

CAREER ANGELS

Status: 2021



BRIEFLY ABOUT CAREER ANGELS

Career Angels is an international career consulting boutique that provides tailor-made services to Top Managers & Directors since 2010. We assist in:

- From **preparing a winning CV** to researching the market.
- From recommending the best headhunters to **acing interviews**.
- **From securing meetings with employers to career coaching**.

We are active or former **Executive Search Consultants** with each a minimum of **10 years 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: www.CareerAngels.eu/our-team

Executive client portfolio: 59% of our clients are members of a management board (locally or internationally) or report to one. 34% are experienced managers with at least 10 years of experience. From a variety of functions and industries: banking & finance, construction, media, IT / Telco, FMCG, production / industry, legal, leisure, consulting, pharma, energy etc.

Results: in 2020 **75% have found not just any job, but one that they are very satisfied with.** 16% decided consciously to stay where they were; usually despite other job offers. [We are aware that this is not an option with outplacements.] **9% started their own company as a direct result of the whole process.** The majority converted a potential employer into their first client.

For the first time, **you can outsource your entire job hunting or parts of it.** The only thing you'll have to do yourself: go to interviews.

FREE CAREER CONSULTATION

During a 30-min career consultation via Skype, we'll analyse your current situation and plans, job hunting methods and application documents.

At the end of the conversation you will exactly know how to find a job yourself, as well as if and how much you'd like to delegate to us.

Please note: one person can receive one session for free.

FREE CV REPORT

Send us your CV and you will receive the Report with valuable tips within 3-5 business days.

The Report assesses your CV based on 8 different criteria, such as: technical elements, punctuation consistency, style and formatting, language accuracy, overall legibility etc.

Please note: one person can receive one report for free.

If you are a manager with at least 10 years of professional experience, contact us on: Bichl.Sandra@CareerAngels.eu. You will receive the answer within 3-5 business days.

A GUIDE ON HOW TO CHOOSE HOW TO WORK WITH US

The type of support that you require will be a result of:

- **The time you can realistically dedicate yourself** to the job search, in other words: how much can (or want) you do on your own?
- **The amount of support you feel comfortable with.** Some feel at ease when outsourcing everything, some cringe at the mere thought of it.
- **The budget you feel OK spending** on, i.e. investing in your career at this particular moment of your life.
- **The clarity of the career / job search goal** that you have.

You can communicate all four elements to us, and we'll try to find the best solution that fits your situation and your pocket. We won't allow you to spend money on something that you don't need (yet).

Here is an overview of the options by level of clarity:

Level of clarity	Type of Support	Short description
No idea. Lost.	The 5-Step Program	Discover what step to take next. Most importantly: in what direction. Includes online test "Career View" by Decision Dynamics. 5 sessions / 10 weeks.
I kind of know.	Your Ideal Career Path	For those who want a sounding board. Ideal if you need to decide between 2 very different job offers. Online test + 1 session.
2-3 options.	Strategy Session	Results: a CV, 2-3 Business Cases & a job hunting direction & strategy. Ideal for managers with 15 years of experience. 1-2 sessions.
I know.	It's now a matter of budget and the level of support you need. Go to page 3 and select items that you are thinking of. We'll help you put together an appropriate scope and calculate a final offer.	
I know.	Independent Job Hunter	DIY, with our help that covers all elements and channels: your job hunting strategy & its execution, application documents, research of headhunters & decision makers, interview preparation, online presence, networking skills etc. 6 sessions.
Additional		
Coaching	We not only support you in your job search, but also in situations connected to your job: to work better and more effectively in the job you already have or just got. These can include working on assertiveness, communication with your team or a superior, strengthening your position within the organisation, conflict management , public speaking, time and priority management, etc. 1 session up to 1.25h.	
Funding	If your employer initiated your job change, ask HR if you can count on the reimbursement of Career Angels services, which can be described as " outplacement ", i.e. "professional activation program for people who have had their employment relationship terminated for reasons attributable to the company". Ask your Career Angel for details!	

Ask your Career Angel for more information on the above mentioned types of support. They'll be glad to send you full descriptions. Full scope below.

GENERAL OFFER

	Description	hrs
Documents & texts	CV Session / Your Perfect CV*	7.00
	ATS CV (based on CV prepared by us)	2.00
	Adjusting ATS-CV for a job ad (EN only) (per 1 ad)	0.50
	Project Portfolio / Business Cases / Transaction List (per 3)*	3.00
	Translating into other languages (per 1 page) (PL, EN)	1.00
	Proofreading by professional native speaker / translator (per page)	0.50
	Preparation of a "cover e-mail" for your companies (1 language) (based on CV prepared by us)	0.75
	Preparation of a "cover e-mail" for your companies (2 languages)	1.25
	Preparation of a "cover e-mail" for your headhunters (1 language) (based on CV prepared by us)	0.75
	Preparation of a "cover e-mail" for your headhunters (2 languages)	1.25
	Preparation of a "cover e-mail" for your PE/VC (1 language) (based on CV prepared by us)	0.75
	Preparation of a "cover e-mail" for your PE/VC (2 languages)	1.25
	Preparation of a master motivation letter	2.00
Online Presence	Creation or correction of a profile on e.g. LinkedIn / profile	1.00
	Improve LinkedIn profile for active job seekers (only as an extension)	1.00
	Online Presence Session (full report, strategy meeting, 2 profiles)	3.50
Networking	Networking session	3.00
TOP 30/60/90/120 companies	Sourcing: proposal of potential companies (low complexity)	5.00
	Sourcing: proposal of potential companies (medium complexity)	10.00
	Sourcing: proposal of potential companies (high complexity)	15.00
	Research of decision makers of your TOP 30 companies	15.00
	Research of decision makers of your TOP 60 companies	30.00
	Research of decision makers of your TOP 90 companies	45.00
	Research of decision makers of your TOP 120 companies	60.00
PE/VC	Preparation of a list of TOP 30 PE/VC	9.75
Consulting firms	Preparation of a list of TOP 30 consulting firms	9.75
Headhunters	Preparation of a list of TOP 30 HH	4.50
Online ads	Monitoring of online job ads / month	4.00
Interviews from A to Z	Screening audit	1.00
	Interview Simulation & Preparation (3 meetings) (incl. prep time)	6.00
	Interview Simulation & Preparation Intensive (2in1) (1 meeting) (incl. prep time)	2.50
	Preparation for a concrete job interview (incl. prep time)	3.00
	Reference check / reference	1.00
Levels of additional support	Support (status meetings, by email, Skype)	5.00
	1st level Inbox Management (=1 month): emails, online profiles, meetings (30 contacts)	5.00
	2nd level Inbox Management (=2 months): emails, online profiles, meetings (30 contacts)	8.50
	3rd level Inbox Management (=3 months): emails, online profiles, meetings (30 contacts)	12.00
	Briefing / company (as a bonus for up to 3 companies per 30 contacts – as part of Inbox Management)	1.00
	Parameter Bidding Session (incl. prep time)	2.00
	Career / Interview / Business Language Classes	10.00
	CRM tool that supports your job hunting process	

Ask your employer about the reimbursement for our services (outplacement)



* Language / quality based on supplied materials.

You will find a detailed description of the offer elements on the next pages

Irrespective of whether you've decided to work with us “just a bit” or extensively:



You set the pace. We always *mutually* agree on deadlines. Ours and yours. When you are behind, we are behind. Assess realistically how much time you can and want to dedicate to the job search. Include a buffer for delays and unexpected events.



Communication is key. If there's something unclear, let us know immediately. Be honest and open. Share your feedback in a constructive way. We are your partners. We need to be on the same page.



Chemistry is important too. If you feel your Career Angel does not really get you, request a change at Sandra.Bichl@CareerAngels.eu. If it's Sandra you'd like to change, tell Anna.Zadrozna@CareerAngels.eu.



Carrot or stick. Your motivation influences the entire process. If you need a carrot or a stick, let us know – otherwise we'll go at your pace. We also know that your actions speak louder than your words. If you insist that you *really* want to find a new job, but it takes you one month to feedback your CV, well...



Quality is paramount. However, we can not create something out of thin air. The documents and the content will be as good as what you provide us with. Having said that, we also need to point out that while we work on documents until our clients are 100% satisfied, it's good to know when to stop. Working on the 20th version of the final version that was final 2 weeks ago is counter-productive. Ask yourself, “Am I looking for an excuse to not start sending out my application?” Usually the answer is yes.



We work with you. Not your family. Not your friends. Allow us to complete certain stages first with you prior to consulting is with your whole neighbourhood. Before obtaining feedback from others, ask us why certain things are a certain way. Most probably they are there for a reason.



RTFM. And stick to it. It's all there. No need to re-invent the wheel. We have instructions for everything and everybody. If you can't find something on our website under free materials or our blog, request it. Do not re-invent the wheel. Which brings us to the next point.



Results & Consequences. We are aware of the fact that you chose a certain scope partly because of your budget. And that's fine. We understand. BUT doing only part with us, doesn't mean that you are excused from doing the other stuff. Please listen to us when we encourage you to contact headhunters or decision makers or update your profile on LinkedIn or to handle the correspondence effectively. It's in your best interest. You are not allowed to come back and say, “Oh, but that does not work.”. Only if you have explored all the channels accordingly and accurately without any result, you are allowed to complain – but *only* then. In line with the motto “informed decisions are the best decisions”, we always share our expertise with you. We know from experience and the experience of our clients what works, what doesn't and why. Choosing to not do certain things is OK, but remember, your choices have consequences: longer job hunting period, fewer job offers, etc.



Ghosting. It probably doesn't apply to you, but: ghosting has become a rather accepted or at least wide-spread form of non-communication – the art of disappearing without saying good-bye, let alone giving a reason. Please establish with your Career Angel right at the start how you'd like us to behave, should you be the one ghosting us. If you ever have the feeling that one of us has ghosted you (no reply within 5 business days), send a follow-up email (your email might have landed in somebody's SPAM folder) and if that doesn't work, let Sandra or Anna know right away.

YOUR CHECKLIST – ARE YOU READY?

As you know “**the devil lies in the details**” – we can provide you with perfect documents, thorough research, but if you forget or neglect to do your part, chances of success are smaller. This list is for you to make sure you cover the basics, especially if you do most of the elements yourself.

Element	Comment	Status
Goal	You know exactly what you are looking for. You know your ideal job and the alternatives. You know how much time you give yourself and how motivated you are to reach it and / or wait for the 'right' opportunity. You also know how to assess job offers efficiently. If not, prepare an evaluation matrix!	
CRM	You have access to your own GDrive to manage your job hunting effectively. Use it. If you don't, it will be much more difficult for us to support you in the process. Request tips and guidelines if some things are not clear.	
Schedule	You have deadlines and a proper schedule. That does also include the amount of hours you are willing and able to realistically dedicate to the job hunting process on a weekly basis. If you need help in organizing this, ask us for help. Give it a try under the first tab on your GDrive.	
Contact Details	<p>You made sure ALL your contact details are professional & elegant:</p> <ul style="list-style-type: none"> • phone: will the caller hear a melody or song of Miley Cyrus while waiting for you to answer the phone? • email address: firstname.lastname@gmail.com or something like that. No numbers! • Skype user name • LinkedIn profile link (edit profile → personalize public link) • signature: include your mobile phone number and the personalized LinkedIn link • picture: professional, authentic, natural (it's better not to have one than to have a bad one) 	
Online	<p>To put it bluntly: behave! Everything you write on the Internet:</p> <ul style="list-style-type: none"> • can be read by a lot, and we mean, A LOT of people • can't be easily erased, especially if it's on a forum <p>Job hunting forums or groups for managers are NOT a place to vent your frustrations. Vent at home. Run a marathon. Eat chocolate. Deal with your emotions privately.</p>	

CV SESSION / YOUR PERFECT CV

Delivery time: 3-5 business days from receiving all the necessary materials

What are your strengths from an employer's point of view? Why should they choose you amongst other candidates? Will they notice your uniqueness after opening your CV? Why should the main decision maker devote 15 minutes of their time to you, although their company does not have an open recruitment process? Your CV is your business card. It is the first impression you will make on the recipient of your CV before they actually meet you. That is why the quality of the CV is so important.

The “CV session” step by step

- Step #1: Questions** Your Career Angel will ask you to answer some questions. Don't be surprised by questions about your favourite colour & font or by the request to send a different photo. You can answer these questions by e-mail or in the attached .doc file – it is up to you.
- Step #2: CV Session** Depending on your situation and the quality of your answers, the CV Session may last between 30 to 45 min. At this stage we try to find out what you might have missed or have discarded as “obvious” or “not so important”, that actually should be an integral part of your CV. We will also work on your unique profile summary.
- Step #3: CV draft** Your Career Angel will need an additional 1-2 days to prepare a draft version of your CV for your approval. If you like the direction of where your CV is heading, your Career Angel will then polish your document to perfection. Sometimes, it is you who still needs to provide more information. Please note that we use LibreOffice to avoid incompatibilities between Linux, Mac & Windows.
- Step #4: Final CV** We pride ourselves in preparing tailor-made, perfect CVs with “your character”. That means that we will only stop working on your document when you can identify with it at 100%. Once ready, you will receive your new CV from your Career Angel in 4 formats: .odt, .doc, .docx, .pdf, as well as a file called “CareerAngels_Your Application Documents_Colours & Fonts” that contains information concerning your fonts, colours and other formatting solutions used in your CV. That way you will be able to make changes easily.

Attention: we do not (!) use any templates. Every single document is tailor-made and we try to reflect your personality & professional identity. And what if you don't like it? In that case, we will improve the document until you identify with it. So far, *all* our clients have been, are and – we hope – will be very satisfied.

SENIOR OUTSOURCING MANAGER

The Career Angels have helped me realize where I was in my life and realize what opportunities I had to find a job: what I had, what I had already done well, what I had to improve and what I had to concentrate on. The interview simulations were fantastic! After 3 meetings I am confident about my Business English skills. In my opinion, this was very well invested money in my personal development. Next time I need help, I know where to look for it!

GLOBAL PAYROLL MANAGER

Cooperating with the Career Angels has motivated me to start the search, to re-do my CV professionally. They have further shown me in what direction and how to search for job offers. But more importantly, they did not allow me to keep postponing the search for a new job. There are many possible kinds of cooperation, so everybody will find something suitable for themselves. I strongly recommend the Career Angels to people who want to find their career path.

ATS CV

Delivery time: 3-5 business days from receiving all the necessary materials

ATS (Applicant Tracking System) is a software that allows electronic handling of recruitment processes. ATS automatically filters CVs according to specific criteria such as keywords or names of skills. Therefore, it is important that the documents are legible not only for a human but also for “bots” – which is significantly more difficult, as ATS software can find only concrete patterns it was programmed to look for. Our template reduces the risk of your CV being rejected by ATS for technical reasons. Additionally, we will provide you with instructions thanks to whom you will be able to adjust the template to specific job ad on your own – but we can also do it for you (“Adjusting ATS-CV for a job ad” in our general offer – attention: only in English!)

PROJECT PORTFOLIO / BUSINESS CASES / TRANSACTION LIST

Delivery time: 3-5 business days from receiving all the necessary materials

If you hold a Top Management position, a two- or three-page CV will not be enough to present yourself fully. Having so little space, it is very difficult to describe your most interesting projects, spectacular successes, achievements or transactions, let alone, to demonstrate your unique attitude or your way of thinking. This is what the Project Portfolio is for, which in the legal market is also known as a Transaction / Deal List.

What does the “Project Portfolio” element look like?

- You decide together with your Career Angel which projects (3-5) should be described by you.
- You provide your Career Angel with the necessary data, which is then adjusted to your CV in terms of linguistics & graphics.
- Your Career Angel stays in touch with you in order to explain / clarify or confirm issues.

Depending on the quality of data provided by you, we prepare such a document within approx. 2-3 working days.

TRANSLATING INTO OTHER LANGUAGES OR PROOFREADING BY PROFESSIONAL NATIVE SPEAKER / TRANSLATOR

Delivery time: 3-4 business days

If your application files (CV & Project Portfolio) should be prepared in a foreign language, you can let us a) proofread it or b) translate it.

PREPARATION OF A “COVER E-MAIL” FOR YOUR COMPANIES / PE/VC

Delivery time: 3 business days from accepting the final CV

While sending your CV to the decision maker, you will stumble over some obstacles. Firstly: you want them to open your e-mail. Secondly: once they have read it, you want them to open your CV instead of hitting the “delete” button. Thirdly: you want them to read the whole document after they have read your profile summary. Fourthly: you want to be invited to an interview. The third and the fourth obstacle can be overcome by an exceptionally good CV. The first and the second by a well-written motivation letter... that was some time ago... nowadays the “cover e-mail” has replaced the motivation letter. It needs to be written for the eyes of the reader. It must be specific and interesting enough for the receiver to open the attachment including your CV and Project Portfolio.

PREPARATION OF A “COVER E-MAIL” FOR YOUR HEADHUNTERS (HH) Delivery time: 3 business days from accepting the final CV

As in the case of “cover e-mails” for companies, we make sure that yours will not disappear in the ocean of messages and CVs of a headhunter's inbox.

PREPARATION OF A MASTER MOTIVATION LETTER Delivery time: 3-5 business days from receiving 7-10 links to selected job ads

In some exceptional situations it may happen that a cover letter is required: mainly when there are plenty of job advertisements on the Internet and it is actually worthy applying actively this way. The format that we prepare for you will on the one hand be universal, but on the other easily adjustable to a certain job description. The most important thing is to give the impression that the applicant did not send their application as a mail-shot without changing the cover letter. If it is additionally well-written and graphically consistent with other application documents, it is another element that may distinguish you on the market!

CREATION OR CORRECTION OF A PROFILE ON E.G. LINKEDIN Delivery time: 3 business days from accepting the final CV

You already know that one of the ways of finding a job is just creating a well-thought, professional profile on above mentioned business social media sites. If you do not want to build it yourself, we will do that for you. Alternatively, we can provide you with detailed, written feedback. If you wish, we can also update your profile once start at your new work place.

IMPROVE LINKEDIN PROFILE FOR ACTIVE JOB SEEKERS (ONLY AS AN EXTENSION) Delivery time: 3 business days from accepting the final LinkedIn profile and providing the answers

LinkedIn uses 2 algorithms that are interesting from a job seeker's point of view: 1) it positions candidates who apply to job ads; you have to analyse the job ads with regard to skills (given by the so-called job poster, as well as those who are available for premium users) and 2) shows recruiters which members are active candidates (available for all users at “My dashboard”) – it is important to properly complete this part.

ONLINE PRESENCE SESSION Delivery time: 3-5 business days from the strategy meeting & after acceptance of the final CV

As you probably know, having a perfect LinkedIn profile is just one part of your online presence (also called e-branding) which is in turn only a part of your entire personal & professional branding as an executive. Who should consider this element? Visible managers. If you are not sure: Google yourself. Yahoo yourself. Review the quality and consistency of the data in the links.

Choosing this element, you'll receive a full report on your Online Presence where we assess three categories “visibility”, “connectivity”, “professionalism”. We'll have a strategy meeting to discuss in detail what has to be fixed immediately and how to do that (in case it is not us). We'll also turn two of your profiles into flawless virtual representations of yourself.

NETWORKING SESSION Delivery time: 3-5 business days from receiving completed homework

One way to generate job offers is to *skillfully* take advantage of your network. How do you elegantly communicate that you are considering a career move? Who do you tell? Who not? How do you tell them? What information or favours should you ask for? Which not? In person? By email? Over the phone? During the Networking Session, we'll make sure you know the answers to all the above questions and leave with sample emails, clear instructions and a complete strategy that is in line with who you are.

SOURCING: PROPOSAL OF POTENTIAL COMPANIES Delivery time: 7-10 business days from acceptance of company selection criteria

You do not know what companies to apply to? We can help you with suggestions. Based on an analysis of your situation and on your expectations towards employers, after approx. 1 week we will tell you what 30 / 60 / 90 companies you should send your well-prepared CV to. How much time will it exactly take us? That depends on your industry and the level of "sophistication" of your expectations – nonetheless, the maximum amount of hours we will spend on this element is set beforehand!

RESEARCH OF DECISION MAKERS OF YOUR TOP 30 / 60 / 90 / 120 COMPANIES Delivery time: 5 business days for every 30 companies

Research, as we understand it, means finding the contact data of the decision makers, you would like work for. We will provide you with a table that will include direct e-mail addresses and – if they exist – online profiles. Based on our experience we know that this activity will take us 10 working hours, which is usually approx. 10 hours less than it would probably take you. It is definitely the most time-consuming, as well as crucial task. If you are on a tight budget with spare time, do it yourself. Ask your Career Angel for guidelines on how to become an "Internet detective".

PREPARATION OF A LIST OF TOP 30 PE/VC Delivery time: 5-7 business days from acceptance of PE/VC selection criteria

In the lines with our philosophy, we recommend to go straight to the source to access the hidden job market. When approaching companies, you get in touch with decision makers directly. Sometimes, however, they sit with the main share/stakeholders – Private Equity or Venture Capital funds. If it applies, we recommend to get in touch with the PE/VCS that operate in your industry. Maybe they are looking for experienced managers to run one of their portfolio companies?

HEAD OF FINANCIAL INSTITUTIONS TEAM

I attended an interview in Frankfurt last week. I was invited, because my CV was the most interesting one! The interviewer told me she had put my CV on the very top because she really wanted to get to know to me despite my poor German. Fluent German skills were mandatory for that position. I do not know how it will work out, but I now see how important and powerful the CV is.

FREELANCER

I read Job Hunting Director right after I read on LinkedIn.com that you had published it. I was downed on my knees! I don't know how to express how grateful I am that you share this valuable knowledge in such a "user-friendly" form, on top of that for free! Concrete recommendations supported by examples straight from the "battle field", interviews with decision makers, evaluating different methods of targeting very good firms. The book is concrete and well-edited. Your publication made me understand so many elements of a recruitment process; vide: why several times I did not get a job that I should have gotten without any effort!

PREPARATION OF A LIST OF TOP 30 HH

Delivery time: 5-7 business days from acceptance of HH selection criteria

“Is it enough to have one headhunter as a friend? In how many databases should my CV be? How do HR companies work? Who are the right contact persons for my industry? Why do they not 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 30 headhunters with relevant (industry) expertise as they have access to insider information. A handful might act upon an excellent CV.

MONITORING OF ONLINE JOB ADS

Delivery time: once per week

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 we will spend the least time on it. If you do not have time or simply do not want to monitor the Internet yourself, we can do it for you!

SCREENING AUDIT

Delivery time: within the first 2-4 weeks of cooperation

We’ll prepare a report on how you do when “strangers” contact you with potential job offers and invitations to interviews. Do you have “funny” music on your phone? How do you answer screening questions? Are you convincing enough to get invited to a “real” interview?

INTERVIEW SIMULATION & PREPARATION

Delivery time: within the first 2-6 weeks of cooperation & after acceptance of the final CV

Whether you are a General Manager who regularly attends business meetings or a Sales Director who handles important negotiations, based on our experience we know that during the first interview simulation you will score on average 2-3 points on a scale 10. During the second interview you will most probably get 5-6 and during the last one 8-9. Why? There are different reasons:

- you may be used to interviewing, not being interviewed
- you may have got out of practice
- you may feel uneasy answering so basic and even “stupid” questions at this stage of your life
- and maybe you do not like “selling yourself”.

There might be plenty of reasons, but the most important thing is the final effect: to feel comfortable, appropriately answer the questions and be yourself... and, obviously, receive a job offer!

INTERVIEW SIMULATION & PREPARATION 2IN1

Delivery time: within the first 2-6 weeks of cooperation & after acceptance of the final CV

A more intense version of the standard interview simulation, which has the following structure: simulation, feedback (incl. practical exercise on selected responses), simulation, feedback – all during only one single meeting.

PREPARATION FOR A CONCRETE JOB INTERVIEW

Delivery time: 3-5 business days from receiving a request

Is there an interview in a specific company ahead of you? Or maybe is it the second interview with a “more important person” in the organization? It is vital to practice not only some general skills but to also prepare yourself for that concrete company, that concrete job and that concrete person who is interviewing you. We can help you:

- thoroughly understand the company's requirements, including “hard” and “soft” skills
- prepare for probable questions.

Additionally, using “our own sources”, we will try to find out, what is important for a given company or even for a given person and what they pay special attention to. We also check if your knowledge about your potential employer is good enough for you to shine.

REFERENCE CHECK

Delivery time: 3-10 business days from receiving contact details

A well intended quoted referee can backfire if you think you knew what they were going to say. Pretending to be a potential employer, we check your references. Without disclosing details we will be able to decide whether or not you should quote them.

SUPPORT

Delivery time: ongoing; frequency and means of communication to be agreed at the beginning of cooperation

“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? Company X has not contacted me yet... should I call, e-mail them, or wait a bit more?”, such questions pop up very often during status meetings.

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. [If a meeting lasts longer than 30 minutes, we automatically proportionally shorten the time of the remaining meetings.]

EXTERNAL COACH AND TRAINER

I was simply frightened with the idea of job search after so many years in one organization! I asked one of my friends for help and he recommended Career Angels. I was sceptical, but after 90 minutes I left the meeting convinced that I have 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!

COO

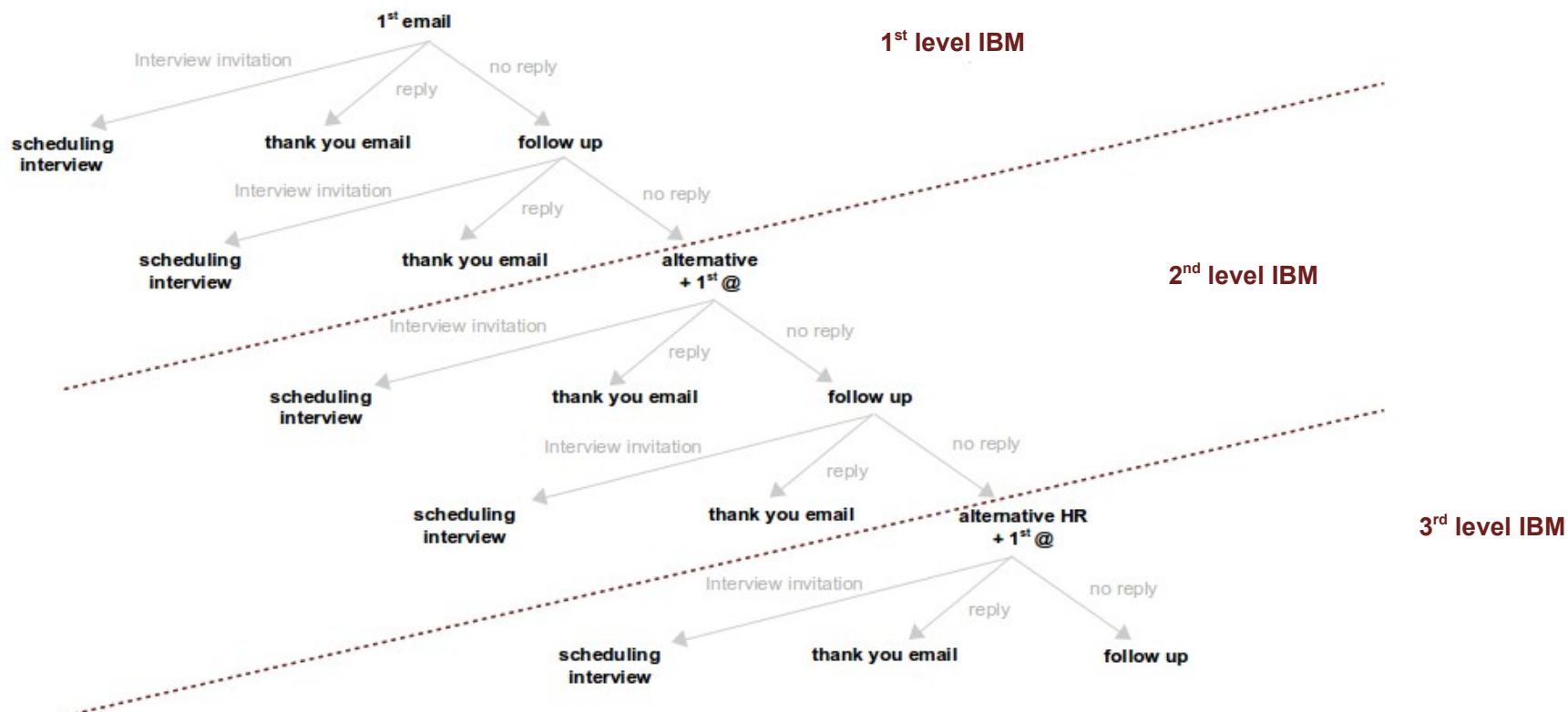
Cooperating with Career Angels was a really interesting experience: I understood what professional challenges I was looking for. They helped me understand my strengths and which competencies could be crucial for a potential employer. Thanks to a professionally prepared CV, I had the opportunity to meet with key headhunters. I recommend Career Angels to every manager whose career needs energizing and who wants to define their priorities and aspirations.

INBOX MANAGEMENT: EMAILS, ONLINE PROFILES, MEETINGS

Delivery time: after acceptance of all necessary content & materials; in monthly cycles

If you do not want to clean your house because you are busy and over-worked and because instead of cleaning the toilet, you would prefer to spend the day with your family & kids, you hire a cleaning lady. If you want to get rid of all of the hassle of job hunting, you outsource it to somebody who is faster & who knows the market. Us. Well, *almost* all: you have to go to job interviews yourself.

The most convenient version is to outsource everything, every single detail, to us. We impersonate you. We email for you. We create your online presence. We apply for you. We are your eyes & ears. Based on our statistics we know that in 95% cases we do it better than you. Why? As it is our job, so nothing will “come up” (like eg. a sick child, an urgent business trip) and we write back and react straight-away. Moreover, we have discovered, that our clients very often do not send their applications everywhere or send them irregularly because they are petrified by the possibility of negative feedback. As we are not in your shoes, we do not feel these emotions, ergo, they do not withhold us from acting.



BRIEFINGS Delivery time: 3-5 business days from receiving all the necessary information regarding the interview

Before any interview, you should be fully prepared: what is the company's structure? How many employees does it have? What is their mission? What is their field of activity? What are their successes? Who is the person I am going to meet with? How experienced is this person? How long has s/he been working there? If you know the answers to the above-mentioned questions, a) it will be easier for you to skillfully navigate questions and b) you will positively stand out among other candidates. You can find this information on the Internet on your own or we can find them for you!

CAREER / INTERVIEW / BUSINESS LANGUAGE CLASSES Delivery time: according to individual arrangements

Interviewing, job hunting, communicating with decision makers of potential employers, emailing with Executive Search Consultants in a language that is not your own might turn out to be tricky. Sometimes it's a matter of brushing up rusty language skills. On other occasions it's discovering a completely new pool of words and expressions. Career / Interview / Business lingo is different from the every day use of a foreign language – even when spoken at work. If you are not sure whether your language skills will help you or slow you down, talk to your Career Angel.

Currently, we are able to support you in English, German, Spanish (both for Spain & Latin America), Polish, Russian, and Ukrainian.

PARAMETER BIDDING SESSION Delivery time: 3-5 business days from receiving the request

The Parameter Bidding Session can be used in two situations: 1) to help clarify how to move ahead in one's career (often paired with the Career View™ test by Decision Dynamics) or 2) to objectively assess job offers you already have or soon will receive. How does it work? First step: you enlist the 10-15 most important criteria (parameters) the next role should fulfill. Second step: during the session we'll "bid" those elements against each other to end up with an objective list of actual priorities; nice-to-haves (gym membership, free apples, a fancy building / location or a parking spot) often distract unnecessarily from what's really, truly important – the must-haves! Third step: you'll end up with an assessment matrix that will help you in the mentioned cases: ad 1) how to further develop your career or ad 2) it will become crystal clear which job offers have the best fit (expressed in %); it identifies weaknesses, and consequently shows what to focus on during the negotiation process.

CRM TOOL THAT SUPPORTS YOUR JOB HUNTING PROCESS Delivery time: 3-5 business days from the start of cooperation

Keeping track of online applications, your correspondence with both headhunters, decision makers and HR Directors can become overwhelming. You will be emailing with probably 40-50 people at the same time. No mistakes allowed! Leaving it all up to your mailbox and good memory might not be the best option. We've adapted a GoogleDrive sheet to the needs of a job hunter. So far, all of our clients have found it (extremely) useful: it's intuitive, helps monitoring response rates, follow-up times and it's flexible. The most important thing: you become the owner of that tool from Day 1.

BRAND DIRECTOR

WOW! This was my first reaction to my new CV. I did not expect something like that!

CEO

I thought my previous CV was already good, but this is... fantastic! I did not know it could look that much better!