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2016 CAREER GUIDE

The year 2016 has come with its new facet of work front challenge. There are some major ups and downs worldwide where economy and career prospect is concerned. As a result, job search and related rat race has become fierce but there is good news too. The professional hardship has made professionals more aggressive and meticulous in finding their success path. The common equation is "get equipped and bag the best".

You may question "how?"...

let's explore here.



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The new face of world of work in the year 2016

Volatility, challenge to sustenance, and coping with the meteoric speed of change are the three biggest challenges of global market in 2016 and for obvious reason, a professional for his career flourishing has to fight with three aspects prevalent in market. The challenge for the pros, regardless a business owner or a working professional, is not only to get adjusted with market trend, but also to help his team/employees in coping with this 3D pressures and surface tension of work environment. Professionals have predicted that, in an average you are going to face these obstacles during 2016 in your workplace.

(Along with problems we have suggested some remedies as well for designing some comprehensive surviving strategies)

THE COMPREHENSIVE JOB SEARCHING

In 2016, self-deciding employee coordination is extremely important. Employers may have different plans for driving and managing their workforce, but without getting motivated workforce all management strategies may turn in vein. Alternatively, employers will have little choice in head hunting and skilled employees may enjoy better exposure and leverage. Social networking sites have become good place for quality job searching.

COMBAT STRATEGY

- Strong self-analysis is the key: ask yourself if you are completely equipped for getting and continuing with your dream job.
- Do not go for stability only: rather your focus should be on gaining expertise on specific professional strategy for prioritizing personal versatility development in order to achieve better level of expertise.



1

THE FIERCE TALENT RACE IS ON.

Specific skill set may be your gateway to bag a career opportunity but you have to be extremely adaptive to new roles, responsibilities and develop new skill sets. You have to be extremely dynamic in learning new things in developing new and better skills. As elementary school level skill needs to get upgraded in graduation level, similarly you have to upgrade your skillset at regular basis.

2

GO FOR INTROSPECTION AND SPOT THE GAP.

Take a neutral look on yourself and analyze with clear mind. You will surely be able to identify the skill gap. Once find, work on it so that in 2016 you know that you are striving to come out from your soft corner.

As there is matter and antimatter, if there is a problem, there has to be its solution/strategy. Here you should act in a meticulous way.

- Read three advertisements where job description is similar to your present job/skillset; then read 3 advertisements stating HD for a senior position you always have aimed. Then do a thorough comparison for finding the list of skillset you need to adopt in order to climb the ladder of promotion.
- Create a realistic roadmap to learn the skill gaps. The chosen path should consider your present job responsibility and clearly set a path where you can get ready by next 3-6 months to grab a job opportunity with higher level of expertise, command over situation and zeal to get success.
- Create a realistic roadmap to learn the skill gaps. The chosen path Credit goes to the internet. Not only has the world become a small village but online education, training, and acceptance of nano degrees have enhanced career prospects widely. However, before getting enrolled in a professional career, do not forget to check its course design and required mark sheets, etc.



Take a look at company culture before getting employed there: it is a top priority for career advancement

Personal and professional development of a working professional largely depends on his/her professional surrounding and company where he is largely engaged. In fact, it has been globally observed that company culture and environment plays a determining factor for keeping the employees engaged and motivated to upgrade their professional skillset. The employee movement motivation gives birth to a new job title in the C-suite of several organizations termed as Chief of Work, and he/she stands for the holistic working environment of the company for leveraging best level of dedication and motivation of the employees

YOUR COMBAT STRATEGIES:

Change is inevitable in an organization but it has to be done at all levels. It is conventional to evaluate a project and its success on estimating the bottom line performance, but, according to performance generalists, if performance and relationship is taken in consideration, it may procure better results

It is extremely important to take team culture into active consideration. Besides working with complete integrity in office, you should introduce a baking/hiking/wine application club for enhancing intra relationship

BEST COMBAT STRATEGY

Practice is the best teacher and confidence is the best drive
So whenever new opportunity will be on card you need to participate with your best effort
Other than occupational involvement, also get involved in different social association like safety committee, employment equity team, corporate social investment drive etc. in order to nurture your leadership skill

RETIREMENT : GIVE A SECOND THOUGHT

As a general trend, it is evident in 2016 that retirees will be opting for extending their work contract. There are two impetuses behind this option

Very few professionals are now in a condition to embrace retired life market is too volatile now in terms of fiscal security

The professionals born between 1980 and 2000 are by now should have been ready to take the leadership role, but overlooking some exceptional young drivers, as a whole, this generation is lacking positive leadership ability. Older generation need to stand by their side to take the initiatives ahead

As a natural outcome of this trend, organizations cannot afford to lose experienced players and that is why people with 60-65 ages will get the opportunity to extend their contract

COMBAT STRATEGIES

If you are at the verge of your retirement, 2016 can be your turning point
You will get good opportunity to establish your potential as a potential player in workplace

If you have started your career recently, you will get immaculate scope to establish good relationship with your seniors as knowledgeable mentors

A NEW APPROACH TO LEADERSHIP

In 2016, more managerial positions will be available on board and as studies show the market trend leadership will be imbedded with some new traits that are different from conventional leadership genre. The new style of leadership will be based on mentoring, liberty of managing personal role in workflow, and self-management for accomplishment of the goal. These leaders will be unassuming, may lack in soft skill, but in their inspiration, co-sharing of knowledge between experienced staffs and newbies will more in practice. Other than bureaucratic protocol, these new age leaders will believe in productive result and timely project completion.

Growing choice of career path: freelancing and small business

In 2016, the new trend of business management is cost management with complete control on quality assurance. As a result, business organizations are likely to recruit more independent business associates in comparison to full time employees. This is a new way for business owners to expand their business by maintaining quality and coordination control and on the other hand, the trend is the gateway for skilled professionals to work as a professional freelancers or as small business owners, which comes as a lucrative and rewarding career path during 2016

Female professionals are getting exceptional leverage by adapting this career path as it gives them unique flexibility to balance family as well as professional life together



RISE OF THE NEW-AGE WORKING LEARNER

In 2016, change being the only constant in the global market, professionals will find extra urge for upgrading their skillset as well as keeping it relevant and current, irrespective of their present job profile. Professional reinvention has become the buzz word for staying ahead of the curve trained professionals are investing quality time to upgrade their present skillset

Consequently flexi-hour learning modules are becoming most in demand learning mode. Online learning, predominantly for those in the mid of their careers, outdoes traditional learning in 2016 as this new way of learning is the better way to balance workload and skill up-gradation

COMBAT STRATEGY

Part time and online learning is the most updated way to enhance skill set and credential

NOW IT'S TIME FOR PROFESSIONAL AND PERSONAL LIFE INTEGRATION

Gone are those days when professionals were advised to keep apart their professional life and personal life. Now it's time of a fine integration between professional life and social life. A successful professional should know how to manage his social life and professional life so that no one overlaps each other. It is globally approved formula that fitness of body is not sufficient for good performance, happy and fit mind is one of the most important components for consistent good performance in professional life

COMBAT STRATEGIES

- Extract time for relaxation: pre-decide your relaxing time and make it a regular process in your life to gain more control over your performance and output
- Take every scope for professional and personal integration : try working-from-home mode and on flexi hour mode for enhancing productivity

COMBAT STRATEGIES

The idea seems to be interesting? Take a leap by following a few strategies

- Define your most marketable skill and streamline the best service job you can offer as a seller
- Do not leave your daily job but take a few jobs as part timer both in paid and unpaid category
- Check by trial and error method if the skill you have has market potential



Exploring your perfect professional career

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STEP-1: GROOM YOUR SELF-AWARENESS

Finding the best career for you is like doing the best self-introspection and then finding the best career depending on your innate preference. In order to find the right job, you need to evaluate your strength and soft corners natural talents, and your best drive that keeps you busy effortlessly on a task. If you love the hob you do, you will never treat it like a task and that is the best key to achieve excellence in your profession

YOUR TOOLS TO DO THE SELF-ANALYSIS:

Take a personality test : This will help you to map your strengths and weaknesses

Take a professional course for evaluation of your personality: a psychometric test under Resume.ae will be the perfect choice for your evaluation of self – awareness. Here a professional consultant will help you in understand your innate talent and your personal strengths and abilities, for finding the best job for you. Contact Resume.ae helpdesk today for your online psychometric test



STEP-2 : CHECK & FILTER YOUR OPTIONS

Once your self-analysis is done, you need to write down about your knowledge till date, your job experience your preferred job areas, and your dream job based on your present strength, experience, and qualification It may sound absurd but write down what is your plan for 10 years after. Do these all honestly and mention a realistic.



THE TOOLKIT YOU NEED NOW:

- Expand your network: This is one of the best assets of a professional. You need to expand your network in a way where you can get in touch with people with better knowledge, exposure, and with better job status
- You need to establish you own entity; it is always wise to be humble but confident, honest, and above all fairly ambitious so that people above your status should not find you superfluous
- Try to find at least a new acquaintance for investigating new career opportunities and do not forget talking about business with them



TRY TO GET ALL INFORMATION ABOUT SUITABLE JOBS

Try to have informational interviews with potential people.

You need to identify people working well in the similar field, which you love to work in. You can ask different professional aspects about the field to get a real business insight about the trade and related job prospects here. Presently, LinkedIn is a global platform to look for prospective people as well as to meet people with opportunity for networking and positive mentorship

3

You may ask some question to your contacts to understand the nuances of their job. Some of these are like:

- What is the average workload of a day?
- How you handle your workloads? What are the best qualities to be a top performer in your field
- What are the most excited parts of your job
What is most boring part of your role

However, remember to be conscious and alert while indulging the conversation with your new contacts. People should not identify you as intrusive or pesky

Take courses or classes to upgrade your qualification.

No matter if you have reached at the mid position or you are going to start a new career, some additional courses relevant to your skillset will be really helpful for you. However, take a few things in note

- It is better to go for short course
- Flextime courses are good which will allow you to balance work and education
- Weekend courses with facility to join workshop or internship of a famous house will be an added advantage especially for freshers

If possible get a career coach

One of the most significant motivations behind career coaching is to support and explain people in finding their right career path. Career coaches are mostly experienced people with extensive knowledge about job market, job search, career progression, who can help people under him in understanding customized career development. Also a career coach can wonderfully explain and inspire people about using different job search tools that people can use like résumés, cover letters, and LinkedIn profiles to reach their ultimate goal

A professional career coach can help an individual in becoming a truly professional. He can help a professional in gaining self-confidence, support, and motivation in exploring a truly potential career for him
Find a career coach by visiting [Resume.ae](https://www.resume.ae) and explore your career in new direction
Want to be a career coach? Contact [Resume.ae](https://www.resume.ae) for right reference



Job satisfaction : define your own parameter

Major mistake mostly professionals commit is that they keep their entire focus on financial prosperity and often overlook career growth and ultimate job satisfaction. Perhaps this is the reason why most hardcore professionals suffer from certain frustration. In fact, a fulfilling and enriching job is where financial compensation beautifully complements job satisfaction

However the points or impetus for job satisfaction may differ from one person to another. Here goes a self-evaluation chart. You need to rank the factors from 1-10. 1 is the most important and 10 is the least important. The chart will help you in understanding your own parameter of a successful job, which can offer you successful and rewarding career for a long term with happiness integrated

- 1 Greater openings for improvement
- 2 More erudition openings
- 3 Better job designation
- 4 Better office location
- 5 Better work/life poise
- 6 Smart benefits
- 7 Improved job security
- 8 Good connection with direct line manager
- 9 More stimulating Job description
- 10 More power
- 11 Salary
- 12 Flexibility
- 13 Geographic location
- 14 Company status
- 15 Strong connections with coworkers & associates

When you will search for a job, use this checklist. Check at least 3-4 top priorities are available with your new job

If the priorities and benefits are not matching with your personal parameter, you may not be suitable for this job, or at least it is not your dream job

It's time to sum up the whole

After concluding the exercises suggested in this unit, you should have formed already a better understanding of yourself; by this time, you must have identified trends in your interests and skills; coordinated your qualities and interests to career identities explored some potential career identities with the assets available to you; and demarcated the deal-breakers significant for you. You are now enabled to take a more knowledgeable decision about the track your career should adopt next, and the best choices are sensible decisions



THE NEW METHODOLOGY OF PRODUCTIVE JOB SEARCH

Job search is an essential criterion for professionals. A mid-career professional searches for better jobs in higher management and top management professional searches job for global exposure or for further job flourishing. Job market is extreme volatile no doubt and here development often comes with change or with up gradation. The ability to change, maintaining marketability, dedication and commitment to go ahead, displaying social media acumen define the integrity of job search by a professional and accuracy of following these paths in face decides his potential for success in job searching.

No matter if you are new to a service area or you are a seasoned professional working in a company for last the 7-8 years, you may change your present job if there is a good opportunity. However, opportunity will come in your way. According to job market terminology there are two types of job seekers: one is active job seeker, and the other is passive job seeker. Let's take a close view.



ACTIVE JOB SEEKERS

These people are currently unemployed, or employed but looking for better career opportunities. They indulge their job search at least 3-4 times a week. Their approach may be casual.

You can hire a professional LinkedIn profile writing agency or you may download the free PDF available in LinkedIn for creating your personal profile.

PASSIVE JOB SEEKERS

They seem to be inactive for job search but these people put more focus on productive networking. Often they are found talking to a recruiter. They keep an eye open for new opportunity and keeps complete focus on their present job, where he can establish his potential in his present role. The job search trend in 2016 demands you to be proactive role in your job search because it is strongly believed that potential job search cannot be created by overnight process.

Take here a suggestive view of how should be your job search during 2016: According to the answer, you need to build strategy for your job search.

1 THE ECONOMY IS IN "TURNAROUND" MODE

Globally there is a turnaround of economy in most of the countries, therefore job markets are also showing promising potential for job seekers. This is the high time you need ask yourselves about the marketability of your talent and credential.

Now it's action time

Your CV is one of the best and potential tools to represent you in market, regardless you are looking for career exposure nationally or internationally. Hire a professional service for upgrading, redesigning your CV, and at the same time for worldwide exposure, take a look on your LinkedIn profile. You need to upgrade and complete your LinkedIn profile as early as possible.

2 BUILD YOUR NETWORK ON TWITTER

Marketability is all about what you know indeed but in job search market, how you know others and how others know you matters a lot. Ask and evaluate, if your social profile is up to date and reflects your best expertise! If yes, you are done; if not, upgrade it immediately.

Now it's action time

20%

- ◆ Spend at least 2-3 hours active time in creating beneficial associations in your close environment. Make big accomplishments from small investments that aren't fully quantifiable – taking a potential contact you respect out for coffee for example, could earn unpredicted career rewards in future.
- ◆ Join different and active industry groups on LinkedIn and start curating content for sharing on various networks. When you share a high-quality, important article, post it with a query to ignite further healthy discussion.



Action suggested:

- 1 Go through the good performers in your industry and select the skillsets they have included in their profile. You will get to check them on LinkedIn
- 2 Cherry pick some part-time opportunity to nurture your skill set
- 3 Search for realistic opportunities to nurture your skillset, which will enhance your marketability in long term effect

TALENT BRAND IDENTIFICATION HAS INSPIRED BETTER GROWTH

Nurturing corporate culture has become important for companies nowadays as an employee you need to understand the importance of this trend, which was started from 2016. This is one of the reasons reputable companies are looking for top talents to hire. This is not only enhances the team potential but also displays their market potential and reliability.

Now the billion dollar question is do you feel an urge to prioritize a company over the job title!

Action suggested:

Find out the name of your dream company and list the name of its immediate competitors. Now list the names of the organizations that meet the criteria you can link with the ideal company you have listed.

Just think and decide if you have to send 10 generic application in one hour time or two best quality applications in that time, which one will be more productive? The buzz word in 2016 job search is not about quantity, it is about quality and you have to adhere to this rule of quality by its best.

STRATEGIC THINKERS WILL GET BEST PRIORITY

Ask your self: How much I am aware of the industry traits, challenges and how much I am aware of my market value? Can I successfully build relationship while I am searching for new job?

Suggested actions:

- 1 Before you apply in a company do intense research about the company and company management. Do not hesitate to ask them about the product and service! Let your hiring authority understand that you are ready to merge with the company
- 2 Show your eagerness to get hired and show your excitement of taking the new challenge candidly. You should maintain your courtesy as well as discuss your idea of implementing some productive process also in your responsibility with prior permission from your recruiting manager

Smart skill development should be in your main focus

In 2016, the most employable sectors are found related to sales, marketing, or (STEM) science, mathematics, technology, and engineering sectors. You need to check yourself if your skillset is related to these industries or are the skillset is in proper demand? If yes, Ask yourself if

You are with your dream job? If not, what are the steps you are taking for achieving the goal?

If you have found that your present skill set is not in demand decide how you will be bridging the gap between present skill set and marketability

New age definition of career advancement and suggestions from achievers how to achieve it.

Once upon a time, it was believed that career is like a pyramid and you have to climb the ladder in order to reach the top. But now the activity schedule has been changed radically. Now it is like a big ground where you have the liberty to cross the edge by your own rule. You are free to move at any direction to bag success

Now the question is how to define career advancement

To be precise, there is no specific definition for career advancement. You can select the most relevant and focused road to reach at top but you need to understand the implications of using that road. According to job market specialists, there are 5 ways you can advance your professional career today!

CAREER MOVEMENT

In order to take your professional career ahead, you need to increase your value by increasing your contribution as well as taking more responsibilities with assurance of quality result and fulfilling that promise. Once you will find a gap, you have to bridge the gap, at least you need to take best effort for bridging the gap.

According to HR specialists, a job aspirant should undertake

3 policies These are :

- 1 Developing the right skill
- 2 Learn excellent time management
- 3 Plan and implement a succession plan so that someone should be there who can replace you

After that, you can set a goal for getting a promotion in every 18-months' time. In case your position/promotion is not available in the company, you can consider reevaluation of your job profile, your performance, or to change the company

FURTHER PLAN FOR MOVING AHEAD

For moving ahead, either you need to speak to your present authority or you need to change your organization. Alternatively, you have to upgrade your skill. Before adopting or accepting a new role you should consider your growth potential, monetary advantage, and scope of learning, etc

CAREER DEVELOPMENT AND IMPACT

Asking for more responsibility or feeling the urge to increase impact on current job responsibility, etc. may not impact high in career advancement but it can boost your confidence a lot. You can enjoy better impact if you get in touch with a mentor, he can help you to grow wonderfully in your career, evaluating your present career status You can subscribe to different newsletter, blogs, forums, etc., for learning more on this subject and opportunities.

CAREER CHANGE

Those who want to change his/her career entirely by pursuing a new career or industry, need to get knowledge about that particular industry. You have to do your homework in order to understand the right direction where you should take your career path. Research and test your skill and accordingly decide for the new step you have planned for your career advancement.

PROVE YOURSELF

Getting a good job is not the end of career advancement. You need to prove yourself suitable for the opportunity. Before entering an industry, you need to do your homework about the industry, its growth potential, and compensation, etc. Take suggestion from good performers of the same industry. also check if your tools are sufficient to help you in coping with the demand of the industry





BUSINESS OWNERSHIP

If you want to start a business, you need to take a close look at the industry you are supposed to enter. Your resources, your, present skill set, and your networks should be taken in consideration for proper sustenance and due development of the business. This is a grand way to boost your career, earn handsomely, enjoy excellent flexibility, and get global exposure.

CAREER MARKETABILITY

This is applicable for all professionals in order to enjoy a satisfactory professional career growth. The career you have nurtured must have growth potential and acceptability in the market. In other way, your professional qualification should seem enough attractive for recruiters so that they show their interest to hire you in their organization. According to HR experts if a professional excels in career marketability, he can easily overcome his craving for job security.

Test your marketability

In order to be sure about your marketability, ask yourself these questions

If my current employment is enough satisfactory and it serves my goal?

Is my education, certification and training current and relevant?

Are my skills and industry knowledge up to date?

Are my networking and communication activities constant?

Is my life and work balanced? Am I balanced emotionally, physically, intellectually, financially and spiritually?

Use this checklist to check your marketability. If you find any discrepancies in these areas, you need to use your answers for creating an action plan to recover/ rectify them.

Once you are sure about your marketability, you can add more focus in your work and your career advancement will be easier for you.

DYI CAREER MANAGEMENT : A COMPREHENSIVE CHECKLIST

Print and keep it glued on your mirror

Decide what you wish to achieve in your career?

- ◆ Getting a promotion
- ◆ Locating for a new opportunity
- ◆ Planning for changing career path
- ◆ Planning to start my new business
- ◆ Planning to increase my earning potential
- ◆ Looking for more responsibilities at work
- ◆ Increasing my confidence at work

The three big things I need to do to make that happen
ARE:

1

2

3

MONTHLY CAREER MANAGEMENT CHECKLIST

This month I have :

- Attended 2 professional networking events
- Updated my online specialized profiles
- Conducted one informational interview either in person or on email
- Made two new professional connections
- Collected examples of my work and recorded my greatest wins so far
- Read job openings to assess my capabilities against industry standard
- Learnt something new
- Read 4 industry-related articles online in a comprehensive way

YEARLY CAREER MANAGEMENT CHECKLIST

This year I have :

- Conversed to a recruiter to explore my market value
- Researched online to inspect my worth
- Removed my skills gaps by using personal learning plan
- Met with my manager, boss or HR manager to confer about my career goals

MY PERSONAL LEARNING PLAN

The one expertise I'd like to learn this year is :
.....
.....

What learning methods and activities will I invest in to achieve this?

- Online reading and tutorials
- A mentor
- Short courses
- Internal training opportunities
- Full-time studies

What kinds of support will I need, and who will provide it?

Mentor :

