

PROGRAMME SEQUENCE OUTPLACEMENT CONSULTING

TABLE OF CONTENTS

1. YOUR NEW CAREER

2. APPROACH PLAN

2.1. Self-analysis

2.2. The greatest professional successes

3. CHANGING JOBS – YOUR OPPORTUNITY

3.1. Factors for success

3.2. MBTI test

3.3. 16 PF-R test

3.4. Bochum inventory BIP

3.5. Career Orientations Inventory

4. IDEAL NEXT TASK

5. PERSONAL RELATIONSHIP NETWORK

6. THE SHORT PROFILE / CURRICULUM VITAE

6.1. Cover letter

7. JOB SEARCH PLAN / JOB SEARCH

7.1. Definition of target groups

7.2. Answering of ads

7.3. The electronic application

7.4. Telephone communication

8. INFORMATION DOCUMENTATION

9. THE INTERVIEW

9.1. The first interview

9.2. List of questions

9.3. Tips

9.4. Some useful rules for the interview

10. FOLLOW-UP

10.1. After the interview

10.2. Employment criteria

10.3. Fringe Benefits

11. THE NEW VENTURE

11.1. New at the company

11.1. Dealing with the boss