

Picking Up All Of The Pieces After Being Rightsized

We have all experienced downsizing, rightsizing, re-engineering and relocation throughout the '90s and, experts say there will be more. When this occurs we are all faced with the toughest professional challenge we'll ever encounter that of finding a new job. Where to begin? We offer some professional pointers to get you started:

- If outplacement is offered by your previous employer, take advantage of it. Many outplacement firms have professional offices available for your use to make and receive phone calls, send out copies of your resume, create or update your resume and offer valuable interviewing tips.
- Do keep your normal "work routine." Get out of bed as usual and prepare as if you are going to work. Make a list of all of the people or companies you wish to contact for the day, set your goals and be determined to accomplish them.
- Do let all professional and social contacts know that you are looking for a new job and offer to drop off or mail a copy of your resume to them. Keep a list of everyone you have spoken with and offer to keep in touch with them. Review your accomplishments at the end of the week and chart your strategy for the next week.
- Do make sure that your answering machine is in working order and conveys a serious message. If you aren't at home when a potential employer tries to schedule an interview and there is no message, how will you know that they called? Try not to let the children answer the phone, as many messages will never be delivered.
- If you have never had to put together a resume, spend a reasonable amount of money to have it professionally done. (It isn't necessary to have it printed on the most expensive paper or have it printed in brochure form.)
- When dropping off a resume in person, dress in business attire.
- Continue to attend professional meetings, associations or clubs and let them know that you are looking for a new job.
- Do remain positive about this career change. Remember that you are not the only person who has ever had to experience unemployment. Presidents to receptionists have been unemployed at one point in their careers. The title you once had is just that. You can start over and you have valuable experience to bring to a new organization.

Now is not the time to begin building the room addition, landscape the garden or train for cross-country skiing. If you haven't done these things before now, they will wait until you secure new employment. Finding a new position is a full-time job.