



# Gold Plan Service Schedule

The Gold Plan offers an excellent investment for those who need to market themselves as a valuable asset to potential employers at the higher levels of the organization. The Plan provides a competitive advantage to the client through advanced marketing techniques. Learning to take full control over your career search in conjunction with your professional approach will make you “the best of the rest in your career search.” **Service length 6 months in duration.**

## 1. Career Assessment

The goal of the career assessment meeting is to learn about the client’s job history, their current situation, their immediate career goals, and their long-term career goals. A review of the resume and cover letter will be part of the assessment. **Approximately one-hour in duration.**

## 2. A Detailed Career Plan

The goal of the Detailed Career Plan meeting is to review all materials and discussion points of the first meeting. Implement and review a **180-degree** job search analysis based on a pre-meeting questionnaire to help the client get focus and direction. A detailed career strategy with a documented process and supporting tracking documents that will keep the client on track and focused on the career search. **Approximately one-hour in duration.**

## 3. Update Current Resume

The client’s current version of their resume is updated into the most appropriate format and based on the information acquired from the clients’ current resume, information from the first meeting and the results of a Job History and Achievement exercise completed by the client. The client receives the resume in two formats, one text format to support electronic posting, emailing, and word format used as a printed document. The resume will be posted to the internet and the client will provide a url in all communications that will increase the opportunities for exposure. **Approximately 45 minutes in duration and can be combined with the cover-letter meeting.**

## 4. Develop Cover Letters

The client’s cover letter are written and formatted to present the client’s value to potential employers. The client will receive three cover letters that will provide maximum flexibility in communicating their value to many different markets. The letters will be in a template format that will permit the client to customize the letter for specific positions. The cover letter is delivered in two formats, one text format to support electronic posting, mailing, and word format to be used as a printed document. **Approximately 45 minutes in duration and can be combined with the resume meeting.**

## 5. Interview Preparation

The client is prepared for referral interviews and job interviews and coached on answering difficult questions. The client will complete an exercise that identifies difficult questions, why they are difficult, and how to answer them through mock interview practice. The client is coached on proper interviewing etiquette, including post interview follow up, and the appropriate use of the thank you note. **Approximately 90 minutes in duration.**

## 6. Interview Preparation and Debrief

The client has access to their career coach for the purposes of interview preparation and debriefing the interview results. Meeting time total of **one-hour** for this service, email and communications are unlimited for the duration of the service.

## 7. Networking Skills and Techniques

The goal of this service is to teach proper networking skills and techniques that will give the client a competitive edge in making high-level contacts and others who can assist the client in their search. The client will have access to the tools needed to run an effective networking campaign, including the research skills to locate the appropriate networking venues. **Approximately one-hour in duration.**

## 8. Advanced Research Techniques

The client is coached on how to use the internet as a job search tool, how to perform in-depth research on hiring companies, including how to access the list of key contacts in the companies. Note: Research techniques are discussed as needed during subsequent sessions to demonstrate the proper use of these tools at the appropriate time. **Approximately one hour in duration.**

## Fee: Upon request

All fees are predicated on stated service offerings. Additional costs for additional services are billed on a per hour basis and will be assessed only through written notification and client approval before any additional services are performed. Fees are to be paid before services are delivered.