



CAREER
ANGELS

LOOKING FOR A NEW JOB TAKES

Effective CV writing	5 hrs
Professional Online Branding	6 hrs
Targeting the Best Headhunters	3 hrs
Researching Potential Employers	20 hrs
Convincing Interview Simulations	4.5 hrs
	<hr/> <hr/>
	38.5 hrs

Want a new job without putting in an extra 38.5 hrs?

YOU HAVE BEEN CONSIDERING LOOKING FOR A NEW JOB FOR SOME TIME NOW, BUT:

- ... you are not sure if the time is right
- ... **you feel frustrated by the mere thought that you have to open your old CV & update it**
- ... you haven't found the time to contact people from the market
- ... **you do not seem to be able to find those extra 40 hours to contact headhunters & apply to job ads**
- ... you do not know your market value
- ... you do not know where & how to start
- ... you have doubts about the form and content of your CV
- ... you have not been at an interview for some years now
- ... you do not have the discipline it takes to follow completely through
- ... **you do not feel comfortable selling yourself**
- ... you are comfortable at your current job which is the worst thing that can happen to you!

WHO ARE WE?

Career Angels is an international boutique that provides tailor-made services to Top Managers, Directors & Members of the Management Board that are related to their careers: from preparing a winning CV to researching the market; from contacting the best headhunters to interview simulations or status meetings; from employee branding to career coaching.

Helping our friends and candidates over the last years, we have realized that we have a high success rate by “merely” helping. Hence we set up Career Angels in June 2010. We are active or former Executive Search Consultants with each a minimum of 10 yrs of international experience, mainly in recruitment, as well as in HR Departments. Almost all of us have completed additional HR-related post-graduate studies and/or have relevant Career & Business coaching certificates with the necessary practice. Our individual track records are backed by branch specific expertise & experience. You will find our team profiles here: blog.careerangels.eu

Now, after having supported over 300 executives internationally, we know we can deliver & ensure that our clients really have the best available job offer on the market.

WE do it for you! All of it!

ADAM

35 | IT MANAGER | WARSAW

After coming back to Poland the job hunting was really slow. The fresh "angel-like" CV & especially the contacts to the most relevant headhunters got the ball rolling again!

CEO

40 | WARSAW

Last year I hit the glass ceiling at my firm. No regional roles available. I was flirting with the idea to change companies, but knew it would be a time-consuming venture that I did not want to undertake myself. I could not be dedicated to both my current job and to job hunting at the same time. A headhunter recommended Career Angels. I am currently waiting for concrete job offers from 4 companies that I indeed would like to work for. I can recommend the Career Angels to all executives that are extremely busy!

ROBERT

38 | PROJECT DIRECTOR | WARSAW

It's good to have somebody do all that writing & translating & researching for you, but honestly, what I got out of it is 1) the coaching element that led to clarity in my career and 2) the invaluable contacts to decision makers in my industry that will pay off sooner or later anyway. Bonus: the up-to-date salary survey is a lovely advantage in interviews & negotiations!

CEO

54 | WARSAW

I had been a (Managing) Director for over 20 years and out of work for half a year. I'm over 50 and I wanted my next job to be my last one before retirement. So I did not want any job for any money. Although my wife and my friends were against my cooperation with the Career Angels, I trusted my gut feeling and decided to outsource everything to them. They handled really e v e r y t h i n g! Whenever I had a bad day, my Career Angel joked, "Outsource the worrying to me! I will tell you, when you can start worrying yourself. For now, we are good. Everything goes according to plan." I started receiving serious offers within 3 months and started work immediately after that. Now I can recommend them to my colleagues as they are not my potential competitors anymore!

7 STEPS TO HEAVEN (HOW IT WORKS)

While we always adapt our program to the needs of our clients (no, we don't just write it, we really do), here's a general overview of what is done, when, how and what results you receive from it.

STEP 0 STRATEGY

Explanation & Strategy

What have you done so far to find a job?
What can and should you improve immediately?
How do Career Angels work?
Is there chemistry?
When and how much do you pay for specific services?

Having a competent Career Angel by your side is a precondition. Have a (virtual) coffee or tea with one of our Career Angels and convince yourself.

We will tell you how to find the job you are looking for. How to scan the market discretely for opportunities. How to improve your CV. **Free of charge.** You will be able to do it all by yourself. Most importantly, you'll be able to decide if and how much to delegate.

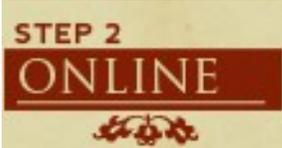
STEP 1 CV

Clarify & Identify

What do you want to do next?
Where do you want to work?
How realistic are your expectations?
What are your strengths?
What makes you stand out on the job market?

Knowing where you are currently at & where you are heading to is key. Without that we cannot take the next step.

At the end of this phase you have a CV and profile summary that underlines your strengths and uniqueness & is written for the eyes of a potential employer. Where necessary we also take care of translating it into other languages.



STEP 2
ONLINE

Are you Internet fit?

Do you need to be online?

Won't your employer think that you are looking for a job?

What business social media sites are appropriate?

How do you register & who will read your profile?

How does a professional profile look like?

Have you ever googled anyone? Yourself? Every detail on the Internet can work in favor of or against you. You want the former.

While you are reading this information headhunters are searching the Internet for candidates. Why haven't they contacted you yet? Prior to your first meeting, your potential employer will "google" you. Will you get a second chance for a good first impression?



STEP 3
JOB ADS

Does it make sense to apply to job ads?

Which job portals are not a waste of time?

How do you know which ads are serious?

How much time should you spend on that?

Can technology assist you in that process?

Do you really have to send personalized motivation letters?

Applying to hundreds of job ads is one of the least effective job hunting methods, but one that must not be left out.

Our dear friend Vilfredo Pareto knew that 20% of efforts generate 80% of results. For us, 80% is not enough. As we want to ensure you receive the BEST available job offer, we will not exclude online ads, though will spend the least time on it.



STEP 4
HEADHUNTERS

HR professionals, recruiters, headhunters

Is it enough to have one headhunter friend?

In how many databases should my CV be?

How do HR companies work?

Who are the right contact persons for my industry?

Why don't they call me? I'm a good candidate, am I not?

Headhunters work for their corporate clients, not for you. At the end of the day, it's them who pay their bills. So, how do we put headhunters to work for you?

We don't. The recruitment market is driven by companies as that is where the money lies. We will prepare a list of 20 headhunters with relevant (industry) expertise as they have access to insider information. A handful might act upon an excellent CV.

STEP 5
EMPLOYER

If you could work where ever you want...

*Where would that be?
What are your TOP 20 companies?
Who could be your ideal employer?
At which company do you want to spend the next 5 yrs?*

Strategic positions are rarely discussed publicly. When it's in the news, it's already too late. Therefore we go directly to the source.

The source can be an initiated headhunter into the company's strategy, or the HR Director, or a member of the management board. We research your TOP 20 & provide you with the relevant contact person. You are then just one email away from your dream job!

STEP 6
INTERVIEWS

Interviews, inquisition, recruitment meetings

*How do you handle nasty questions?
Are there any forbidden questions?
What do you do when you do not know the answer?
Does a little white lie really hurt?
How do you behave during an interview?*

Screw up at the simulation, so that you can nail it during the real interview. In our experience, you are ready after two to three interview simulations.

In the words of a client, *"What I appreciate the most, is her help preparing me for interviews. Thanks to that the recruitment process does not end after the first meeting. I'm aware enough to pick up on signals I did not see before and can react accordingly."*

Salary Survey

What is the worst thing that can happen during salary negotiations? That you quote too little.

We do have a notion about market rates. Nonetheless, the market changes & knowing your market value can mean a difference of several thousands on your bank account. We can undertake a confidential salary survey among those who are where you want to be.

WANDA

58 | UNIT MANAGER | WARSAW

I was simply frightened with the idea of searching for a job after so many years in one organization! I asked one of my friends for help and he recommended Career Angels to me. I met them, although I was skeptic at first. After 90 minutes I left the meeting convinced that I had enough competencies, knowledge and contacts to find a new job easily. I just started and believe me or not - the first offers came after one week!

Reference check

Should you really quote them as a reference?

A well intended quoted referee can backfire if you think you knew what they were going to say. We check your references. With our feedback and objective assessment you will be able to decide whether or not to quote them.

Questions, doubts, fears, and more doubts

“What if I receive a counter offer from my employer?

How shall I tell my co-workers?

Is that really a good moment?

My wife wants me to stay where I am.

Shall I ask for a travel expenses refund?

What can I negotiate?”

Changing your job is never simply adding a new company onto your CV, especially if you have worked for your employer for a long time.

We are here to answer all your questions, dissolve your doubts and turn your fears into self-confidence. We hold your hand. We remind you of why you wanted to change your job in the first place. We are what you need when you need it.



RAFAL

25 | LAWYER | WARSAW

I truly wanted to change my job to specialize in Real Estate law & to earn more, but I had been ineffective for 6 months. A friend recommended to me a Career Angels who gave me advice on my - what I thought - perfect CV & online presence. A month later I started working in the in-house department of an international constructions company at the salary I wanted. Thank you!

BEATA

I was at a point of my career where I wasn't sure about when and if and how to change my job. A meeting with my Career Angel helped me clarify that. We did my CV, I sent it to a friend who had recommended me, I went to two interviews and got invited to the third where I knew we'd discuss money. The position seemed perfect, but the pay was 50% of what I was then making. My Career Angel helped me devise a negotiation strategy. To make a long story short: the company matched my expectations, I am still there & up for a significant promotion!

JEFFREY

37 | ENGINEER | WARSAW

Stuck between a hard language and diminishing local prospects, I decided to switch careers and take advantage of my native English and technical skills. Career Angels gave me creative perspective and an outrageous idea that perfectly targeted what MTV Networks Europe was looking for. I have now been in digital media for almost 4 years and manage a popular internet portal for one of the most recognizable brands in the world.

34 | PROJECT FINANCE DIRECTOR | WARSAW

WHAT (NOT) TO EXPECT

At all times it is our goal to get you the best available job offer on the market. Period. End of story. We are angels, but no witches. We cannot guarantee that the market will offer you something of your interest, though we can assure you at 99.9% that if there is an offer out there, you will know about it. What we *can* guarantee is our full commitment & that we will discretely & systematically search the market at 120%. It might be, that you realize that where you are currently at, is actually a pretty good place. Or that it is time to start your own business.

Best case scenario:

You end up with three job offers from your ideal employers.

Worst case scenario:

Nobody wants you or at least not at the conditions you want.

Irrespectively:

At the end of the process, which usually takes one to three months, you will certainly have new contacts that can pay off in the future. Your CV will be with the best possible headhunters. You will know your market value. You might therefore gain self-confidence. In the future, you'll be able to master every interview. And even if you decide not to change your job, you know your alternatives. Being 80 years old you will not regret not having at least tried.

JUSTYNA

35 | MARKETING MANAGER | WARSAW

Although I've been in marketing for over 10 years now, I had forgotten that my CV was my marketing tool. I re-did my CV with the comments from the free intro-meeting, but decided anyway to have a Career Angel do their "CV-magic". Wow. I did not know my CV actually looked like that!

CO-OPERATION MODELS

Dibbuk Program

up to: PLN 20 000
EUR 5 000
USD 6 670

Because you already work a 60-hour week and do not have time for another 38.5 or more hours you outsource *everything*, every single detail, to us, well, you have to go to the interviews yourself. We impersonate you. We email for you. We create your online presence. We apply for you. We are your eyes & ears. You have access to our live status reports. We become you.

Uriel Program

the pricing depends on the final scope

During the first meeting we discuss the strategy that best suits your situation and needs. Together, we assess how much time you have and what you want to do yourself & what you would like to outsource. We prepare an offer based on your needs. The more you do yourself, the cheaper though maybe not always most efficient.

Cherub Program

per session (approx. 2 hrs): PLN 500
EUR 125
USD 170

You actually have it all figured out, but want feedback on your interview skills or need very precise information. Our clients have consulted us on how to write an effective CV, how to conduct an interview, how to create their professional online presence, how to negotiate their salaries, etc. After every session you walk out with palpable material & action steps.

Important

Depending on your legal person and country of origin you may or may not have to add 23% VAT. Please inquire.

Depending on your financial situation, we might be able to offer you up to three installments.

Please note that all payments are made by bank transfer. We do not accept cash.

Dibbuk From Jewish folklore; a demon that enters the body of a living person and controls that body's behavior. We obviously mean that with our best intentions.

Uriel Amidst various sources and interpretations, we chose Uriel, the angel of guidance. As Milton puts it in his book 'Paradise lost', Uriel is the "sharpest sighted spirit in all of Heaven".

Cherub Cherub is the angel of wisdom.

13 ANSWERS TO BEDEVILED QUESTIONS

Why should I use you? I can do everything myself.

Of course you can. If you have the time, the contacts & the know-how, you definitely should. If you do not want to clean your house because you are busy and over-worked and because instead of cleaning the toilet, you'd prefer to spend the day with you family & kids, then you hire a cleaning lady. If you want to get rid of the hassle of job hunting, you outsource it to somebody who is faster & who knows the market. Us.

Why should I pay that much?

How much do you earn per hour? Now take that amount and multiply it by approximately 90 hours (Dibbuk Program), given you are systematic and you want really good results. Why 90? We know from experience that our clients need 1.5 to 2 times more time for the tasks we complete. So, if you do it all (!) yourself, it costs you probably anywhere between 4000 – 6000 EUR. It is a business decision. Is it viable?

What is not included in the price?

We proudly work from our comfy home offices. You do not pay for our expensive office furniture and you do not pay for unnecessary support staff – we entirely work project based which means that for every single client we put a new team together.

Is it legal that you pretend to be me? You can write something that is not in my interest!

We sign a contract where we establish what we will and will not do. You approve the list of outsourced activities & you are copied into all correspondence. You have access to a live status report. We base our marketing efforts entirely on word of mouth. 1 happy client means approximately 3-5 new leads over time. 1 unhappy clients means a minimum of 20 furious people over a life time. Not in our interest to screw this up, right?

Do I have to give you my password to my private email address?

No. We register a new email address like First.LastName@Gmail.com (or another elegant version if that one is not available) to be used where you agree to. You have access to it at all time. Depending on the program, your (new) online accounts are immediately transferred to you and we do not have access to it again as you change the password OR we handle your correspondence and accounts till the process is completed. After that you decide whether to continue using it or delete it.

Who are you? Why should I trust you?

References. Experience. References. Market knowledge. References. Expertise. You have probably heard about us from a friend or a friend's friend. Do you need more? We do not advertise ourselves. Our website is only a source of information, not a sales tool. If you want to contact us, please email us at Sandra.Bichl@CareerAngels.eu. We perfectly understand that you might not be willing to decide spending x amount of money without knowing us too well. Therefore, you can test us at a first non-obligatory introduction meeting during which we give you free advice on your CV and explain in detail how you yourself can find your "dream job". You will receive tools & materials – all free of charge!

Don't you have a ready list of all headhunters and still charge the clients as if you did it all from scratch?

Nope. Not in our interest. Yes, we obviously already know people and that helps us access market information faster and put such a list together more quickly than if you did it. With every new client we start the list from scratch. Headhunters move. New companies are founded. Specializations change. You will always receive a tailor-made list.

Why 20 headhunters? Why 20 companies? Why not 35? 17?

Numbers don't lie. Done professionally & systematically, from every 20 contacts, you should receive one serious job offer.

I can download a free sample on the Internet or order my CV for only 245 PLN. Why do I have to pay so much here?

Go ahead.

Is this Career Coaching?

Partly yes. While a career coach needs 10 hours to ask you questions & complete exercises with you, we put our brains to work & do several things parallel. That makes us more efficient. During our sessions with you, we obviously use coaching techniques where needed. Our motto is effectiveness above all else.

KAROLINA

36 | SENIOR CORPORATE LAWYER | WARSAW

Although I only had the free introduction meeting I loved how professional "my Career Angel" was & how well she understood my market & profession. The only reason I did not continue was my pregnancy. Once I'm back, she'll be the first person I'll talk to!

How do headhunters work? I have two headhunter friends. Isn't that enough?

The recruitment market is corporate client driven.

Step 1: Company X needs to hire a new manager.

Step 2: It decides that their internal recruitment resources are not adequate and therefore hires a recruitment company.

Step 3: Based on the requirements, the recruiter does (mostly & ideally) the following (in no particular order): a) search the internal database, b) publish an online job ad, c) contact people from the market, d) research competitors & contact potential candidates, e) research the Internet.

Step 4: Potential candidates end up on a so-called long list.

Step 5: After an initial telephone screen, the best candidates are invited to interviews and the best 3 – 5 are presented to the client, Company X, in the form of a so-called short list.

Step 6: After interviewing the candidates, Company X, chooses one person & signs a contract with them.

How much does that cost? Depending on the recruitment company between 10 – 33% of the gross annual remuneration, paid either based on success (which means that if Company X out of those 3 does not hire anyone, no money is paid) or in usually 2 – 3 installments (at step 2, 5 and 6). So, if you have one or two headhunter friends, how big are the chances that when you need to find a new job, they have an open on-going recruitment process? Small. In order to maximize those chances, it's recommended to find the best 20 headhunters in your given situation. Best means a combination of expertise in your industry and experience in recruiting at your position level.

Is that like outplacement?

Yes, this is something like your private outplacement program, with the difference that 1) you freely decide to be part of it, 2) you pay for it yourself. It's not a treat from your employer. To put this into perspective: outplacement programs cost approx between 2 000 and 8 000 EUR / person and they don't give you as much as we do. Here, with us, you pay a fraction of that. You now might ask yourself, "If that's the same or even less work, why don't you do outplacements for corporate clients then to earn more money?". It's not all about the money. We find it more authentic & more satisfactory to work with motivated individuals who approach their career pro-actively. And, who else would then serve your needs?

What are your working hours? You know, I have a job!

We know as much as you how important it is to be discrete and confidential. We do not want your current employer to become suspicious and we do not want you to take time off unless it is for a job interview. We, therefore, do early breakfasts, have lunches or meet you after work. Additionally, we have found Skype to be extremely useful. Instead of meeting in the evening (or morning) somewhere in the city (driving, looking for a parking spot, ordering, meeting, walking to your car, driving finally home or to the office) and taking away quality time with your family, we suggest to meet virtually over Skype. The webcam adds a touch of reality and the convenience of home adds a touch of urgency and focus. We have observed that we are approximately 30% more efficient that way which means that you save money too.