

Sample scope of services for outplacement consulting

The advice and support provided by the consultant includes the following areas/stages – with the active participation of the client:

1. Personal situation analysis

- Coming to terms with departure from employer
- Analysis of previous professional positions and existing potential
- Formulation of target positions and target companies
- Salary expectation – salary determination (market analysis)
- Identifying a need for personality development measures
- Identifying a need for skill development measures

2. Market positioning

- Creation and design of a marketable candidate profile
- Optimisation of self-marketing
- Development of a differentiation strategy
- Systematic planning of an employment market strategy

3. Job search

- Building up, expanding, maintaining and using contact networks
- Analysis of the job market
- Researching target companies
- Approaching target companies
- Job search on the open employment market
- Job search on the hidden employment market

4. Interview and job offer

- Interview training (rhetoric, body language, typical situations, etc.)
- Conversation strategies for job interviews
- Coaching (for job interview preparation and follow-up)
- Assessing job offers (not legal advice)

5. Supervision during the induction/probation period in the new position

- Discussion and joint assessment of potential critical situations
- Coaching

Performance period: 3 – 18 months, depending on the agreement
Place of performance: by agreement, generally at the consultant's business premises