

INSPIRATION



CAREER CORNER

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Organizing Your Job Search...Have a Plan



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It's Your Career

- × *You must own it*
- × *It is a long-term investment*
- × *It evolves*
- × *Take charge or just let it happen to you*

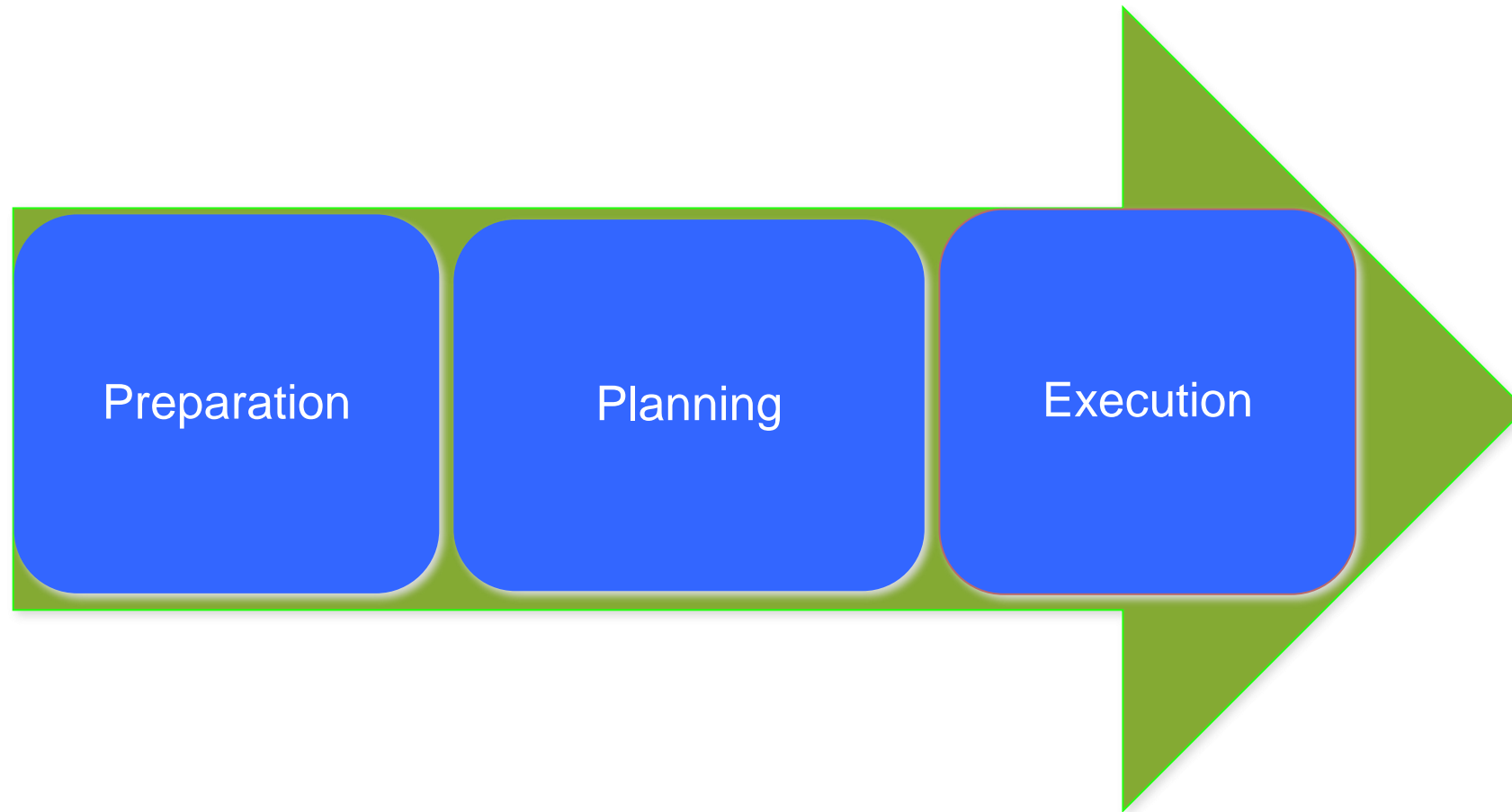
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Today's Objectives

- × Explore key elements of job search strategy
- × Provide **structure** for your job search
 - ▲ Begin to create your strategy and plan

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Elements of Job Search Strategy



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Step 1: Preparation—Where are you?

- × **Self-Reflection**

- ▲ Life? Career?
- ▲ What are your values, motivators, passions, fears, preferences?

- × **Self-Assessment**

- ▲ What are your professional strengths, areas for growth, opportunities, threats?

Step 1: Preparation—Where are you?

× **Tools & Resources**

- ▲ Values Assessment
- ▲ SWOT Analysis
- ▲ Competency Frameworks
- ▲ Online- Self-Assessments
- ▲ Feedback
- ▲ Performance Evaluation
- ▲ Other?

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Step I: Preparation-Where do you want to be?

- × ***Vision/Versions***

- × *Job Search is **an opportunity** to reflect upon the next step in your career*

- × Founded on your values, sense of purpose, passions, SWOT
- × Drives your goals
- × Gives you courage to face challenges, take risks and lead

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Step 1: Preparation—*Vision/Versions*

× **Consider the following:**

- ▲ Multiple ways to live our lives
- ▲ Most careers are actually lived as a series of (two to four year) segments strung together

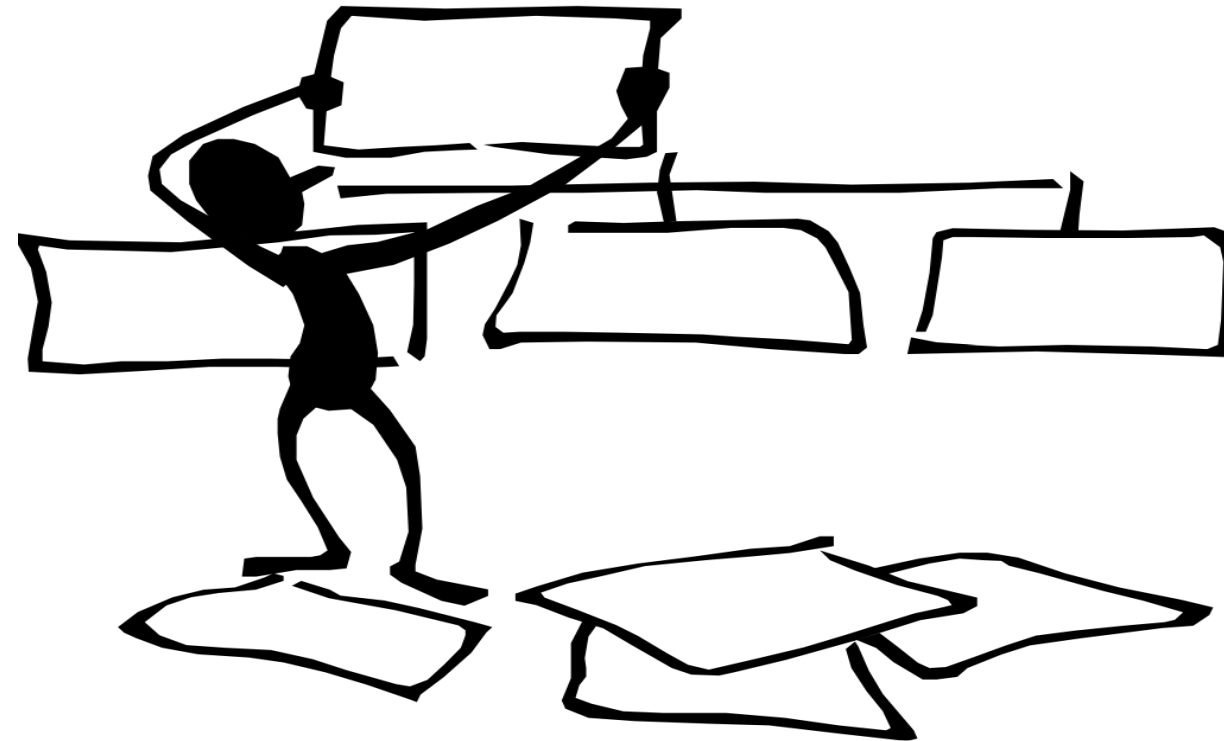
- ▲ **Design Thinking: OPTIONS**
 - × Imagine multiple ways that you could live next 5 years of your life
 - × Rank and then explore alternatives

Source: Burnett, Bill & Evans, Dave: **Designing Your Life**

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Step 2: Planning

- × Why develop an personalized strategic job search plan?



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Your Plan is your ROADMAP



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Template

Category	Goals (what)	Action Steps (how)	Time Frame (when) (where)	Resources (who can help) Benefits (why) Obstacles

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Step 2: Planning—Got Goals!

× **Why set goals?**

- × Establish direction for your career
- × Challenge your growth
- × Raise your confidence
- × Raise levels of achievement and accomplishment
- × Make vision happen

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Effective Goals are SMART

- × **S**pecific
- × **M**easurable
- × **A**cceptable
- × **R**ealistic/**R**esults-Oriented
- × **T**ime-Bound



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Step 2: Planning—Action Steps

- × Effective action steps are SMART too
 - ▲ Identify **specific action steps** for achieving your goals:
 - ▲ Include time frame and resources
 - ▲ Consider obstacles and alternatives
 - ▲ Skills are best developed experientially--by engaging in activities

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Template--Examples of SMART goals/action steps

× Preparation

- ▲ By __, I will have done a Values Assessment and Strengthsfinders analysis.

× Vision/Version:

- ▲ By __, I will have identified three *potential* “next step” career options to explore.

× Resume

- ▲ By __, I will have updated my resume.
- ▲ By __, I will have updated my LinkedIn.

× Resources

- ▲ By __, I will have identified 4 sources/aggregators of jobs (e.g., ACC Job postings, LinkedIn)
- ▲ By __, I will identify/contact 4 people to discuss my potential next steps/options.
- ▲ By __, I will have reached out to 4 people for informational interviews.
- ▲ By __, I will have identified 4 sources/aggregators of jobs (e.g., ACC Job postings, LinkedIn)

× OTHER

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Step 2: Planning—Resources

- × ***Who and What can help you strategically organize your job search and create your plan?***
 - ▲ *Network—Friends, Family, Business Colleagues, Professors*
 - ▲ *Career Coach*
 - ▲ *Recruiters*
 - ▲ *LinkedIn*
 - ▲ *Financial Advisor*
 - ▲ ***Board of Advisors/Mentors***

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Step 2: Planning--Resources Board of Advisors

- × Board of Advisors
 - ▲ Definition: diverse core group of individuals (advisors, mentors, sponsors, role models, leaders, influencers) who in varying ways and degrees:
 - × take an active interest in their protégée and take action to advance their professional and personal growth, success and well being
 - × provide professional and psychosocial support through varying types of interaction (frequency/closeness)
 - × bring diverse strengths and perspectives
 - × inspire, challenge and motivate
 - × provide critical information and support at defining moments
- × **Source: Shen, Y., Cotton, R., Kram, K, *Assembling Your Personal Board of Advisors*, MIT Sloan Management Review (Spring 2015)**

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Step 3: Execution

- × Communicate your plan
- × Monitor/Update
- × Persevere
- × Be Resilient
- × Transition

Step 3: Execution— Communicate Your Plan

- × Share your plan and seek feedback
 - Create a communication “plan”—make communication of your plan with key stakeholders and obtaining their support a **SMART goal**—action plan it
 - Discuss plan with your stakeholders, mentors, personal Board of Advisors; Others?
 - Seek input and feedback

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Step 3: Execution—Monitor Your Progress

- × Monitor progress regularly—at least weekly
- × Make adjustments

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Step 3: Execution—Perseverance

× **Confidence, Courage & GRIT**

- ▲ Confidence has been called “life’s enabler”—“that belief in yourself that you can succeed at things and make them happen.”
- ▲ Other traits—combined with confidence-- drive you towards action in particular situations
 - × Courage drives you when risk involved
 - × GRIT and Growth Mindset drive you when faced with a difficult task or disappointment

Step 3: Execution—Resilience

× Resilience

- ▲ Ability to *bounce back* from career setbacks
 - × *Pause*: Take a breath-Give yourself some recovery time
 - × *Ask yourself*: Is there any way this set-back could lead to something good? How can I make that happen?
 - × *Take inventory*: What do you want to hang onto? What do you want to let go of? Do you want to *recreate* your prior role and/or *repurpose* your skills?
 - × *Surround yourself with supporters*
 - × *Embrace change, adapt and move forward*: Be future focused
 - × *Cultivate compassion*: Be good to yourself

Hit a Bump in Your Career: Rebound Resiliently

<https://www.linkedin.com/pulse/hit-bump-your-career-rebound-resiliently-lisa-b-horowitz/>

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Step 3: Execution—Transition

× **Internal transition**

▲ *Ending*

× Letting go of where you were

○ *Neutral zone: Messy Middle*

× “In-between/limbo” zone

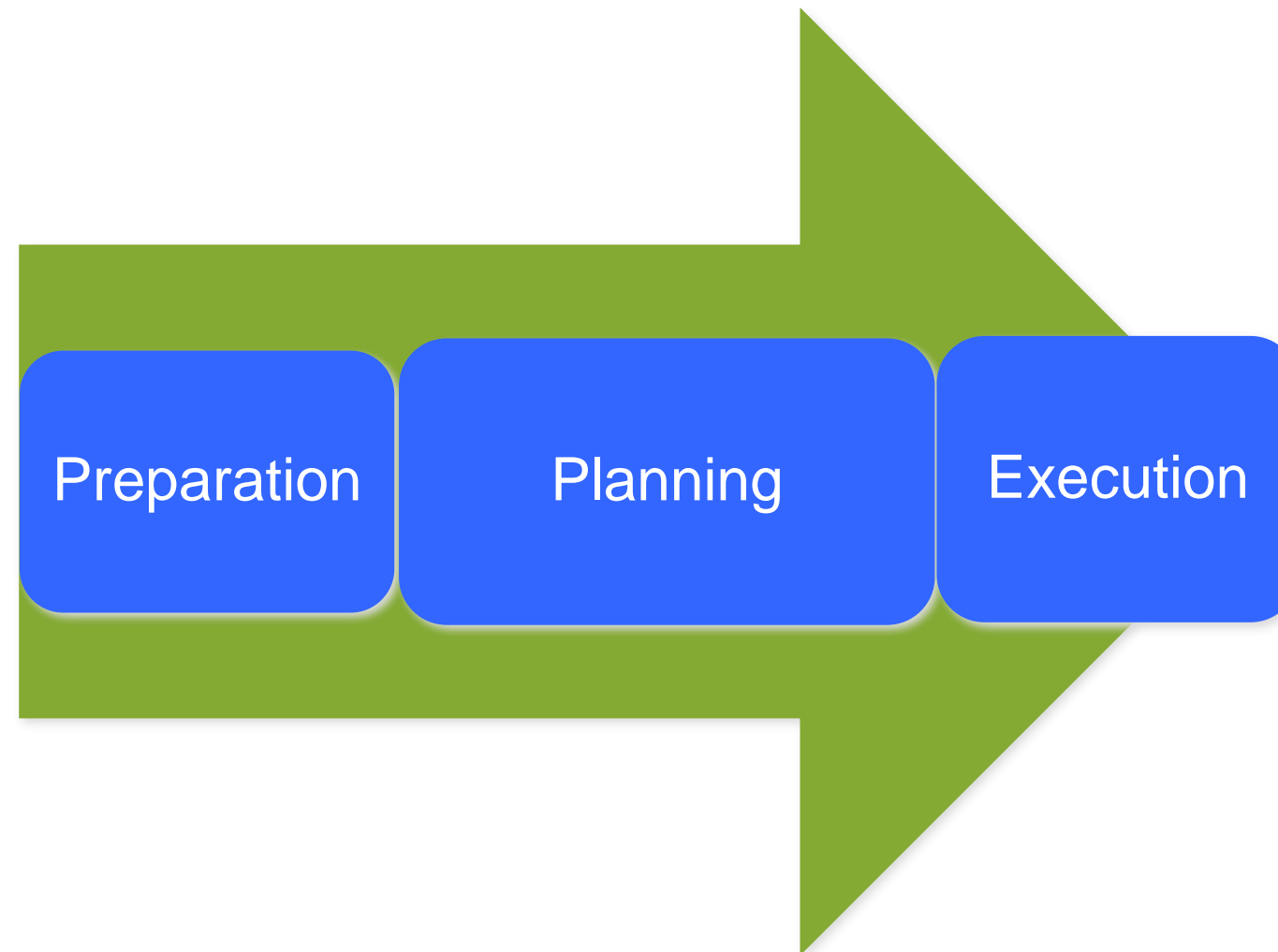
○ *New Beginning*

× New identity, roles and responsibilities

Source: William Bridges, Transitions

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Conclusion: Strategically Planning Your Job Search



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Resources

- × Spring Into Action: Energize your Career
<https://www.linkedin.com/pulse/spring-action-energize-your-career-lisa-b-horowitz/>
- × Hit a Bump in Your Career: Rebound Resiliently
<https://www.linkedin.com/pulse/hit-bump-your-career-rebound-resiliently-lisa-b-horowitz/>
- × Stuck in Neutral: Strategically Advance Your Career
<https://www.linkedin.com/pulse/stuck-neutral-strategically-advance-your-legal-1-lisa-b-horowitz/>
- × The Art of Blooming Late: <https://hbr.org/2019/05/the-art-of-blooming-late>
- × How People Redirect Their Careers After Getting Laid Off:
<https://hbr.org/2019/04/how-people-redirect-their-careers-after-getting-laid-off>
- × Facing Your MidCareer Crisis: <https://hbr.org/2019/03/facing-your-mid-career-crisis>
- × Mindtools: <https://www.mindtools.com/community/pages/article/SelfTestsIndex.php>
- × Don't Drown in that Dead End Job:
<https://www.nytimes.com/2024/03/02/business/dead-end-job.html>
- × What You're Forgetting To Research Before Your In-House Interview:
<https://www.inhouseblog.com/research-before-your-house-interview/>

Questions?



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