



Executive Recruiting  
Outplacement  
Human Resource Consulting  
Professional Assessments  
Training and Development

## **THE H.S. GROUP, INC. CAREER CONTINUATION SEMINAR**

### ***Managing the Transition***

Preparing for change related to job loss. Planning for immediate and future financial needs. Setting realistic goals in the job search process. Identifying opportunities to reduce stress through the *Transition Stress Assessment* and stress management techniques.

### ***Re-evaluating Your Career Goals***

Understanding the current job market and future trends. Managing your career through review of a *Career Planning Assessment*, *Skills Inventories* and career planning books.

### ***Resumé Development***

Recreating work history, focusing on transferable skills and accomplishments. Selecting references.

### ***Researching the Market***

Discussion of industries and companies within the targeted geographic area. Understanding research techniques, resources and facilities.

### ***Networking Techniques***

Thorough discussion of networking strategies. Developing a list of network contacts, writing a networking script and follow-up techniques.

### ***Employment History/Resumé Completion***

Participants will receive individual assistance in completing their employment history and resumé. This work session will also allow time for developing a network list/script and company research.

### ***Targeting the Market***

Understanding the tools and techniques for key job search strategies. Contacting companies directly. Seeking the assistance of temporary placement or employment agencies. Responding to advertised positions. Writing effective cover letters. Developing successful follow-up techniques. Organizing job search information.

### ***Interview Preparation and Practice***

Discussion of interview styles and fundamentals of the interviewing process. Small group sessions to prepare for behavioral interview questions. Review of interview strategy videotape. Questions for the interviewer, follow-up phone calls and thank you letters.

### ***Offer Evaluation and Acceptance***

Analyzing the offer including compensation, benefits and future opportunities.

### ***How to End Your Job Search***

Planning your career goals for employment security versus job security. Contacting all those who provided assistance. Importance of maintaining network connections. Starting a new job focused on the future.

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