



## HtR Outplacement

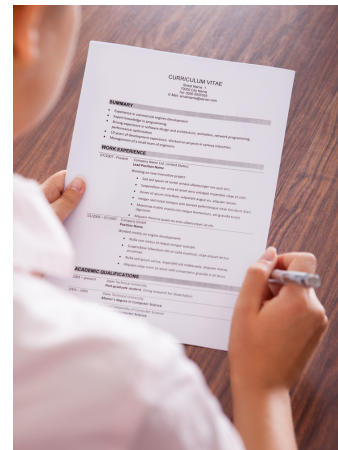
### Pathfinder Outplacement Support

(Includes face-to-face meetings & 6 months telephone / Skype Support)

Our support is totally open format and can be used to look at career transition, job hunting, interview preparation, self-employment, or focus upon specific areas such as assessment centres. Sessions are designed to provide you with all the knowledge and guidance you need to achieve your next career choice. Typically we cover:

#### CV Writing / Application Forms

Helping you to optimise an existing CV or writing a CV for you from scratch. In addition, supporting and providing guidance on completing application forms / feedback on completed forms.



#### Job Search

We will help draw up a personal action plan of job search activity ensuring you are effectively using all the tools available. For those not up to speed on CV databases, LinkedIn etc. we will show you how to use this technology logging into sites as required – often helping to write / optimise LinkedIn profiles. We may also focus upon changes in career and transferable skills.

#### Interview Guidance

A key part of having a positive interview is to predict potential questions and prepare set answers. As part of our support we will help predict potential areas of questioning and suggest questions you may be asked in an interview. Then help you to build up effective answers to the suggested questions. We focus upon competency / behavioural based interview questions along with more common questions. Depending upon circumstances we may also look at value, scenario and strength-based questions.

Location for the Support – Private meeting room.

#### Support notes and access to our on-line resource site

Comprehensive notes are provided to underpin the session – including our interview guide which includes over 250 interview questions with suggestions and support in preparing answers to them. We also provide access to our online support site where additional information, CV templates and videos can be viewed.

#### Telephone Support – 6 months (Unlimited)

Provided by the Consultant you will be working with, you will have 6 months unlimited telephone / Skype support so you can receive further guidance as required.