



Securing a new Career Opportunity “It’s Not Rocket Science”

In today’s executive job market it does not take “Rocket Science” to secure a new position. It does require, (1) focused planning, (2) comprehensive research, and (3) process management. **Hint:** (Sending in your resume is one of the last things you do in responding to a career opportunity!)!



The question is, how to secure an interview and win the position? With today’s wide range of candidates, companies are tightening their requirements and raising the performance criteria. The key is to focus your career documents on their position description and success goals.

Hiring managers no longer ‘read’ or ‘scan’ resumes. They only ‘glance’ at documents to see what catches their eye. The key is to assure they retain a high level of information from your portfolio through the use of “graphic-text” and “graphic-elements” to support your professional portfolio.

A comprehensive career search effort should contain the following elements:

- **Career analysis and objectives**
Time to look forward. An analysis of your career goals and position, of interest, should be completed. The best path forward is to know exactly what opportunity you are looking for.
- **Career portfolio development**
Based on experience and skills an updated portfolio of “graphic based” career documents should be created that is adjusted with the goal for a new opportunity you are focused on.
- **Expansion of your market viability**
It is critical to increase your market visibility and expand your contacts in identifying new opportunities. Focus includes LinkedIn connections, contact database, and groups-Assoc.
- **Opportunity research for opportunities, markets, and companies**
Focused search and research on targeting new positions and opportunities should be a high pro-active effort in identifying opportunities that meet your career goals.
- **Interview and selection process**
Research on the company and opportunities are a critical element in preparing for the interview. Be the “smartest candidate in the room” and why “you are the right candidate”.
- **Second interview and follow up**
So what do you do after the initial interview? A thank you email that includes a brief summary and any other supporting documents discussed in the interview should be sent.
- **90-day On-Boarding support**
90 day follow up support for a new position is critical. This should include setting quarterly and end of year goals for your position, group, and company business plan.

Career search “takes a village” You never know where a career opportunity will come from. You will be working for yourself. An effective career search should include as many current and new contacts as possible. A career coach who will be “working for you” should be considered.

Meridian: has successfully, coached, and advised mission-critical executives for more than twenty-five years. We are confident our programs can bring you clarity in meeting your career goals and success in securing the opportunity you are looking for. We look forward to discussing your career goals and objectives and how we can support securing your next career goals.

Our website and contact are, <www.meridianer.com>

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