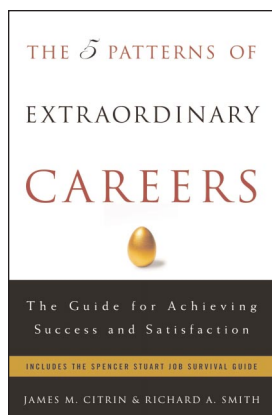


The Spencer Stuart Job Survival Guide



At some point in his or her career, virtually every executive wants or needs to think about finding a new position. This can seem daunting at any time, and especially so given the current economic climate. But rest assured, there is a path to gainful and fulfilling employ-

ment that maximizes your capabilities.

The following guide can help you launch your search in the most effective way possible. Originally developed by Claudia Kelly, leader of Spencer Stuart's Human Resources Practice, and other Spencer Stuart colleagues, the Spencer Stuart Job Survival Guide also leverages the lessons of the new book by Spencer Stuart's James M. Citrin and Richard A. Smith, *The 5 Patterns of Extraordinary Careers*.

The 5 Patterns of Extraordinary Careers identifies the characteristics and behavioral patterns that differentiate the most successful performers from the rest of the pack. The book is the culmination of over three years of original research, including the analysis of 1.2 million executives' career trajectories. More than 8,000 executives were surveyed and 300 interviewed in person to determine the thoughts, beliefs, goals, motivations, turning points, actions and behaviors of top performers, and the organizations that enable their peak performance.

The Spencer Stuart Job Survival Guide, excerpted from a special section of *The 5 Patterns of Extraordinary Careers*, recommends the following:

PHASE 1 - DEVELOP THE PLAN

1. FIND YOUR STRENGTHS.
2. IDENTIFY WHAT GETS YOUR JUICES FLOWING.
3. BUILD YOUR PERSONAL BOARD OF DIRECTORS.
4. IDENTIFY WHAT YOU WOULD LIKE TO ACHIEVE FROM THE NEW POSITION.
5. GENERATE OPTIONS FROM FACT-BASED RESEARCH.
6. DEVELOP A WRITTEN PLAN THAT SUPPORTS YOUR JOB STRATEGY.
7. FURTHER EDUCATE YOURSELF.

1. Find your strengths. A key requirement of extraordinary success is to find a role that plays to your strengths. We all have a sense of our strengths and weaknesses, but now is the moment to become very specific. To do so, there are a number of exercises we recommend. First, build a skills and accomplishments inventory. Start with a blank sheet of paper and make a chronological list of all your jobs since you began your career. Then, next to each position, note the things in that role that you did well — and not so well. For each position, note what you believe was your most important accomplishment. Be thoughtful about this and try to get beyond the obvious.

2. Identify what gets your juices flowing. You've fallen out of love with your current job, or it looks like layoffs are in the offing. Or perhaps you want something more from your career — something the last experience didn't provide. You need to define what it is that you will be passionate about. What subjects or industries get your creative juices flowing? Does high tech bore you? Do consumer products fascinate you? How do you like to work? Do you enjoy participating in team goals on a daily basis? Or do you prefer to sift through and analyze information on your own?

3. Build your personal board of directors. It helps greatly to have a “mastermind group” or “personal board of directors” to provide support and insight into your talents. If you have not yet done this, make a list of trusted, experienced individuals whom you've known for years. They make the best sounding-boards. Contact them. Ask them to review your assessment of strengths and weaknesses and either gain agreement or alter your assessment. Implore them to be straightforward. You may hear things that surprise you, positive and negative. Ideally, you will gain valuable insights and ensure that there will be no unfortunate surprises later on. In addition to corroborating your views, these individuals may also be your professional and character references down the road. You want to ensure that the assessment of strengths and weaknesses that you communicate to potential employers is shared by your references.

4. Identify what you would like to achieve from the new position. Clearly articulate the must-haves and the nice-to-haves in your new position. Where do you want to live, and in what kind of a setting? What compensation package do you require? With what level of responsibility are you comfortable? Thinking hard about these will help you identify acceptable trade-offs early. Maybe you are willing to make a lateral move in terms of money and/or responsibility in order to obtain an opportunity that will be useful to your long-term plan? Perhaps you are open to other regions of the country?

5. Generate options from fact-based research. It is quite easy to get caught up in career myopia. Instead, recognize that your skills can be applied in many industries. Sit down and stretch your brain. Focus on those fields that you think might interest you, or that might have similar characteristics to your areas of expertise. Make a list of major industry sectors, dig down and identify specific companies and develop a prelimi-

nary target list. Review local and national publications. Identify trends, companies of interest, functional areas of growth, as well as the current thinking and trends in your industry. Staying up to date is important to maintaining your enthusiasm, credibility and viability.

6. Develop a written plan that supports your job strategy. Develop a written target list of companies that interest you, search firms at which you have contacts, outplacement firms, associations, as well as friends, colleagues and acquaintances who may have connections to such organizations. Make a methodical plan for contacting each one. Devise a realistic timetable. This will give you much needed structure and tangible goals. Be prepared to make mid-course corrections and/or contingency plans as necessary.

7. Further educate yourself. Select one or two respected books on career development, or visit Amazon.com or barnesandnoble.com for recommended reading lists. We suggest you review at least one career self-help guide. Some books may espouse different models from what we recommend, yet there is no single plan for every person or situation. You may also find it useful to refer to the career development articles found on spencerstuart.com, in the “Success Strategies” section.

These seven steps will help you complete Phase I of your job search: Developing the Plan. For the additional phases of the Spencer Stuart Job Survival Guide, including Phase II: Take Action, Phase III: Prepare for the Offer and Phase IV: Get Off to the Right Start in your New Job, [purchase](#) your copy of *The 5 Patterns of Extraordinary Careers* through our online affiliate, Amazon.com, or visit the [5patterns.com](#) website for more information.

Good luck on your quest to build a satisfying and extraordinarily successful career!