

NEWS RELEASE

CAREERS EXPERT OFFERS SURVIVAL GUIDE TO EMPLOYMENT

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A LEADING Gold Coast careers advisor says there are several ways employees can get through a situation where they fear they may lose their jobs during unstable economic times.

CIQ Career Intelligence Director, Naomi Lawrence, says she's been contacted by a number of people who are, in many cases quite justifiably, edgy about the security of their employment.

"Unfortunately many managers are also unsure about the future of their organisations so many do not have the ability to confirm or even speculate on what may or may not happen," Ms Lawrence said.

"For staff it's a terrible thing to not know if tomorrow is going to bring with it a pink slip.

"But there are a number of steps people can follow to give themselves the best chance of retention and possible career advancement during better times," she said.

Ms Lawrence suggested staff read all they can on developments within their industry, be aware of any information that is disclosed about the company's performance and take some responsibility by contributing ideas for the company's survival such as cutting costs and finding ways to generate revenue.

Other tips for employees include:

- Don't be complacent in your role – try to see where you can add more value;
- Take the time to re-evaluate your career goals;
- Now is the time to stay in contact with all your networks internally and externally;
- Review your achievements to date – write them down. Think about the situation or **C**ircumstance, the **A**ction – how you went about it and what was the **R**esult (**CAR**);
- Remind your supervisor/manager/board of these achievements at appropriate times - making sure they are applicable to the company's current status and needs;
- Review your resume;
- Take stock of your financial commitments – be prepared for at least a three month career transition should you be let go.

For those who unfortunately lose their jobs, Mr Lawrence has these suggestions:

- Understand the process of change and the emotional roller coaster that comes with it. (Google "Bridges Model of Change");
- Career transition can be a difficult time emotionally and relationships may come under significant pressure. Open communication with your partner and family will help to create an understanding and supportive home environment during your period of adjustment and career transition;
- More than 60% of people find their next job through hearing about jobs through friends, family and associates. While the urge may be strong to call them, we strongly recommend you resist making any unnecessary calls over the first few days.

Losing your job may have been more traumatic than you realised. You may not phrase things as well as you would like to. You may think you sound positive, but even your best friends may detect a hint of something negative and get turned off from helping you in the next few weeks.

Ms Lawrence said many people instinctively want to send out their resume to as many advertised positions and people that they can.

"We strongly advise against this," she warned.

"Research the role, the company and the industry and then customise your resume.

"Warming it up to be delivered through a contact will also increase your chances of an interview.

"Much of your immediate anxiety may relate to your particular financial situation and the longer term financial security for you and your family.

"Your financial concerns may include superannuation and taxation issues, managing your household expenses, investigating eligibility for government support, or seeking funds to start a small business.

"Taking appropriate positive action can substantially reduce your level of concern about these issues and the first step is to seek access to independent, expert financial advice," she said.

Other tips include:

- Review your Career Asset Inventory – ask yourself what skills, achievements and evidence do I have?;
- Treat your job search like a full time job. Plan and prepare a weekly strategy and the goals you would like to achieve;
- Celebrate small steps – keeping positive is the major key to success;
- Consider re-skilling during this time. How can I make myself more employable?

Naomi Lawrence is a qualified and accredited career development and transition counsellor and coach. She is also a key committee representative of AHRI (Australian Human Resource Institute) on the Gold Coast. www.careerintelligence.com.au

People wanting further information can call 0416 149 796 or visit www.ciqonline.com.au

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