


## Career Transitions



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## Objectives

- Discuss reactions to downsizing in organizations and give constructive ways for dealing with your current situation
- What's next for me? Career planning
- Job search strategies
- Successful interviewing

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## Downsizing – Impact on Employees

- Do not underestimate the impact downsizing can have on you and your life
- Downsizing means loss
  - Loss of colleagues
  - Loss of security
  - Loss of how things were (even if it wasn't all perfect!)

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## Downsizing Means...

### Resentment

- Resentment that "life's not fair"
- Resentment towards the company, leadership for taking away what you had
- Resentful feeling that the company is unappreciative of everyone's efforts

### Anxiety

- Anxiety about keeping your job
- Anxiety about the future and your life
- Anxiety about when it will be your turn

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## Psychological Impact

- **Shock** - The world as you knew it is now gone
- **Denial** - "It won't happen to me." "So and so will take care of me."
- **Anger and Hurt** - "After all I've done . . ."
- **Fear** - "Oh no! I'm going to be next!"
- **Guilt** - "I'm glad it's not me who's going."

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## Expectations

- All reactions are to be expected and are normal under the circumstances
- It's natural to feel powerless and question your own value and abilities
- Management expects these reactions . . . to a point



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### ABC's for Handling Downsizing

- Analyze - options you have
- Brainstorm - possible positive scenarios for your future
- Control - your stress
- Develop - your plan to move forward
- Exercise - to stay fit, focused and resilient
- Finalize - this chapter and move on

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### Look Forward – What Do I Do Now?

- Look inside: Self awareness
- Look outside: Career options
- Put it all together

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### Look Inside – Know Yourself

- Your personal values
- Your skills
- Your transferrable skills
- Your passions

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### Identify Personal Values



- Job Security
- Money/Benefits
- Independence
- Challenging Environment
- Recognition
- Making a Contribution
- Relaxed Environment
- Competition
- Decision Making Ability
- Helping Others
- Power/Control
- Flexibility/Work Life Balance

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### Your Skills – I'm Good At ...

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|---|--|
| <ul style="list-style-type: none"> <li>• Advising</li> <li>• Writing</li> <li>• Debating</li> <li>• Investigating               <ul style="list-style-type: none"> <li>▫ Motivating</li> </ul> </li> <li>• Persuading</li> <li>• Coordinating</li> <li>• Analyzing</li> <li>• Coaching</li> <li>• Facilitating</li> </ul> | <ul style="list-style-type: none"> <li>• Leading</li> <li>• Problem Solving</li> <li>• Researching</li> <li>• Negotiating</li> <li>• Budgeting</li> <li>• Coordinating</li> <li>• Inspecting</li> <li>• Managing</li> <li>• Organizing</li> <li>• Teaching</li> <li>• Others?</li> </ul> |
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### Transferrable Skills

- Communication skills
- Research/Investigative skills
- Critical thinking
- Information management skills
- Human relations/Interpersonal skills
- Design/Planning skills
- Management/Administration

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### Job Satisfaction

- What brings you joy in a job?
- What are you passionate about?
- Find FLOW!



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### Look Outside – What's Out There?

What's out there for me?

- Research
- Networking
- Mentors

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### Career Research

- Books
- Industry Magazines and Trade Journals
- Labor Market Information
- Websites
- Informational Interviews

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## Job Search Strategies

- Networking
- On-line job boards
- Social networks
- Recruiters
- Your alma mater
- Newspaper ads
- Job fairs

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## Networking – What is It?



- The most effective job search method
- Relationship building, not schmoozing
- Networking is genuine – people helping people
- On-going
- Increase your network everyday, everywhere
- Let everyone know you are looking for a job

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## Who is in my Professional Network?

- Boss or mentor - Past or Present
- Co-workers, colleagues - Past or Present
- Anyone you know in your company
- Anyone you know in your industry
- Vendors
- Clients
- Members of Professional Organizations/Associations
- People you know in companies you'd like to work for

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## Who is in my Personal Network?

- Family members
- Friends
- Neighbors
- People you meet at social events
- Parents of your children's friends
- Alumni of your schools
- Members of your volunteer and religious organizations
- Service providers
- People you meet through hobbies, clubs, activities,
- ANYONE and EVERYONE!

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## On-line Help – Job Boards

- LinkedIn.com
- Monster.com
- Career Builders.com
- Hot Jobs.com
- Craigslist.com
- Simplyhired.com
- Indeed.com
- Company Websites – job posting boards

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## Using Social Networks

- Facebook
- LinkedIn
- Twitter
- YouTube



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## Other Recruiting Methods

- Recruiters
- Your School/College Alumni Association
- Career Planning and Placement Office
- Employee referrals
- Newspaper Ads
- Job Fairs
- News about companies opening or moving to area

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## Preparing for Interviews

- Be clear about what you are looking for
- Do your homework – research company/position
- Prepare some intelligent questions
- Be prepared to answer questions with specific examples of your accomplishments
- Practice interviewing – Mock interviews

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## Researching the Employer

- Reason for position
- History
- Products or services
- Size of organization
- Parent company
- Subsidiaries
- Competitors
- Corporate culture

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### The Interview – First Impressions

- Be on time
- Dress for success
- Smile
- Be friendly and polite
- Firm handshake
- Maintain good eye contact
- Be conscious of your non-verbal cues

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### During the Interview – Lasting Impressions

- Be Positive – No Badmouthing
- Listen – So you know what interviewer is asking
- Be prepared with specific examples
- Ask intelligent questions
- Ask for the job
- Send a thank you note
- Follow up

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### Types of Interviews

- Screening Interviews
- Phone Interviews
- Behavioral Interviews
- Situational or Stress Interviews
- Technical Interviews

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## Common Interview Questions

- Tell me about yourself?
- What was your greatest accomplishment in your previous job?
- What is your greatest strength?
- Tell me about your weaknesses?
- What did you like most/least in your job?
- What do you expect from a manager?

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## Behavioral Interviews

- Based on the concept that past behavior should be an indicator of future behavior
- Does not ask what would you do or how would you handle a certain situation
- Asks you to give specific examples of how you did handle something in the past
- Site a specific situation, what did you do, and how did it turn out?



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## Behavioral Interview Questions

- Tell me about a difficult, on the job problem you had to solve and how you went about it.
- Tell me about a time you had to deal with a very difficult client/customer. How did you handle it?
- What was the most important contribution you made in a previous job? Give details.

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## Key Learnings

- Job loss is a big deal. Take care of yourself as you navigate through the transition
- Take this time as an opportunity to rediscover your skills, interests, values, likes and dislikes.
- Finding a job – is a job – use all available resources
- Master the art of networking
- Use technology to your benefit
- Put your best foot forward in the interview process
- Look forward to new opportunities

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## Get Excited!!

- Could be the best thing that ever happened
- Opportunity for personal and professional growth
- Not everything about your previous employment was perfect
- A beginning of a whole new world
- How can you feel excited?

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**Evaluation  
Survey QR  
Code**



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A woman with long dark hair, wearing a light-colored long-sleeved shirt and a brown leather apron, stands in a kitchen. She is looking directly at the camera with a slight smile. The background is a blurred kitchen scene with various items on the counter and shelves.

**Anthem EAP**  
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# THANK YOU FOR PARTICIPATING!

## Career Transitions

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