

**WELCOME TO THIS
EDITION OF CAREER
COMMUNIQUE
X-PRESS!**

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Annemarie Cross is a Career Coach, professional Resume Writer and NLP Practitioner, and founder/principal of Advanced Employment Concepts, a consultancy offering specialised services for people striving for success and fulfilment in their business, careers, and personal lives.

www.annemariexcross.com

CAREER *Communiq e!* x-Press

Annemarie's Muses

Greetings and welcome to another issue of Career Communiq e x-Press! I trust you have had another productive month? Can you believe we are nearing the end of March already?

The city of Melbourne has certainly been abuzz over the past week as host of the 2006 Commonwealth Games. It has been thrilling to see some of the Commonwealth's top athletes compete in a sport that they are totally passionate about. True passion and commitment in competitive sports is paramount, and is what drives them to undergo hours and hours of practice (and often pain) as they perfect their art.

I only hope that we have as much passion, dedication and drive to be the best we can possibly be in our line of work. What commitments have you made to yourself to continue developing your skills? How are you keeping ahead of your game and competition? What achievements are you securing in your work that will

continue to position your skills, expertise and value apart from your colleagues?

If you are looking at advancing within your career and believe you would benefit from having a partner to support you in achieving your goals, I do hope that you would consider working with us!

In the meantime, I hope you enjoy the articles and resources we have packed into this issue.

Have a great month everyone!

Till next month.

Annemarie

CALL FOR RESEARCH PARTICIPANTS

Can we ask you for your support? We are currently compiling inspirational stories about people who have made a career change from a job they loathed to a career they now love! Have you experienced a career change, or do you know of anyone who has experienced such a career change? If so, we'd love to hear from you.



Please contact our Customer Relationship Manager, Lyn Prowse-Bishop at lyn@annemariexcross.com for further details.

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Are your beliefs supporting or suppressing your progress to living your purpose?

To follow on in the theme of 'Living Your Purpose', loving your work and being passionate about your career, one of the areas that may be preventing you from achieving this relates to your beliefs.

Beliefs are our views, attitudes, feelings and values that we hold about ourselves, the people around us and the world, and are shaped from a very young age through our interactions with significant people such as parents, teachers, friends or family members.

As our beliefs significantly influence the way we make our decisions and behave on a daily basis, it is vital to ensure that our judgement and choices are not being driven by unhelpful beliefs, but rather positive and empowering thinking.

You may recognise some of these not-so-productive beliefs:

- ◆ Money is the root of all evil;
- ◆ Maths is not really one of your strong points;
- ◆ You'll never amount to anything if you don't work hard;
- ◆ You're so lazy;

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Coach's Corner: Changing unhelpful beliefs

- ◆ Why can't you be more like your brother/sister (getting good grades, working hard, sports etc);
- ◆ You never seem to give your best;
- ◆ You'll never get a good job if you don't pass this subject;
- ◆ Life is just full of problems and struggles;
- ◆ It's a just a never-ending uphill battle...

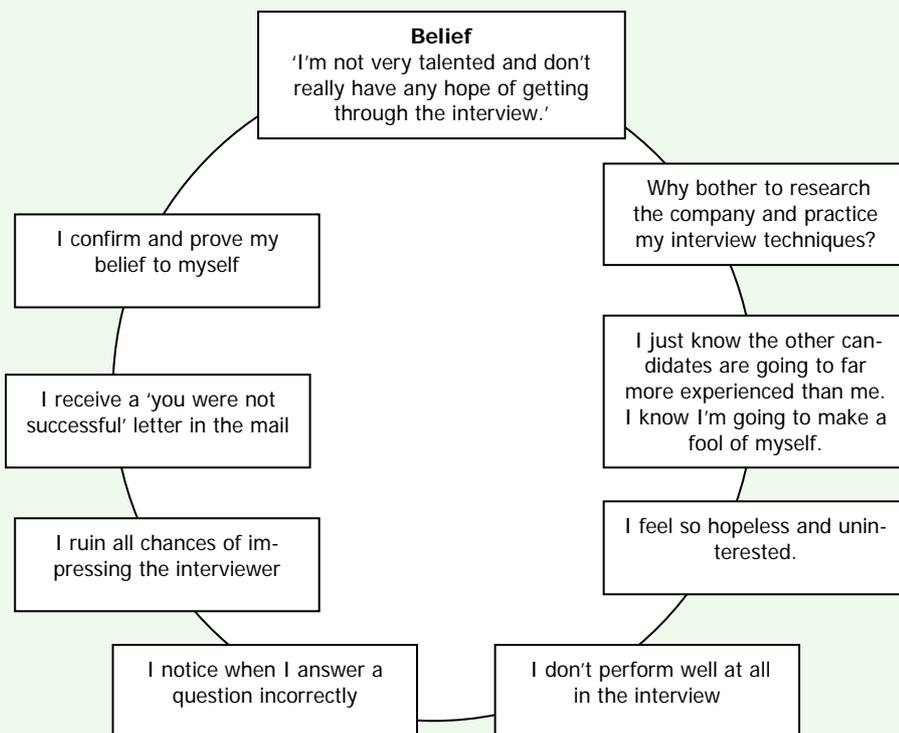
Unfortunately, if we grew up hearing the above (and many other such statements) it may have caused us to have developed unproductive beliefs on which we now base our decision-making.

Here are a few other unhelpful beliefs:

- ◆ I'm not good at selling myself
- ◆ I don't really have any real impressive accomplishments in my career
- ◆ I haven't got the skills to support me in making a transition to a new role
- ◆ I'm too old for a career change
- ◆ I'm too old to go back to studying
- ◆ I'll never be able to find a job that I really love

Do any of these sound familiar?

Review the following case study of a job seeker that is driven by limiting beliefs in their job search:



(Continued on page 3)

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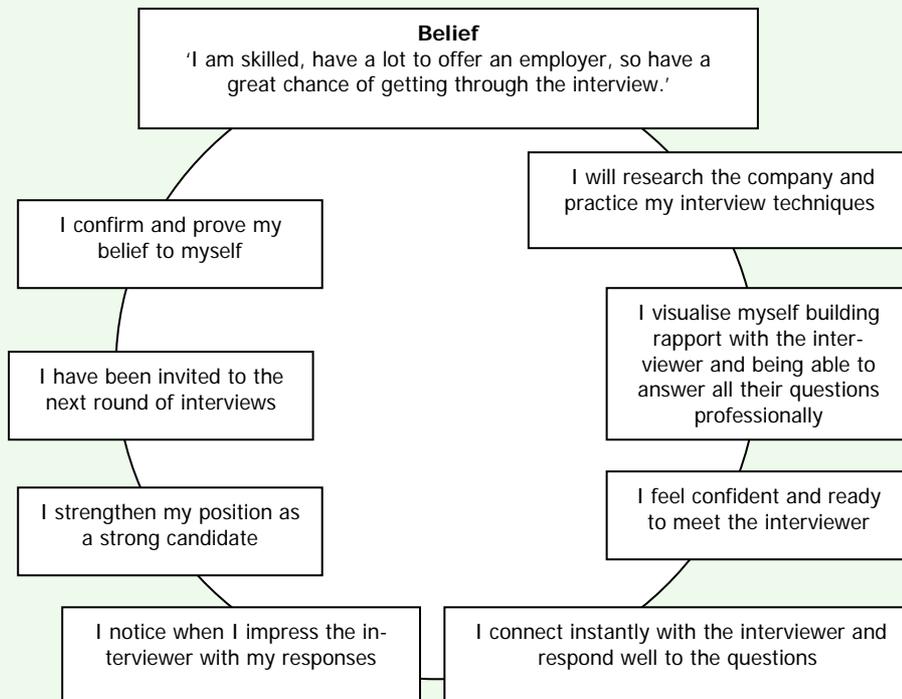
Alarm bells ring as white collar jobs go off-shore

The Australian Financial Review --14 March 2006
Original article by Peter Roberts

It is no longer just blue-collar jobs that are threatened by the globalisation of the workforce. Companies in Australia and other developed nations are increasingly outsourcing highly-skilled, white-collar jobs to Asian nations. Countries such as China, India and Indonesia now offer skilled engineers, designers and other professionals in large numbers, who can provide comparable work at a lower cost than in-country workers. Another important aspect is that labour supply is extremely tight in Australia. Australian universities are turning out about 5,000 engineering graduates annually, while China produced 219,563 in 2001.

[Source: My Business Daily,
14 March 2006--ABIX]

(Continued from page 2)



If we take the exact same job seeker, however change his limiting beliefs to more positive and empowering beliefs, let's review the sequence of events. What an impact this has on this person's job search and interview, simply by changing the belief.

Fortunately with NLP (Neuro Linguistics Programming) you can change your limiting beliefs to productive and empowering ones so that they support (rather than suppress) you when working towards your life and career goals.

Two helpful presuppositions (assumptions) on which NLP is based include:

- ◆ **You are in charge of your mind and therefore your results.** By changing your mind and your beliefs you can make a positive impact on your results.
- ◆ **There is no failure, only feedback.** If you don't get an interview, or an invitation to the next round of interviews, it doesn't mean you failed and are a failure. It only means that this position did not match your particular skills.

So why not challenge yourself to make one small change. After all, **if you do what you always have done, you will continue to get what you have always got.**

In other words – 'Change nothing and nothing changes.' So if you persist on holding onto those unproductive and unhelpful beliefs, you will probably continue to experience the same results and outcomes.

Here's to loving your work and to living your purpose!

If you feel you could benefit from some coaching around changing your beliefs please email me at: annemarie@annemariexcross.com

Our Sponsor:



www.acethatinterview.net

Do you ever **"trip over your own tongue"**, become **"tongue-tied"**, or feel you're just **not delivering your best performance during a job interview?**

Imagine if you could:

- ◆ conquer the top 10 mistakes that 9 out of 10 job seekers *unknowingly continue to stumble on*;
- ◆ answer each question easily and effortlessly; and
- ◆ maintain a professional persona throughout your next interview **to secure that edge over your competitors!**

Ace that Interview! Cutting-edge interview techniques EXPOSED! is the resource you have been looking for, jam-packed with interview strategies.

I recommend "Ace that Interview" for its practical advice and "insiders" view that would otherwise be difficult to find in one comprehensive source.

Gayle Briggs, Senior Consultant,
ATTAIN PEOPLE SOLUTIONS

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Assessment Centres!

Assessment centres and the activities they have candidates complete and participate in can differ greatly from centre to centre. Typically, they may:

- ◆ Require your participation during the final stages of the selection process;
- ◆ Be run from the organisation's head office or at another venue separate from the employer (i.e. the recruiter's firm);
- ◆ Run for a couple of hours; half a day; an entire day, or longer;
- ◆ Incorporate outdoor activities;
- ◆ Assess candidates in groups rather than individually;
- ◆ Involve other people around the room who observe the candidates throughout the assessment process. These can be trained assessors; managers of the organisation; or external consultants.

When attending an assessment centre you will be expected to complete a combination of activities that are designed to uncover your intellectual skills and personal qualities required for a particular organisation. As participants are closely observed in situations that mimic job functions, this type of assessment is reputed as having a high level of reliability in determining suitable candidates.

Candidates will be assessed together over a period ranging from half a day, a full day or even longer, however are not competing against each other but rather being assessed on their own merits against the criteria for the role.

The range of activities that a candidate can expect to undergo include psychological testing, simulation exercises for groups and/or

individuals, a social event, a presentation and one or more interviews. Even exercises involving a case study or written proposal where problems/challenges have to be identified and a suitable plan of action developed may be required. Additional exercises could include written tasks and report writing; group tasks including a consensus activity; a physical activity or a group report which concentrates on collaboration and contribution. It is important that the candidate contributes to the process to allow the observers to adequately assess them.

"... participants are closely observed in situations that mimic job functions..."



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Welcome to Catapult
your Career's *In the
Spotlight* segment!

Each month our resident Career Coach – Annemarie Cross will hold one-on-one informational interviewing sessions with key people from diverse industries to gain an informative ‘snapshot’ of their day-to-day responsibilities; what attracted them to the industry; and what they LOVE about their jobs!

Relevant, supportive, up to date and fun information!
Grab a coffee - sit back – and ENJOY!

Interview with Mary Benton AMP Financial Planner

AEC asks: What attracted you to this profession?

Mary answers:

As a Financial Planner you are basically dealing directly with people. You're working with numbers and you're working with complex strategies to come to a solution. I am also a real people person – I love the people side of it; I love to achieve solutions—I'm a mathematician at heart and believe there is always a solution to a problem, and love the fact that as this is a complex field, my brain gets exercise at the same time each and every day.



AEC asks: What studies/training did you have to complete?

Mary answers:

I am a Chartered Accountant and although you don't need to be a Chartered Accountant to become a Financial Planner, this additional training has given me an extra depth which I can bring to the business. To become a Chartered Accountant you need to study a degree and fulfil additional training and professional exams. To be Financial Planner you need to become accredited by a Dealer Group – and I am accredited through AMP. To do that you need to undergo additional studies and training to fulfil the obligations of their examinations.

I have also completed various studies through the Securities Institute which is post-graduate studies again for about 2 years, doing a Graduate Diploma of Financial Planning. But there are other ways you can complete this, and each Dealer Group can guide you on their minimum entry requirements.

But even when you do become a Financial Planner the studies are constantly ongoing. Social Security rules and thresholds change every six months, Taxation changes throughout the year, products on offering change weekly, and of course the economic environment within which we're operating is always changing. So with a constantly changing landscape, you have to actually devote a large portion of your week to keeping up-to-date.

Also, with every product or service you want to offer you need to be accredited in that area. For instance at the moment I'm not accredited to give Self-managed super funds: to do so, I would have to go back and do some more exams. And if I want to provide Mortgages I've got to take Mortgage industry exams, expanding the wealth of knowledge that I can offer other people.

Continued... [\[click here to continue reviewing the interview\]](#)

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Office share tactics add value

The Australian Financial
Review -- Page: 58 :14 March
2006

Original article by Catherine
Fox

Far from being a headache for an employer, job-sharing can actually add value to a position. Vilma Faoro of Hudson Jobshare points out that the Australian business community holds a lot of negative perceptions about job-sharing, and that most of these are untrue. For instance, the practice is not more costly and does not require additional supervision or a lot of cross-communication. In fact, workers in job-share positions tend to be more productive. It can also be an excellent means of retaining knowledge, as senior executives can move to job-share positions rather than retiring altogether.

[Source: My Business Daily,
14 March 2006-ABIX]

Q&A

Dear Career Coach,

Your urgent attention is needed. I am in career limbo!

I have three university degrees. These are all in the field of business. I had an extremely high GPA. I also have a postgraduate certificate in teaching English as a second language. In addition to this I have a Diploma in Export Management.

I am having major difficulty in getting permanent work. I have been working in the area of administration for over four years. This has consistently been in a temporary capacity. I have been unable to break this cycle. I am constantly getting approached by agencies who would like me to work for them as a contractor. My ability to gain an interview for a permanent job is very limited - I hardly ever get one. When I do, I get knocked back with the response - 'there was somebody with more experience in the field'. How can I get experience in a field when I have to pay the bills and grab onto a temp job, regardless of what area it is in?

I also feel that the calibre of the work that I do is demeaning to my intellect. I am stuck doing menial admin tasks when I have so many other capabilities.

I am stuck as to what to do to break this cycle.

Kind Regards,
Judy Sutherland

Annemarie responds:

Hi Judy

Your qualifications sound extremely impressive, and your employment through agencies (even though on a temporary basis) should provide you

with transferable experience relevant to a full time role, so I wonder if perhaps you may be having difficulty marketing yourself and your abilities/experience in an interview. Trying to promote and portray yourself as the best candidate for a role can be difficult, particularly if you feel that your abilities have been undervalued, and that you have so much more to offer.

Even part time work can offer excellent experience and achievements to use when you promote yourself to a potential employer, particularly how your expertise has made an impact within the organisations you have worked for over the last four years. Did you streamline any processes or procedures that minimised the time spent on day to day duties? Did you set up new processes that enhanced efficiency? Did you suggest any initiatives that optimised the administrative department? These would serve to demonstrate your ability to not only perform the task, but also how you impacted positively on the organisation's bottom line.

Perhaps you can seek out other opportunities within your current work environment? Become proactive and let people know that you have much more to offer than the current tasks you are performing? If you haven't done so already, start developing a network of contacts with people within these organisations and tell them what you can do. Is there the possibility of putting your name in the hat for other projects or work in other departments? Get known and be seen as a problem solver and

(Continued on page 7)



Q&A contd

(Continued from page 6)

faceted experience.

You mention that you need a steady income to pay the bills so launching into your own business at this stage would probably not be feasible. While it would be lovely to be guaranteed an immediate and steady income once you have hung your shingle outside your door, this is hardly ever the case. Building up a client base and a regular and stable income can involve a huge commitment in terms of time, money and unflinching dedication (among other things), so it may not be feasible for you to pass up any job offers at this stage, even if they are on a part time basis.

I would suggest you try some of the strategies above and see if this makes any difference in securing a more permanent role. Getting the practice in promoting yourself and your abilities when speaking to potential employers will certainly be useful if you do decide to open your own business down the track, as you will need to feel comfortable in promoting your business to potential clients.

I wish you all the best!

Annemarie Cross

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Career Fairs - Tips on how to leverage (and not lose) those vital opportunities

Job fairs can be overwhelming and disheartening for an unprepared attendee, particularly if they encounter long lines of hopeful job seekers, lack of time available by the busy HR representative, and receive little or no response after handing out hundreds of resumes.

Does this sound familiar?

Firstly, you should never look at a job fair as a chance to get hired. Sure, it can happen, but it's rare. Rather, you should be considering the job fair as:

1. **an opportunity to make contacts for follow up;**
2. **a chance to find out who is hiring; and**
3. **a way to gather information on local companies.**

Do your homework:

Job fair event managers always list the participating companies in their ads, which means that you can do your homework and research important information on any of the companies you may want to target beforehand. That way you will be more prepared when speaking with the representatives from the target companies with a few topics of interest relating specifically to the company.

Go prepared:

Have plenty of copies of your resume with you, but avoid gimmicks geared to make you stand out, like neon coloured papers. Also, don't use your resume as a shield by approaching a booth with your resume

held out before you. An employer will probably take it, place it in the growing stack, and say they will review it later.

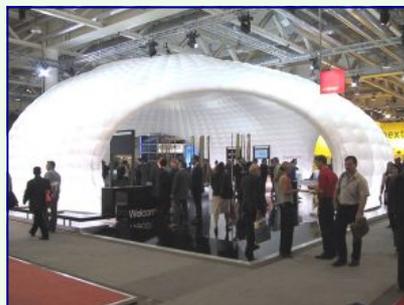
Rather, approach the employer, saying something like, "Hello, my name is _____. I am very interested in your company and would love the opportunity to find out if I have what your company looks for in a candidate for a position in _____. I see that you are very busy, so would it be possible for me to follow up with you later this week?" This could lead to the resume being reviewed with feedback or the all-important opportunity to get contact information.

Be direct and professional:

Remember that you are there to make a positive impression, which goes beyond professional attire. Avoid making common mistakes like being too casual, not making eye contact, or monopolising the employer's time.

Get the scoop:

A job fair is a terrific time to gather information, especially when it is busy. Collect literature from every booth for careful review at home, allowing you to further research and target the company strategically.



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Hidden jobless figure may reach 17 per cent

The Sydney Morning Herald -
-- Page: 5 : 24 March 2006
*Original article by John
Garnaut*

Figures released by the Australian Bureau of Statistics on 23 March 2006 show more Australians want to work. They suggest the "hidden unemployed" may number as many as 1.5 million. The survey uncovered 840,000 people without jobs who want to work. This, together with the 612,000 part-time workers who would like more hours, means that Australia's real unemployment rate is probably 17.5 per cent. Officially, the jobless rate is 5.2 per cent and the economy has reached full employment.

[Source: My Business Daily,
24 March 2006—ABIX]

Hot off the Press: Keeping up with the News

We were recently interviewed by Journalist - Arthur Kelly.

Boss Hog

Few things inflict more misery than an abusive supervisor. The effects can even resound at home where job anxieties subvert family pleasures. You can't change your boss, but you can change the way you react to him.

Power corrupts - some more than others it would seem. Chances are the most powerful person in your life is the one that signs your pay check. If you're lucky, your boss wears his or her authority lightly. While it's not always easy to understand what drives a bad boss, almost everyone understands the challenges facing those saddled with one.

The most modern and sophisticated corporation is transformed into a fiefdom when a dictatorial person is at the helm.

"It surprises me that even with all the leadership resources, tools and techniques on how to get the best out of staff, there are still some bosses around today that use a very autocratic, domineering and abusive approach when leading their team," comments Annemarie Cross, a career and workplace counselor based in Melbourne, Australia (www.annemariexross.com).

"They seem to take out their need for complete and total control on their staff by following a very unproductive, unhealthy, (and in most workplaces), illegal approach. Working in an abusive and confrontational environment with a boss who is making life an absolute misery for you is stressful. Prolonged anxiety is unhealthy, and should be avoided at all costs."

Unfortunately, reality and circumstances frequently conspire, negating any thought of a move. People become trapped, forcing them to develop coping mechanisms unique to their situation. In fact, employees often devote more energy to placating their boss than fulfilling their tasks.



So what advice does Cross offer if you're subordinate to someone who regards their own judgment as infallible, and refuses to consider the expertise of others?

[\[click here to read on\]](#)

The Redundancy Ride

By AMP Financial Planner Mary Benton*

On average, an employee may expect to face redundancy up to three times in their working life. With odds like this, it pays to be prepared.

Facing redundancy can be an extremely stressful time, but before rushing in and making any decisions, it's important for people to take stock of their current circumstances, immediate needs and plans for the future.

It's important for people to seek financial advice before they make any major financial decisions with what could be one of the largest lump sums they will ever receive.

One of the first questions someone might ask if they are facing redundancy is, "What can I expect to get?"

In redundancy, a person is entitled to receive any outstanding holiday pay, long service leave and other entitlements, as well as a payment as compensation. The payment will vary between employers and awards, but for example, could include four weeks pay up front, plus two weeks pay for every year of service.

The next question is probably, "Will I qualify for any Centrelink assistance?"

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This will depend on what that person owns and their income. Usually people will have a waiting period before they are eligible for benefits.

And the third question might be, "What am I going to do with this payment?"

Unfortunately, there is no hard and fast rules on what to do with a redundancy payment – it all depends on each person's immediate and longer term needs.

For instance, someone with a family will have to think about how they pay bills and put food on the table until they find another job. While it may be tempting to pay some off the mortgage, it might be wiser to wait and do this when another job comes along, just in case the funds are needed in an emergency.

For older people who are made redundant, they may toss up whether it is a good idea to take the payment and retire early. But they have to ask themselves whether they can afford to retire. If they are aged 55 or more, they can access their super funds if they choose to retire and should contact Centrelink to find out what social security benefits they may be entitled to.

Even a young person without financial and personal commitments should think twice before spending their payout, as there is always a risk that they might not find another job as quickly as expected.

It's important for people to be clear about their financial status, so preparing a budget is a good idea. People should know how much they have in savings, what they owe and how much they need to meet all of their usual expenses. Answering these questions will give a person a better idea of what to do with a redundancy payout.

No matter how much a person receives in their redundancy payment, some of the money will go in tax. The good news is that redundancy payments are usually taxed at a lower rate, and a proportion may even be tax-free. While payouts can be made up of many components, generally the tax rate is 30 per cent.

Redundancy payments can be taken in cash, with tax paid immediately, or it can be rolled into superannuation. It's important to get advice here as some conditions apply. If it is paid into super, only 15 per cent tax is payable as the money enters the fund. Also, remember that super is for retirement and can usually only ever be accessed before then as a last resort.

Most people have insurance cover under their employer super scheme and this may stop when a person is made redundant. But insurance cover is important, so this is something else to think about reviewing.

Redundancy is not easy. It's often hard for people's self-esteem and confidence. And on top of that, there are a lot of complex financial issues surrounding redundancy and retirement entitlements. Getting financial advice at these times can usually make all the difference in using that lump sum properly.

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Monthly Specials

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- ◆ Positioning your competitive edge far above your competitors with a compelling visual portrayal of your expertise;
- ◆ Leaving a memorable impression with a recruiter, potential employer, or network contact by leveraging visual dynamism within your application;
- ◆ Strengthening your bargaining power at salary negotiation phase, by allowing you to combine both visual and auditory elements during your discussions;

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- ◆ Allowing recruiters / potential employers access to your expertise and credentials 365/year, 24/7.
- ◆ Getting multiple lucrative job offers for positions you have only dreamed about?

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To review some of our samples click on any of the samples below.



To learn more about our cutting edge product visit:
www.resume-showcase.com or contact Annemarie at
info@resume-showcase.com