HAYS Recruiting experts worldwide

CAREER PLANNING
THE KEY TO ACHIEVING SUCCESS IN YOUR CAREER

Career planning is a basic, yet key principle used by successful business people. To formulate your career plan, firstly you must set your long-term goals or objectives. To arrive at your set objective, you must consider personal and professional aspiration. Aim high with whatever you set to achieve, but be realistic as goals which are obviously unachievable can be de-motivating. Don't be afraid to set long-term goals, they can be altered or amended as your aspiration or values change. Indeed, it's quite likely this will be the case.

Goal setting will only achieve its purpose if you stick to the principals of measuring your progress and following the path you have planned. It's important to write down your goals. The process of putting pen to paper allows you to keep clear focus, check your achievements and make the necessary alterations when required.
With firm goals in place, you must obtain the right attitude. Enthusiasm is the catalyst to success.

Now that you have the plan in place, you can start to utilise the resources available to you.

Your support network
Consider your network of contacts, many opportunities become available through referrals and "word of mouth". Keeping things confidential is important, so take care with regard to who you tell.

There's nothing more positive for a prospective employer than to take a reference from an enthusiastic previous employer. This is much more likely to be the case if you have discussed the prospect with your referee before they receive the call. At least, you'll need to get their permission.

Be aware of changing market conditions
Things do change quite rapidly in the recruitment market. Be careful to research what is current, keep an eye on the press so you can keep track of salary changes, job description changes and so on.

Be prepared to promote yourself
Your resume is, in essence, a sales document and you should treat it as such when you compile it. Would you 'buy' this person? Similarly, in an interview, only you can highlight and bring out all your achievements.

Getting the most out of your recruiting expert
Your recruiting expert is there to guide and assist you. The better they understand your career objectives the more likely they are to be able to help you achieve them. If you change your mind about salary or the location of a job, for example, you must communicate the changes with your recruiting expert. If you don't feel as though they are giving you the right opportunities or talking to you about the right jobs, ask them to restate to you what it is they are looking for on your behalf.

Questions to ask yourself when career planning
- What are your long-term career objectives?
- What will I want to get out of my job in the next five years or so?
- Do I need to study? If so, what for?
- What are my individual priorities?
- Who do I consider as a network of contacts?
- Who would be a positive referee?

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