

Welcome to Carrièrepoort

The purpose of this documentation is to inform you about the possibilities and advantages of outplacement.

✓ Tailored advice

✓ Coaches with experience
in your field

What does outplacement mean?

You have recently been declared redundant by your employer. That is drastic, and we understand that very well. Outplacement is work-to-work guidance. Your employer would like you to find a new job as soon as possible. That is why they offer you guidance from Carrièrepoort. We call this work-to-work guidance an "outplacement process". You will receive targeted guidance to increase your chances of a new position significantly. Applying for a job has changed enormously in recent years; it involves more than just sending an application letter. That is why you can often make good use of support from experienced labor market specialists.

We focus on a personal approach and results; **a new, suitable job!**

Carrièrepoort has been working with Danone for 8 years to guide outplacement candidates to the next step in their career.

Personal approach

We naturally take your needs, speed, and personal situation into account. It is all about you; we want you to be comfortable and know that you are respected in your guidance track. Your coach understands this and ensures privacy and security. They are also well acquainted with the labor market in the region. Due to our vast network, we can often create warm entrances for you with potential employers to get in touch with them more quickly and creating more job opportunities for you.

Redundancy often causes unrest and uncertainty. It can also affect your confidence. Therefore, it is essential to think carefully about this before you can look to the future again.



What does an outplacement process look like?

The structure of each outplacement process is personal, tailored to your situation. In consultation with the coach, you determine which components best suit your situation and give you the best chance of a new job or different working future. This also determines the length and intensity of the route. In general, you go through three phases during a process.



Phase 1: Strengthen your self-knowledge

- What can you do and what do you want?
- How do you profile yourself in a way that suits you?
- *Result:* Job profile and being able to present yourself.

Phase 2: Vitalize your application knowledge and approach

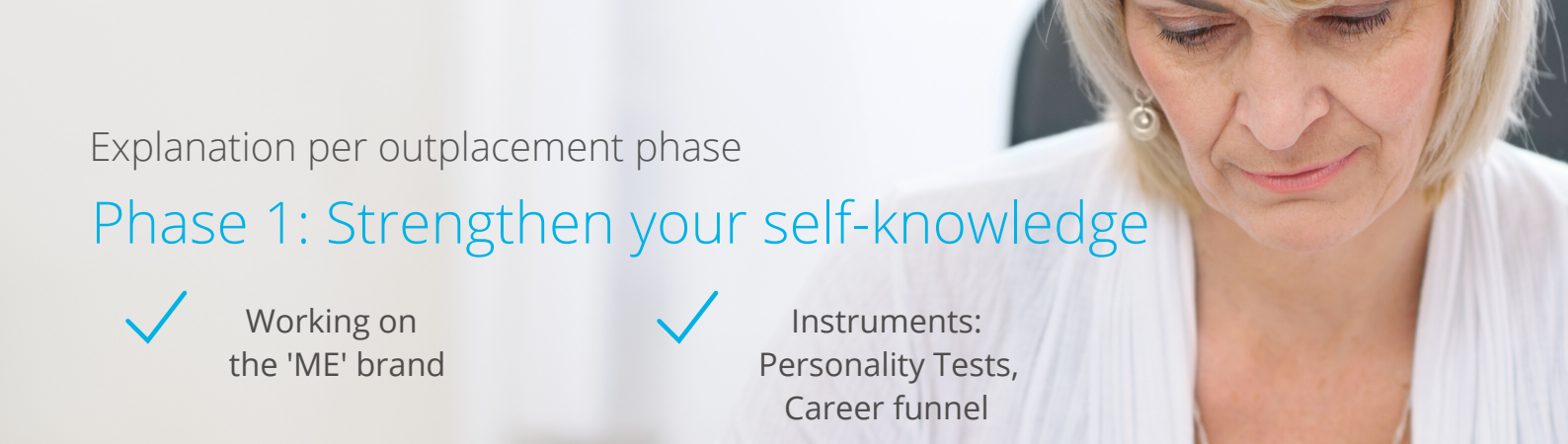
- Individual application training.
- Set up cv, motivation letter and LinkedIn profile.
- Learn to read vacancies and practice job interviews.
- *Result:* Being able to apply effectively and successfully.

Phase 3: Get your new job

- Support in getting a new job.
- Access to Jobdigger, the smart vacancy search system.
- Warm entrances to interesting employers.
- *Result for 85% of the clients:* a new job!

Entrepreneurship

Carrièrepoort also offers outplacement guidance towards entrepreneurship. You will find more information about this type of outplacement further on.



Explanation per outplacement phase

Phase 1: Strengthen your self-knowledge



Working on
the 'ME' brand



Instruments:
Personality Tests,
Career funnel

It is essential that you first get clear what you want before you get a new job. Therefore you work with your coach to find that out, step by step. Next, you start working on the "ME" brand. The 'ME' brand revolves around our vision that self-knowledge and distinctiveness are decisive for getting a new job. So that is what the first phase focuses on: having a clear picture of your current situation and taking the proper steps to be able and willing to 'sell' yourself authentically and sincerely.

Therefore means that we first work on your self-knowledge. You can think of; taking a personality and/or career choice test and mapping out talents, skills, competencies, and pitfalls. These new insights are important for the next steps. Because how can you 'sell' yourself if you don't know yourself completely (yet)?

Consider the current situation

We also take time to process the current situation. Redundancy usually has a strong effect on your life: your self-confidence gets to endure something, you sometimes sleep worse, which means that you have less energy, your financial situation can change and it can make you temporarily insecure. You can start to ask yourself questions such as:

- "Will I get a new job at my age?"
- "How should you apply nowadays?"
- "I can't present myself at all, how does that work?"
- "I want to be myself while applying, how do I do that?"

You can of course contact your coach with these questions, he/she will support you during this impactful period and offer you practical tips to deal with this.

Quick scan of cv and Motivation letter

Carrièrepoort continuously scans the employment market in a practical way. Of course, a dream job may suddenly come up for which you want to apply. It is crucial that you already have a cv and can write a motivation letter. In one of the first sessions, we will discuss an initial draft of your cv and teach you how to write a catchy motivation letter. This way, you can confidently respond to interesting job opportunities that come up! Due to your newly gained insights in this phase, we regularly see that the cv and the content of your motivation letter still change during the course of the process. We will, of course, take these insights into account in the second phase.

Funnel model for the job market

In addition to what you have to offer in the labor market, this phase is ultimately about concretizing "what exactly do I want?" And "how do I present myself in the labor market in an authentic way?". Carrièrepoort has developed the Career funnel for this purpose. Step by step, the job profile is mapped from the abstract (which industry/sector) to very concrete. You can read more about this in the infographic on the right.

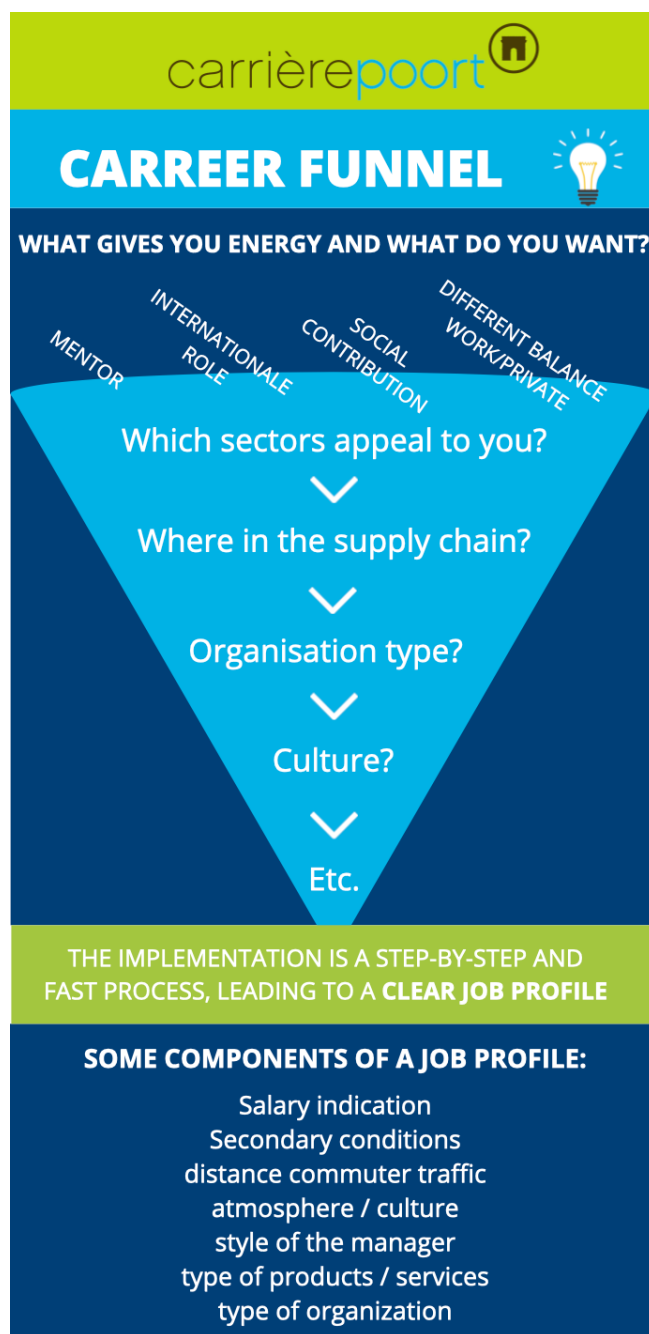
Job profile

The last step of the Career Funnel is the job profile. It consists of at least 12 points, including your desired salary, living/working distance, competencies, and skills. The job profile is also the working document for the elevator pitch, your cv, and the layout of your LinkedIn profile.

Access to Jobdigger

You have access to Jobdigger throughout your entire process. It is our user-friendly and complete online vacancy search system. You receive suitable vacancies in your mailbox every day. Also helpful is the direct link to the LinkedIn pages of potential employers. The benefits are twofold:

- Ease of use: no more searching in the approximately 160 vacancy databases in the Netherlands.
- Broadening through extra job opportunities: an online job hunter provides a personal explanation about the system and draws up a search profile together with you. The jobhunter also searches for you and offers extra job opportunities and tips to match your profile better with the positions you want to go after.



The results of this phase:

- A clear job profile.
- An appealing elevator pitch; your compact opening speech during networking.
- Powerful personal slogan; what do you stand for in your work?
- More insight into your personality, capacities and / or which professions suit you well.

Explanation per outplacement phase

Phase 2. Vitalize your application knowledge and approach



final cv, motivation letter,
LinkedIn training, job
application exercises



Tools: Market orientation
tools and Jobdigger



In phase 2, we continue the process with study and guidance around the application process. This module is about learning how to sell yourself in a way that suits you. It means that you will work in several areas:

Individual application course

Here you revitalize your knowledge of the application process today, from creating an appealing cv to practicing job interviews.

Create your own sales plan

Examples from such a sales plan:

- Labor market orientation: where can I find opportunities and shrinking professions?
- In which media am I going to post my cv?
- How do I increase my findability?
- Social media plan with LinkedIn, Google, and Facebook/Twitter.
- Where am I going to network, and how do I do that?
- Practice network conversation.
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Creating opportunities yourself

Many job seekers only respond to vacancies or calls from a recruiter or recruitment agency. However, more opportunities arise if you work proactively, for example, by approaching organizations yourself. Therefore, we provide you with practical tools and tips.

Explanation per outplacement phase

Phase 3. Getting your new job



practice network conversations



Tools: Jobdigger, Career Portal network access *



In phase 3, we focus on finding your new job. Of course, this is what it's all about! We support you with specific vacancies. These job opportunities come to you in 3 ways:

- You can find them yourself:
 - In the mainstream media and through our vacancy search system.
 - Through networks.
 - Through open applications, visits to open days, internships, etc.
- The coach and Career Portal provide vacancies (if applicable).
- Based on your search profile, our extensive vacancy search system "Jobdigger," you will receive daily vacancies in the mailbox during your process.

*With this approach, your job opportunities will increase: **more than 8 in 10 people successfully get a job within 6 to 7 months.***

**If applicable. Of course, we cannot guarantee that there will be suitable jobs during your search.*

Entrepreneurship

✓ practice network and sales conversations

✓ Instruments: Business scan, business plan format

Carrièrepoort offers complete guidance towards Independent Entrepreneurship or a future as an independent contractor. Our entrepreneur coaches (with their own company) are intensively trained to carry out this process. The total process duration is 6 months, with the entrepreneur's intake taking approximately 1 month. After the business intake, you can decide to stop or to continue. The structure is as follows:

Entrepreneurial intake

It is a short and intensive tool in which you perform an entrepreneur test and make a quick scan of your entrepreneurial idea. We provide, Go/No-go advice with regard to your entrepreneurial skills through a clear report.

- An interview + administering and evaluating entrepreneur test.
- Result: clarity whether entrepreneurship is a logical step for you.

After positive advice by the entrepreneur coach about the feasibility of your entrepreneurial idea and entrepreneurial qualities, the process looks like this:

Orientation phase (before the start of the company)

Strong support and work material that leads to a solid business plan and a solid basis for, for example, a credit application. Improving entrepreneurial skills and knowledge is also an important part.

Guidance phase (during and after the start of the company)

The entrepreneur coach mainly acts as your sparring partner. These matters include turnover improvement, analysis of the results, and the more "emotional" issues that you encounter as the new entrepreneur.

In case of negative advice after the entrepreneur intake, you can continue with one of the other mentioned modules from the outplacement program.

About Carrièrepoort

We are a national HRD agency with 15 career and outplacement specialists. We provide support with mobility, vitality, and employability issues and thus bring energy back into organizations. It translates into the goal and people-oriented services such as in-depth employee and organizational research, HR consultancy, team development and individual career guidance, Management Development, and outplacement.

We are a top 10 player in the outplacement market, where we achieve a success score of 85%. Every year we guide hundreds of employees in outplacement and other career paths. We focus on Business, Healthcare, and semi-government. Some of our clients are:



HALLIBURTON



CBRE





Next step: an introductory meeting with your coach

Inform your HR Business Partner that you want to follow an outplacement process. The HR Business Partner will then take care of your application. The relevant coach will contact you within a few days for an extensive introduction and to determine which information and modules are best applicable to your situation. Then, in consultation with your coach, you determine at which location or via which online meeting platform (Zoom, Teams, or Skype) it is most practical to meet.

During the introductory meeting, you get to know your coach better and vice versa. The coach also explains outplacement and what the benefits are for your personal situation. This interview takes approximately 45 minutes. During this conversation, the following subjects will be discussed:

- Your current situation and how you experience this period.
- Your wishes in terms of guidance for a new job, after all, it is about you.
- Information about your registration with UWV.
- Interests in particular education and/or training. You and the coach determine which modules and options are best suited to your situation.
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We wish you every success in this exciting period. We look forward to working together!

Yours faithfully,

[Carrièrepoort](#)