



THEME OF THE MONTH
JULY 2021

CAREER ADVICE AND NEXT STEPS



TAKING THE NEXT STEPS IN YOUR CAREER

Many of us have several career changes over the course of our working lives. Whether you have just begun your career or have years of experience, this guidance can be applied when looking to consider your next steps.

EXPLORE DIFFERENT OPTIONS

There are lots of options open to you when thinking about your next steps. You may want to remain with your current employer and take on additional or different responsibilities. Would you even consider returning to a previous employer with new skills and knowledge? Which sectors might your skillset be useful in? Could contracting be a possibility?

Invest time in researching your specific career interests and the options that are available to you. This can include searching online, networking with others, attending conferences and industry events and work shadowing.

SELF-ASSESSMENT

Maybe you are about to enter or re-enter the workplace. You may have been working for the same organisation for several years. Take time to consider your current situation. What are you happy with at present and what would you like to change? What factors are influencing your career development?

Talking through your current situation and potential options can bring out a range of emotions including doubt, excitement, fear. It can be helpful to discuss your next steps with a friend, family member or careers professional.

Complete a SWOT analysis on yourself in relation to your career. This self-assessment tool can help you to identify what your strengths are and what potential opportunities and challenges are ahead. You could also complete a competency assessment to reflect on the workplace tasks you are confident in and those you find a challenge. There are examples online or you can list all your current duties and rank them.



PROFESSIONAL DEVELOPMENT

A willingness to learn and commitment to personal and professional development is sought after by employers. As part of your next steps, you can explore development opportunities both in house and externally. Training, additional qualifications and conferences add to your credibility and give you access to a wider network and more career prospects. Many job roles require specific skills and knowledge which you will recognise through your job search.

If you are in employment, research what staff development opportunities you have access to.

5 STEPS TO GETTING A PAY RISE

Hoping to get a pay rise? Here are some helpful tips on how to get yourself in the best position to approach your boss and discuss your pay.

PUT YOURSELF IN THE BEST POSITION

The first thing to consider is where you may be in your boss's eyes in order to talk about a pay rise. You do not want what should be a positive meeting to turn into an exhaustive list of improvements you could be making.

DO YOUR RESEARCH

The second step is to research average salary for your role in the UK. There are many online salary checkers you can use, but we'd also recommend checking vacancies in your area to see what similar roles are advertising for.

Make sure to have a figure in mind before you speak and always aim higher so you can negotiate.

REVIEW

YOUR PERFORMANCE

Take a step back and review the work you have achieved during your role or since your last pay review. If it helps, make a list of any written feedback or any extra duties you have taken on outside of your current job.

Use every advantage you can to help weight your case including any appropriate training and qualifications you may have achieved.

GOALS

Besides the salary review, have a think about the next steps for you in your career. What goals do you have for the next 6 - 12 months that would help the company? Showing your manager what your goals are will help illustrate what direction you are taking in the future.

REASONS

The reason for wanting a salary rise should be focused solely on work and what you deserve. Wanting a rise because a colleague has had one is not enough of a reason. It should also not include personal reasons such as issues with money or debt.



TIMING

Timing is very important when it comes to negotiating a pay rise. It can help to consider the following factors when booking your meeting:

- When was the last time your salary was reviewed?
- Have you recently completed a successful project?
- Are you expected to be made permanent in your role or is your contract due for renewal?
- How is the company doing in terms of financial performance?
- Consider the end of the financial year when budgets are most likely to be reviewed
- A quiet time in your boss's schedule

PREPARE FOR AND SCHEDULE YOUR MEETING

Once you have considered the above factors it is time to schedule your meeting. You may have one in the diary already but if not, make your manager aware you wish to discuss your performance.

DURING THE MEETING

Recall the days of your interview and be confident and prepared on the day:

- Use positive language rather than negative and be clear in your wording
- It can help to summarise your achievements first and then bring up the subject of the pay rise
- State a clear figure of what you are looking for
- You may be asked on the spot why you deserve it so ensure you are prepared
- Prepare yourself for what might be said but remain professional throughout

AFTER THE MEETING

It is expected that your manager will need to go higher in order to get an answer for you. This may mean you will need to wait some time.

You may want to follow up with an email outlining what was said during the meeting and the next steps forward. You can attach your achievements and goals for the next few months as well as the figure mentioned in the meeting and your reasons for it.

IF THE ANSWER IS NO

The reasons behind the rejection could vary. It could either be down to the business or down to your performance in your manager's view. Ask your manager for black and white reasons as to why you have been refused - as this may help you in the long run!

However, if after some persistence, improvement and time you are still not granted a pay rise, it may be time to move on...

INTERESTING RECRUITMENT FACTS

- More than 50% of CVs are discarded because they are more than two pages long.
- While the average length of an interview is 40 minutes, a third of interviewers indicated they know within the first 90 seconds whether or not they will hire that candidate.
- Around 25% of interviewers indicated that a weak handshake, was a reason for eliminating a candidate from the interview process.
- The average time spent by recruiters looking at a CV is between 5 and 7 seconds.
- Over 47% of interviewers indicated that candidates who had little or no knowledge of the company was a reason for eliminating them from the interview process.



DOES YOUR CV PASS THE SEVEN SECOND TEST?

When it comes to applying for a new job, you don't have long to impress. Studies show that recruiters spend somewhere between five and seven seconds on average looking at a candidate's CV.

So, how can you ensure your application is successful with such little time to impress?

KEEP IT SHORT

Most recruiters recommend two pages, but it all depends on how much information you have to share.

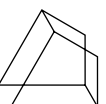
Ask yourself the question, 'is this sentence relevant to the role that I'm applying for?' If you find yourself saying no, then it shouldn't be included.

When it comes to your qualifications - be specific and add start and end dates, qualification types and grades.

CAPTURE THE READER'S ATTENTION

Always tailor your CV to include relevant examples showing the recruiter that you're right for the specific role you are applying for.

It can help to use your CV to match up with the job specification and show the recruiter that you are a good match – not to mention dedicated enough to put thought into your application.



USE A LOGICAL LAYOUT

Good use of formatting is vital to a successful CV. Make sure to choose an easy-to-read structure, with clear headings, and highlight key points by using bullet points to display the information. Place emphasis on the information you want employers to see first, and always use a logical order throughout.

Using a logical order will allow recruiters to find what they are looking for easier and quickly, making the most out of the precious 7 seconds it can take to impress.

JOB SECTOR QUIZ

Take this fun quiz to find out which job sectors may suit you. There are 16 possible results - all connected with an animal!

Discover:

- Your strengths and what makes you tick
- Some jobs you may enjoy
- What celebs you are like

Take the quiz [here](#).

CAREER ADVICE

If you would like to discuss your career and next steps please contact your LSP tutor for further career advice and support.

LSP'S SAFEGUARDING AND PREVENT TEAM

If you have any concerns at all, please don't hesitate to contact a member of our Safeguarding and Prevent team or our Mental Health First Aider:

Safeguarding and Prevent Officer: Andy Hamer

Email: andy.hamer@learningskillspartnership.com

Number: 07526 168286

Deputy Safeguarding Officer: Phil Cawthra

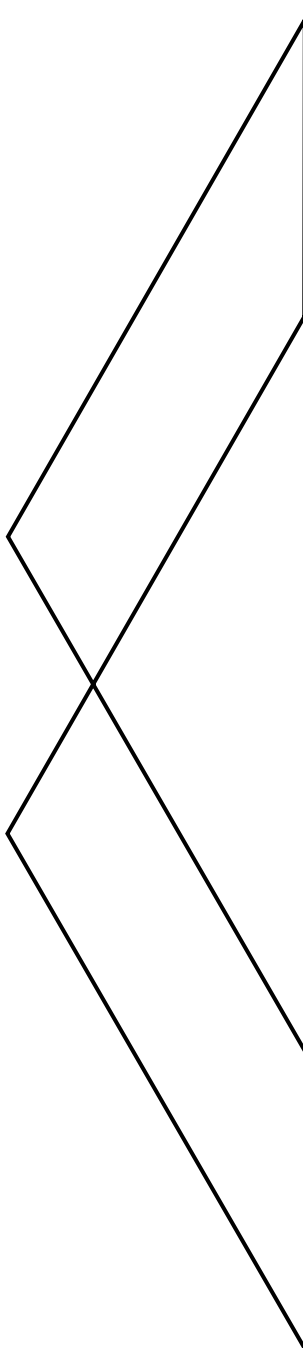
Email: phil.cawthra@learningskillspartnership.com

Number: 07773 537452

Mental Health First Aider: Rhonda Foster

Email: rhonda.foster@learningskillspartnership.com

Number: 07557 907986





MORE INFORMATION

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