



## POWERFUL STRATEGIES FOR YOUR CAREER

The right foot forward with Kempers Recruiting & Consulting

## Your New Placement process with Kempers Recruiting & Consulting

Our steps for your success



Profiling



Strategy



Decision

# The ideal position: your success is our motivation

## ■ ■ ■ Our focus is on your career

Move forward professionally. Discover new ways. Exploit your own potential to the full. No matter whether you want to optimise your career in your current company or take a new professional direction, identifying a suitable position for your successful working future is a challenge. The requirements for professionals and executives are more complex today than ever before.

Both top executives, company directors and specialists therefore need a sound knowledge of the market, extensive networks and sophisticated job application skills in order to find a suitable new role at the right time.

Kempers Recruiting & Consulting supports you on the way to your personal career success – individually, professionally and with extensive expertise when it comes to your wishes and requirements.

## ■■■ Who is New Placement for?

We rely on incisive consulting experience and in-depth industry skills, and offer you measures and solutions for highlighting your personal achievement portfolio to best advantage. That way you find the position that suits you and your wishes for the future.

To find a new sphere of activity as an **executive**, you need extensive knowledge of the industry, excellent skills when it comes to application strategies at a top level, and in-depth knowledge of the requirements in what is generally an unofficial labour market – basic skills for a successful application strategy, which we are glad to provide.



**Specialists** looking for their initial management experience often face difficulties in the employment market. Of course, we also offer you effective solutions and measures for a promising professional future. The New Placement process from Kempers Recruiting & Consulting helps you to make your application so convincing that companies will be impressed by your motivation, specialist knowledge and your potential.

**A career setback** looms: until now, your career in management has been straightforward but now your professional success is stagnating. Is that why you would like to change your focus and look for a new

employer, a better position? There too we can help with our many years of expertise and powerful concepts in support of your reorientation – personally, dedicated and in line with your individual needs.

**Managers and professionals aged 50+** wanting or having to change their job have come to the right place with us if they are looking to make a change.

We know how to assess your extensive professional experience and your skills – and we know the companies that are looking for knowledgeable and highly-qualified employees like yourself.

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With 6 consultants, plus 26 researchers and project managers, Kempers Recruiting & Consulting is among the 50 largest consultancies in Germany.

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NEW PLACEMENT

# Our team for your success

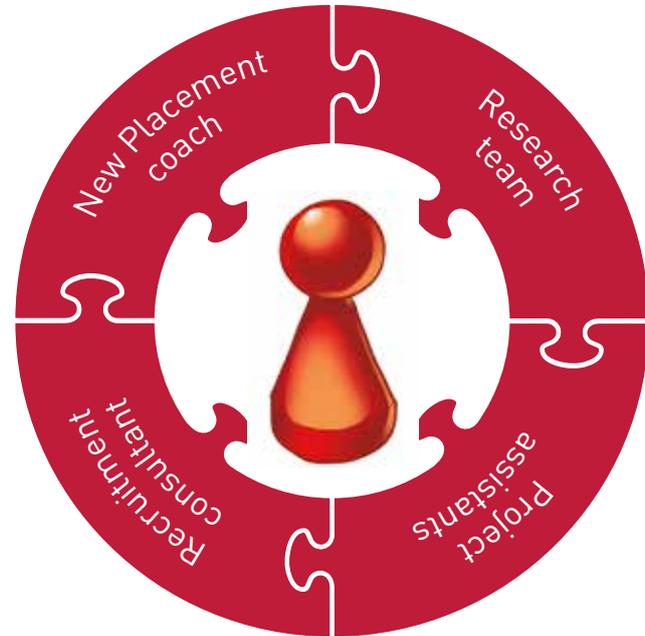
## ■ ■ ■ Benefit from our powerful skills and far-reaching industry knowledge

We are there for you – with our considerable expertise and extensive know-how. As personnel consultants and career coaches all in one, we know how you can position yourself successfully in the employment market and where your best opportunities lie. To help you find your new position, we use structured, active processes and place our

detailed market and industry experience at your disposal. Because we are professionals in the life science, medical technology, plant and machinery, electronics/electrical engineering, automotive, chemical, pharmaceutical and food sectors, we have the best contacts and solutions here.

### ■ ■ ■ Your New Placement team

In addition, your personal team at Kempers Recruiting & Consulting made up of a New Placement coach, recruitment consultant, researchers and project assistants will be working towards your further professional development. With their detailed market knowledge and wide operational experience, they will remain in close contact with you and focus on your needs. Your individual Kempers team will guide you through the entire New Placement process and, if required, your integration into the new position.





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# Your first step to your new position: profiling

The identification of your personal goals comes before a search for a new field of activity. In order to further your career successfully, you must know exactly what your skills and abilities are, as well as your current job situation. Detailed profiling by Kempers Recruiting & Consulting is a key factor in this first step towards your future.

## ■ ■ ■ Situation analysis

The profiling process at Kempers Recruiting & Consulting starts with a discussion of your current job situation in order to establish the direction of your professional future. In order to understand the exact motive for your wanting a change, you will have an in-depth discussion with your personal coach to first define the reasons for leaving your current employer.

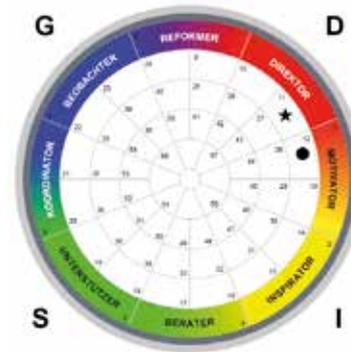
We also focus on your present area of responsibility and your personal performance and success ratio.

This will give you a complete picture of your career situation and you will know exactly where you now stand.

## ■ ■ ■ Skills profile

You must be aware of your abilities in order to find your future position. Only if you know exactly what your skills and abilities are, can you submit selective applications and present yourself confidently to the employment market. That is why the next step in our profiling process moves on to an analysis of your personal strengths and weaknesses. We use a variety of methods for this, depending on your wishes and needs. For example, we conduct the "Talent insights, leadership check" based on the renowned D-I-S-C personality model to obtain a comprehensive picture of your abilities, skills and development potential. The famous career anchor test from E. Schein sets us both on the track of your personal professional motivation. We also hold intensive coaching sessions together to help you with the self-reflection process.

At the end, we have not only a solid skills profile but also an exact picture of your personal potential and your development opportunities.



„Talent Insights  
„Leadership-Check““  
(Source: INSIGHTS MDI®).

## ■■■ Positioning in the employment market

You now know your potential exactly. But does this align with your career aspirations? Finding a match is the last step in your personal profiling. Together with your coach, you develop clear goals for your further career. More precisely, you draft your personal career strategy. In close collaboration with your coach, you define those industries and companies that suit you, the positions you could already fill successfully, and where there is a further need for qualifications. It does not matter whether it is a new position or a step into self-employment, at the end of the process you know where your career can realistically develop. Now you have a focus.



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Together for your future – your new placement team is at your side.

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# The ideal positioning in the market: your application strategy

After defining your goals, you start the application process. You need to define your personal application strategy in order to be successful in your target environment. You can only find a position that suits your profile if you conduct your job search systematically. Of course, Kempers Recruiting & Consulting will provide active and focused support for you here.

## ■ ■ ■ Optimising your application documents

The first impression counts. Regardless of the position you are applying for in a new company, your application documents are generally the first thing about you that the decision-maker sees. That is why you must be informative and convincing to convey your strengths and abilities to best possible advantage, and why we optimise your individual application materials.

Every application needs to include a meaningful CV, the development of a qualification profile that includes an analysis of your previous references and the formulation of a convincing cover letter. If desired, we can help you draft a current job reference.

## ■■■ Support with entries on business platforms

Our experienced team of researchers will help you with your entry, whether for LinkedIn, Xing or Experteer, so you present convincingly on the business platforms relevant for you. The professionals in our research team know exactly how to present your qualifications and skills to best effect and which keywords to use. This will increase

the chances of your profile being found and optimise its presentation.



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FAQ

## ■■■ Active job search by a skilled research team

In addition, your personal research team will identify the job offers that match your requirements and wishes in a weekly, active job search. To do so, our search experts will consult all the job portals, company websites and headhunter home pages relevant for you. Our researchers will also compare your job searches with the search requests from

our corporate customers and recommend you for appropriate vacant positions. That way, you take advantage of all opportunities and possibilities in your search for the right position.



## ■■■ Selecting target companies

You and your coach will draw up a specific list of target companies, working in close collaboration with the research team and using your personal network. During coaching sessions, you will together evaluate target companies that suit your professional focus. And, of course, we will guide you actively through this process. Regardless of whether you are responding

to an advertisement or sending an unsolicited application, we will help you submit an application that makes you stand out positively. If it comes to initial personal contact with your potential new employer, your coach will help you make a memorable first impression.



## ■ ■ ■ Coaching in the presentation process

It is often a real challenge for applicants to present themselves credibly at an interview. We will help you to present yourself to the best possible advantage when you make personal contact so you reinforce the positive impression of your application documents. To do so, we will offer you different options for optimising your skills to make a convincing impression, including video-based training for exploratory discussions or job interviews, with detailed tips for confident telephone contact or concrete exercises for an assessment centre.

We can also carry out joint pre- and post-preparation for actual interviews so you can improve even more.

Your coach is certainly a professional in this area and will pass on many years of expertise gained as a personnel consultant.



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Active support with your decision too: Kempers Recruiting & Consulting's expert advice.

# Decision coaching: your new position

You've done it: Several job offers have arrived. Kempers Recruiting & Consulting will help you with selecting a suitable position, contract negotiations and, if desired, with integration into the new company.

## ■ ■ ■ Crunch time

You now have several offers in front of you, all of which suit your capabilities and skills, as well as your future career goals. You now have to make a decision. In order to help you efficiently here, your New Placement coach will join you in analysing the offers on hand and provide you with a comparison of

all relevant aspects in a clear and easily understood manner. This will give you a complete overview of your future possibilities so you can make a considered and strategic decision on this basis.



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## ■■■ Contract structure

This also forms part of the New Placement process at Kempers Recruiting & Consulting: advice on the formulation of your new employment contract. We provide coaching to fully prepare you when you enter into concrete contract negotiations. Your consultant will pay special attention to the definition of your salary framework, and draw your attention to the

parts of the salary that are variable and those that are fixed. If the contract for your potential new position involves a management role, you can be sure that our experts know which specific features you should look out for.



## ■■■ Integration support

It is possible for your New Placement coach to guide you after you have taken up your new position. Integration coaching can be arranged for the first six months at the new company. Together with your coach, you will discuss the special features of the company culture and the way the new employer communicates, and so obtain guidance on the

processes and procedures of the new team. You benefit from integration support from the beginning of your new job, can perform your new tasks faster and more efficiently, and merge more easily with your new team.



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# Frequently Asked Questions: Newplacement by Kempers Recruiting & Consulting

## Career coaching FAQs

**I would like to change my career but am not sure whether a new placement is right for me. Can I just arrange an information meeting with you?**

Certainly. And an initial personal information meeting with our consultant or coach is free of charge. We take ample time to advise you and understand your wishes and requirements, and if you are interested in proceeding further will compile a new placement offer for you.

**I am very interested in your new placement offer but do not want to book the entire package. Can I just use individual elements?**

You alone decide which steps and aspects you want to use to design your career. We will be pleased to provide the modules you need. All elements of the new placement offer can be booked separately.

### How much time do I need to schedule for the new placement process at Kempers Recruiting & Consulting?

We match the new placement process entirely to your wishes and needs. Therefore, the duration depends on your personal situation. The new placement process generally takes between three and six months, or 12 months in exceptional cases. But you can also book a two-hour consultation session or a whole day or several days of coaching. We will be pleased to prepare a personal offer for you.

### I would like to arrange for coaching with you but cannot attend because I am located too far away. Is it possible to work with you in some other way?

We can also advise and coach you quite well by email, phone or Skype and are available for any questions you may have. However in the case of coaching in preparation for a job interview, we do offer a personal discussion session.



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Do you have any further questions? We can help you – just phone us!  
Tel.: +49 (0)2171 36350

## Range of services

### Recruiting



Candidate Acquisition



Candidate Selection



Employee Integration

### Consulting



New Placement



Career Advice



Business Consulting

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