on 01/01/2011	Re-contacted on 20/01/2011
01/01/2011	Société Générale	Legal Officer (Investment Funds)	Awaiting an appointment date	*
...				

**Section C shows what action you have taken to find employment**

**You must keep your job search marketing plan (jsmp) updated.**

***Look for an occupation that you like,  
and you will not need to labour for a single day in your life.  
(Confucius)***

# « Objective Emplo

*Please see below a list of the themes covered. The first sentence of each information sheet is shown here. To obtain the complete sheet, please visit the ADEM website : [www.adem.public.lu](http://www.adem.public.lu) -> forms (formulaires) -> job search (recherche d'emploi) -> human resources documents*

## **Action plan - Career Overview**

This is an in-depth examination of your career to date, highlighting the skills you have acquired in terms of your «knowledge», your “know-how”, your «personal skills» and your main accomplishments.

## **Action plan - Career Plan**

Based on your Career Overview, you will easily be able to organise your Career Plan, which expresses exactly what you are seeking in terms of the positions and responsibilities which you are able to assume within the target companies.

## **Improving your network (sites and contacts)**

Information is power. Are you absolutely certain that one of your friends or family members is not in direct or indirect contact with one of your target companies?

## **The Job Search Marketing Plan (JSMP)**

This is a dynamic document which you should regularly update and which enables you to see at a glance your action plan and the personal initiatives (excluding assignments) which you have undertaken.

## **360° overview of Positions/Responsibilities**

You can't simply tell a recruiter or decision maker that «I can do this or I know how to do that» when talking about positions or responsibilities which do not fall within your skills perimeter.

## **Recruitment firms**

There are currently 80 recruitment firms (excluding temp agencies) active in Luxembourg and listed in Editus.

## **Managing your employability**

Employability is the capacity to get and keep a position but also the capacity to capitalise on past experience in order to move forward and to improve your overall attractiveness as a potential employee.

## Documents available on the web:

[www.adem.public.lu](http://www.adem.public.lu)

- > Forms (Formulaires)
- > job search (Recherche d'emploi)
- > Objective « Employment » fact sheets

### **Writing an application letter**

The end purpose of an application letter is to demonstrate, in just a few words, that you are as familiar as possible with the company you are seeking to join and that you have the skills required to fill the position for which they are recruiting.

### **Organising your curriculum vitae**

The end purpose of a curriculum vitae is to get you invited to a job interview. Nothing else. This is not an exercise in creative writing.

### **Managing your psychometric profile**

Psychometric assessments are often used by recruiters and offer a powerful tool for measuring the extent to which your key behavioural traits match the requirements of the post to be filled.

### **Preparing for the interview**

The interview is a complex communication activity. There can be a big difference between the message you are hoping to get across and what will be said, heard, understood and finally written down on the recruiter's jotting pad. Your task is to reduce this difference in as far as possible.

### **The interview stages - Taking the example of a manager**

Each person interviewing you will have different expectations. You will need to adapt your presentation and communication style to each interviewer.

### **What exactly is "Employment"?**

This is the act of establishing harmony between the required skills for a given position combined with a given corporate culture (the company).

# Contact us ...



**Free phone number**  
**80002 46 46**

**[www.adem.public.lu](http://www.adem.public.lu)**



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Fax : 26 19 08 21

Galerie Kons  
24-26, Place de la Gare  
L-1616 **Luxembourg**  
Tel. : 247 85 480  
Fax : 40 61 39

Service des Travailleurs  
à capacité de travail réduite  
3, rue des Primeurs  
L-2361 **Strassen**  
Tel. : 247 85 030  
Fax : 247 85 402

## 5 Agencies :

Département développement de  
l'emploi  
6A, av. des Hauts Fourneaux  
L-4362 **Esch-sur-Alzette**  
Tél. : 247 75 400  
Fax : 26 57 34 49

25, rue du Château  
L-9516 **Wiltz**  
Tél. : 95 83 84  
Fax : 95 86 11

2, rue Clairefontaine  
L-9220 **Diekirch**  
Tel. : 80 29 29-1  
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L-4575 **Differdange**  
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