

Securing a new Career Opportunity

"It is Not Rocket Science!"



(Hint...) Sending in your resume is one of the last things you do.

- ▲ **Changes** in today's job market has substantially affected job search process & methods
- ▲ **Time to look forward.** An analysis of your career goal should be first
- ▲ **The key is to build** your process & documents around today issues
- ▲ **A comprehensive approach** includes:
 - ▲ Focused analysis & planning
 - ▲ Comprehensive research
 - ▲ Search process management

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Things that go Bump in the Night

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- ▲ With today's **range of highly qualified candidates** companies are: (1) tightening requirements, (2) expanding selection processes & (3) raising performance goals
- ▲ **Hiring managers** no longer 'read' or 'scan' resumes. They 'glance' at documents to see what catches their eye
- ▲ **Your chances of securing** a position in today's complete market is less than 10% without a structured plan
- ▲ **The key is to build** your career portfolio so that the selection manager retains a high level of information on you

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Building Your Search Process



- ▲ **There are no short cuts** in securing a new position. Your process need to be comprehensive and focused
- ▲ **First step** is to review & analyze the position requirements for the position
- ▲ **Build a comprehensive career documents** aligned with the requirements of the position you are looking to secure
- ▲ **Increase your market visibility** including your LinkedIn connections and database
- ▲ **Expand your list of references including** requested & accepted relevant groups
- ▲ **Join associations and organizations** that focus on your target position

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Career Portfolio Development



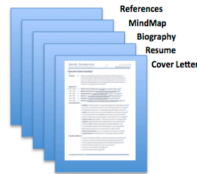
- ▲ **Your career documents** need to be focused on your experience and skills & align with the requirements of the position you looking to secure
- ▲ **A key career issue is to demonstrate** that "you are the right candidate" for the position and your experience is aligned with the requirements of the position
- ▲ **Your documents** need to support the entire search process from the initial phone call through the interview process
- ▲ **The goal is to capture** the interest of the hiring manager and separate you from other candidates

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Portfolio Documents



▲ **Your resume** and portfolio documents need to support the entire search process from the initial phone call through the interview process as well as securing the position.

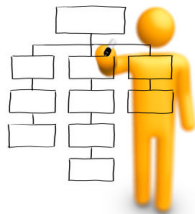
▲ **A professional portfolio** should include, *Focused Resume, *Extended Biography, *Graphic Career-Map, *References, *Introduction, * Success Stories, * Career Knowledge Papers & LinkedIn page information.

▲ **Selecting a professional** format & font is a key aspect of integrating your documents

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Adjusting your Search Process



Career search in today's job market has substantially changed in process & methods from traditional approaches

Gone are the days of writing a historical resume, sending it out and waiting for someone to call

▲ **Keys for success** in today's job market include: Clarity, Focus, Marketing, Media, Communications, Commitment, and **"being the smartest candidate in the room"**

▲ **The task is up to you!** The more energy you put into your development effort can greatly increase securing a position

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Finding & Securing the Right Opportunity

It Takes a Village



- ▲ **Doing It Alone.** Don't discount the expertise of career coaches, resume writers and job search experts.
- ▲ **Career coaches** and other job search professionals can provide, leverage, connections, objective & guidance
- ▲ **Career support** can also help you think 'outside the box,' provide a developed process for succeeding in a job search & provide advice on salary negotiations
- ▲ **Partner in Crime,** You should engage a proofreader and someone to review your materials for presentation & messaging to be a checks & balance on your work



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Summary - Discussion



- ▲ **Keys for success** in today's job market include: Clarity, Focus, Marketing, Media, Communications, & Commitment
- ▲ It is critical you are "**the smartest candidate in the room**" in meeting the company & position requirements



Meridian has coached mission-critical executives in securing new career opportunities for more than twenty-five years. We look forward to discussing your career goals and how we can support your career development.

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