

# A Guide to Getting Started



Welcome to Lee Hecht Harrison (LHH). For more than 30 years, we have helped over a million people in career transition. We welcome the opportunity to work with you.

This guide provides you with an overview of the job search project so you can see how it works, what it takes to be as effective as possible and how to get started. It also introduces you to the LHH services and resources and will show you how to take advantage of those that are included in your LHH program.

### Use LHH resources to create a highly productive job search.

#### ***Managing Your Search Project (AIM)***

Print materials, supported by extensive online content, outlining the 10 Milestones, which guide you through your search project.

#### **Career Resource Network (CRN)**

LHH's proprietary website provides you access to an extraordinary range of resources: Job boards, sample resumes, market research databases, productivity tools and a wealth of career transition information.

#### **Self-paced eLearning**

These highly interactive programs give you the opportunity to actually practice key search skills, use automated tools that deliver immediate feedback, and give you downloadable documents to help you in your search.

#### **LHH Learning Choices**

A diverse range of career transition course offerings delivered in 60-90 minute live webinars, facilitated by experienced LHH consultants. In addition, CRN offers eLearning courses, podcasts and audio books.

#### **Our Blended Learning Delivery Model**

This model allows you to select your preferred method of learning to effectively manage your job search time commitment and productivity while focusing on the most critical strategic issues in your search.



## Assess Opportunity - Plan Your Search

AIM	MILESTONE 1	MILESTONE 2	MILESTONE 3	MILESTONE 4
Resources	Survey Your Professional Environment	Determine Your Professional Objective	Create Your Communications Strategy	Define Your Target Market
<b>Career Resource Network (CRN)</b> <b>LHH eLearning</b>	<ul style="list-style-type: none"> <li>• <b>Research</b> <ul style="list-style-type: none"> <li>- Local Job Market Reports</li> </ul> </li> <li>• <b>Research (Tools)</b> <ul style="list-style-type: none"> <li>- OneSource™</li> <li>- CareerSearch™</li> </ul> </li> <li>• <b>Career Options</b> <ul style="list-style-type: none"> <li>- Growing Career Fields</li> <li>- International</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Resumes &amp; Letters</b></li> <li>• <b>Research (Tools)</b> <ul style="list-style-type: none"> <li>- OneSource™</li> <li>- CareerSearch™</li> </ul> </li> <li>• <b>Sample Documents</b> <ul style="list-style-type: none"> <li>- Career Profile</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Online Strategies</b> <ul style="list-style-type: none"> <li>- Online Profile</li> <li>- Online Brand</li> </ul> </li> <li>• <b>Resumes &amp; Letters</b></li> <li>• <b>Sample Resumes, Documents</b> <ul style="list-style-type: none"> <li>- Resumes</li> <li>- Exit Statements</li> <li>- Positioning Statements</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Research</b></li> <li>• <b>Sample Documents</b> <ul style="list-style-type: none"> <li>- Search Project Organizer</li> </ul> </li> </ul>
<b>Courses and Podcasts (on-demand)</b>	<ul style="list-style-type: none"> <li>• <b>Survey Your Professional Environment</b></li> <li>• <b>Podcasts:</b> <ul style="list-style-type: none"> <li>- <i>Creating a Survival Budget</i></li> <li>- <i>Getting Started</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Your Professional Objective</b></li> <li>• <b>Your Value Proposition</b></li> <li>• <b>Make Your Accomplishments SOAR!</b></li> <li>• <b>Podcast:</b> <ul style="list-style-type: none"> <li>- <i>Top 3 Habits of an Effective Job Seeker</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Your Exit Statement</b></li> <li>• <b>Your Positioning Statement</b></li> <li>• <b>Accomplishment Statements</b></li> <li>• <b>Cliches that Crash Your Resume</b></li> <li>• <b>Podcast:</b> <ul style="list-style-type: none"> <li>- <i>Resume Essentials</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Establishing and Focusing Targets</b></li> <li>• <b>Strengthen Your Resume with a Marketing Plan</b></li> <li>• <b>Podcast:</b> <ul style="list-style-type: none"> <li>- <i>Congested Career Fairs</i></li> </ul> </li> </ul>
<b>Webinars (Live)</b>	<ul style="list-style-type: none"> <li>• <b>Career Objectives</b></li> <li>• <b>Plan Your Work, Work Your Plan</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Career Objectives</b></li> <li>• <b>Changing Careers</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Social Media</b></li> <li>• <b>Communications Strategy</b></li> <li>• <b>Resume Essentials</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Marketing Plan &amp; Productivity</b></li> <li>• <b>Research Tools on CRN</b></li> </ul>
<b>Action Items</b>	<div> <input type="checkbox"/> Take CRN Tour         <input type="checkbox"/> Write SOAR Stories         <input type="checkbox"/> Create Professional Online Presence on Social Media Sites       </div> <div> <input type="checkbox"/> Create LinkedIn™ Profile         <input type="checkbox"/> Develop Resume         <input type="checkbox"/> Build Reference List       </div> <div> <input type="checkbox"/> Prepare Exit Statement         <input type="checkbox"/> Post Resume on Resume Reserve™         <input type="checkbox"/> Create Marketing Plan       </div> <div> <input type="checkbox"/> Develop Positioning Statement         <input type="checkbox"/> Draft Cover Letter Template         <input type="checkbox"/> Use Candidate Connect™       </div> <div> <input type="checkbox"/> Write Professional Objective       </div>			

## Implement Search - Measure Your Progress

AIM	MILESTONE 5	MILESTONE 6	MILESTONE 7	MILESTONE 8
Resources	Gather Marketplace Information	Get Your Message Out	Talk with Hiring Managers	Consider Other Methods of Search
Career Resource Network (CRN) LHH eLearning	<ul style="list-style-type: none"> <li>• <b>Research (Tools)</b> <ul style="list-style-type: none"> <li>- OneSource™</li> <li>- CareerSearch™</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Online Strategies</b> <ul style="list-style-type: none"> <li>- Social Networking</li> <li>- Job Boards</li> </ul> </li> <li>• <b>Job Search</b></li> <li>• <b>Resume Reserve™</b></li> <li>• <b>JobScout™</b></li> <li>• <b>Candidate Connect™</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Resumes &amp; Letters</b></li> <li>• <b>Sample Documents</b> <ul style="list-style-type: none"> <li>- Job Search Productivity Chart</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Job Search (Other Methods of Search)</b> <ul style="list-style-type: none"> <li>- Contact Recruiters</li> </ul> </li> </ul>
Courses and Podcasts (on-demand)	<ul style="list-style-type: none"> <li>• <b>Gathering Market Intelligence – What and Where</b></li> <li>• <b>Gathering Market Intelligence – Why and How</b></li> <li>• <b>Podcast:</b> <ul style="list-style-type: none"> <li>- <i>Gathering Market Intelligence</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Networking with LinkedIn™</b></li> <li>• <b>Setting Up Networking Discussions</b></li> <li>• <b>SMART agenda for networking</b></li> <li>• <b>Podcast:</b> <ul style="list-style-type: none"> <li>- <i>Connecting to Jobs on the CRN</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Keep the Search Moving</b></li> <li>• <b>Care and Feeding of Your Network</b></li> <li>• <b>Podcast:</b> <ul style="list-style-type: none"> <li>- <i>Talk with Hiring Managers</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working with Recruiters</b></li> <li>• <b>Contract and Temporary Work</b></li> <li>• <b>Career Fairs</b></li> <li>• <b>Podcast:</b> <ul style="list-style-type: none"> <li>- <i>Contract Work: The Perks &amp; Pitfalls</i></li> </ul> </li> </ul>
Webinars (Live)	<ul style="list-style-type: none"> <li>• <b>Research Tools on CRN</b></li> <li>• <b>Marketing Plan &amp; Productivity</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Social Media</b></li> <li>• <b>Effective Networking</b></li> <li>• <b>Networking with LinkedIn™</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Effective Networking</b></li> <li>• <b>Networking with LinkedIn™</b></li> <li>• <b>Social Media</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Search Methods &amp; Correspondence</b></li> <li>• <b>Working with Search Firms</b></li> </ul>
Action Items	<div> <input type="checkbox"/> Use Social Media Sites such as Facebook™ to Expand your Network         </div> <div> <input type="checkbox"/> Consider using Twitter™ as a Tool for Researching Companies, Industries         </div>			
	<div> <input type="checkbox"/> Join Job Search Work Team (if eligible)         </div> <div> <input type="checkbox"/> ID / Meet Contacts in Target Companies         </div> <div> <input type="checkbox"/> ID / Attend Group Network Opportunities         </div>			
	<div> <input type="checkbox"/> Use SkillSoft®         </div> <div> <input type="checkbox"/> Use LinkedIn™ for Job Leads, Contacts         </div> <div> <input type="checkbox"/> Use JobScout™, other Job Aggregators         </div> <div> <input type="checkbox"/> ID Recruiters and Search Firms         </div>			

## Manage Transition - Get Results

AIM	MILESTONE 9	MILESTONE 10	CAREER OPTIONS
Resources	Interview, Cultivate Offers & Negotiate	Transition Into a New Position	What's Next? A Road Map for Exploring the Rest of Your Life
<b>Career Resource Network (CRN)</b> <b>LHH eLearning</b>	<ul style="list-style-type: none"> <li>• <b>Job Search</b> <ul style="list-style-type: none"> <li>- Interviewing</li> <li>- Negotiating</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Job Search</b> <ul style="list-style-type: none"> <li>- Taking a New Job</li> </ul> </li> <li>• <b>Research (Tool)</b> <ul style="list-style-type: none"> <li>- OneSource™</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Career Options</b> <ul style="list-style-type: none"> <li>- Jobs &amp; Careers</li> <li>- Entrepreneurship</li> <li>- Retirement</li> <li>- Growing Career Fields</li> <li>- International Careers</li> </ul> </li> <li>• <b>Self Assessments</b> <ul style="list-style-type: none"> <li>- eCareerFit®</li> <li>- Myers-Briggs Type Indicator®</li> <li>- iStartStrong®</li> <li>- I-Speak®</li> </ul> </li> </ul>
<b>Courses and Podcasts (on-demand)</b>	<ul style="list-style-type: none"> <li>• Interview Smarter</li> <li>• Top Interview Questions</li> <li>• Telephone Interviews</li> <li>• Answering the Salary Question</li> <li>• Podcast:               <ul style="list-style-type: none"> <li>- Follow-up Letters that Win!</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Surviving Your First Day on a New Job</li> <li>• Podcast:               <ul style="list-style-type: none"> <li>- Assimilating to Your New Job</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Considering an Active Retirement</li> <li>• Contract Work</li> <li>• Podcasts:               <ul style="list-style-type: none"> <li>- Be Your Own Boss: Are You Sure It's a Good Thing?</li> <li>- Ecopreneur Opportunities in a Green Economy</li> </ul> </li> </ul>
<b>Webinars (Live)</b>	<ul style="list-style-type: none"> <li>• Interviewing Essentials</li> <li>• Cultivate &amp; Negotiate Offers</li> </ul>		<ul style="list-style-type: none"> <li>• Road to Entrepreneurship: 3-part series</li> <li>• What's Next? Retirement: 4-part series</li> <li>• The E-Forum - For Active Entrepreneurs</li> <li>• Exploring Independent Consulting</li> </ul>
<b>Action Items</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Answer Common Interview Questions</li> <li><input type="checkbox"/> Develop Questions to Ask in Interviews</li> <li><input type="checkbox"/> Begin Salary Research</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop Negotiation Strategy</li> <li><input type="checkbox"/> Develop Assimilation Strategy</li> <li><input type="checkbox"/> Update Social Media Profiles</li> </ul>	<p><b>Note:</b> This document reflects only a partial list of the podcasts, eLearning courses and webinars available to candidates. Please go to the Learning Center on the CRN for access to these courses and more.</p>

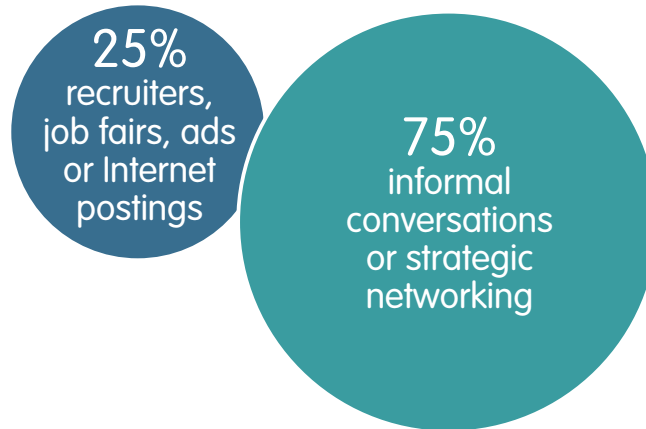
# Recommended First Steps

DOCUMENTS AND READING MATERIALS	CAREER RESOURCE NETWORK (CRN)	LEARNING CENTER
<ul style="list-style-type: none"><li>• <b>REVIEW</b> this guide.</li><li>• <b>READ</b> the Program Introduction in the Managing Your Search Project book.</li><li>• <b>DECIDE</b> whether you will work on the 10 milestones in order, or whether you need to start somewhere other than Milestone 1. For example, if you have an interview scheduled, you may want to start with Milestone 3: Create Your Communications Strategy and Resume or Milestone 9: Interview, Cultivate Offers and Negotiate.</li><li>• <b>BEGIN</b> work on your chosen milestone, using the Managing Your Search Project book and/or the Milestones section on the CRN.</li></ul>	<ul style="list-style-type: none"><li>• <b>REGISTER</b> for the Career Resource Network, the website for LHH candidates.</li><li>• <b>COMPLETE</b> the CRN Demo.</li><li>• <b>READ</b> the sections on Getting Started including <i>Managing Your Finances</i>, <i>Emotional Survival Tactics</i>, <i>Common Myths and Obstacles</i>, as well as <i>Effective Job Search</i> for an overview of your job search project.</li><li>• <b>REVIEW</b> the SkillSoft® Training courses offered and choose which ones might enhance your talents and credentials. Some courses can even provide you with certifications required for your chosen field.</li></ul>	<p><b>Webinars</b></p> <ul style="list-style-type: none"><li>• <b>TAKE</b> the webinar entitled <i>CRN Tour</i> in the Learning Center on the CRN.</li><li>• <b>REVIEW</b> the list of other live webinars on job search, LinkedIn™, entrepreneurship, retirement and more.</li><li>• <b>REGISTER</b> early for classes.</li></ul> <p><b>eLearning</b></p> <ul style="list-style-type: none"><li>• <b>REVIEW</b> the listing of on-demand courses in the Learning Center of the CRN.</li><li>• <b>CHOOSE</b> the e-courses, podcasts, QuikTips and audio books of particular interest to you for viewing anytime. These run the gamut from healthcare jobs to resume essentials to recruiters.</li></ul>





## There are two ways job hunters get interviews:



## The process:



### About Lee Hecht Harrison

Lee Hecht Harrison is the global talent development leader with more than 2,000 consultants in 300+ offices in 67 countries. We connect people to jobs through innovative career transition services and help individuals improve performance through career and leadership development. LHH assists organizations in supporting restructuring efforts, developing leaders at all levels, engaging and retaining critical talent, and maintaining productivity through change. This results in helping organizations increase profitability by maximizing their return on investment in developing people, while assisting individuals to achieve their full potential. LHH is a part of Adecco Group, the world leader in workforce solutions with more than 6,600 offices in more than 70 countries and territories around the globe. For more information, please visit [LHH.com](http://LHH.com).