

9 Ways Cheat sheet 2018 V2 – effectively changing your job/career.

Criteria	Current situation + resources	Where should the focus lay?
1. Personal Situation	Level of experience	
2. Stability in other pillars of life		
3. Emotional available for change		
4. Strengths and weakness related to career change		
5. Formulating a career path		
6. Job criteria – satisfaction & fulfilment		
7. Competitive advantage – strongest talents + weakness		
8. Defining area of interests – functions/branches/themes		
9. Feasibility of interesting career paths		
10. S.W.O.T. per career path		
11. Plan of approach + timeline		
12. Positioning yourself		
13. Resume basic template(s)		
14. Professional photograph		
15. LinkedIn profile		
16. Motivation letter(s)		
17. Job-hunting tactics		
18. Overview job-hunting process		
19. Approaching niche vacancies		
20. Approaching the hidden job market		
21. Leveraging your professional network		
22. Job interviews		
23. Job interview preparation – Macro/Meso/Micro research		
24. 5 Point strategy + 60 sec pitch		
25. Answering (difficult) questions		
26. Giving (convincing answers		

27. Negotiations		
28. Negotiation strategy & tactics		