

# Interview *Skills*

getting the job you want

Outplacement and  
Transition Services

a division of **Job**co

## *“Creating the resolve to be the master of change rather than a victim of change”*

Restructures and the resulting departures can be challenging for both departing staff and the organisation.

It is important to provide support to individuals through this time and it is critical to understand that the process of redundancy sends a strong message to the staff that are staying about how the organisation treats its people.

Looking after those who are leaving is an opportunity to help create loyalty and buy-in to the reasons for the restructure from all the other employees. There are also risks for the employer in terms of legal process that can be mitigated by providing positive support mechanisms.

Interview Skills establishes Transition Support, Careers Advisory, Interview Training and Job Search Support services for individuals or groups of departing employees.

These processes are customised to suit the circumstances, however key features typically include:

- Consultation sessions with each departing staff member or groups of staff
- Behavioural and work preference profiles
- Reconfirming or establishing career goals and strengths
- CV preparation
- Targeting the job market, employers, recruitment firms & networking techniques
- Interview preparation and coaching

## *“Sending positive messages to staff about the change – those staying and those departing”*

# Outplacement and Transition Services

We offer a variety of services that are customized to suit the person's needs and the company's budget.

Our programmes are delivered by Human Resources practitioners and/or experienced Recruitment professionals depending on the requirements of the individual.

## Level 1 Transition Program

Often employees who are faced with redundancy will have a desire to continue in their chosen career path. In this case they do not require significant Career counseling which includes career options analysis. They will primarily benefit from employment activity support. This includes both emotional and practical support as they move from employment into proactive job search.

In this situation we suggest the provision of 5 hours of support. The final composition of this will be flexible around the needs of the person and will be fully determined once we have met with them.

In general terms our support will include:

- Skills confirmation and Behavioural Profiling
- Interview coaching
- Curriculum Vitae evaluation and/or preparation
- Opportunity Mapping
- Development of a broad-based market strategy including personal networks, social networks, internet, recruitment sector and direct Job Search methods
- On going job search support
- Salary advice based on qualifications and experience
- Salary negotiation advice

## Level 2 Transition Program

In addition to employment activity support as described in Level 1, some individuals may require significant Career guidance or counseling to ensure they make positive steps towards successful job search following redundancy.

In this case our additional support will include:

- Support and Guidance
- Change management
- Career counseling including career options analysis
- Comprehensive Psychological Assessment

## Group Transition Program

Many times, it is important that individuals go through the career transition experience with other individuals. A group outplacement program can support an individual's emotional recovery process by helping them see that they are not alone and giving them an opportunity to lean on others. In addition, group outplacement services often give way to rich discussion on workshop topics, hastening the individual's recovery.

We deliver a variety of customized workshops to groups of employees.

These typically include:

- Special attention to the needs of the group in dealing with change and helping employees prepare for a career shift
- Development of personal profiles including values, strengths, skills and career and life interests
- Assistance with resume development, cover letter creation and completion of job applications
- Training in how to approach the 'hidden' job market and how to develop a personal network
- Coaching for interviews, salary negotiations and job acceptance
- Tailored career counselling programs to fit your organization

## Contact details

### **Penny Langstaff**

penny@interview.co.nz  
022 0430247

### **John Lawson**

john@interview.co.nz  
021 922930

### **Auckland Office**

Level 17, 126 Vincent Street  
Auckland 1010  
New Zealand

Phone +64 9 522 3920

### **Hamilton Office**

298 Barton Street  
Hamilton  
New Zealand

Phone +64 7 854 3716