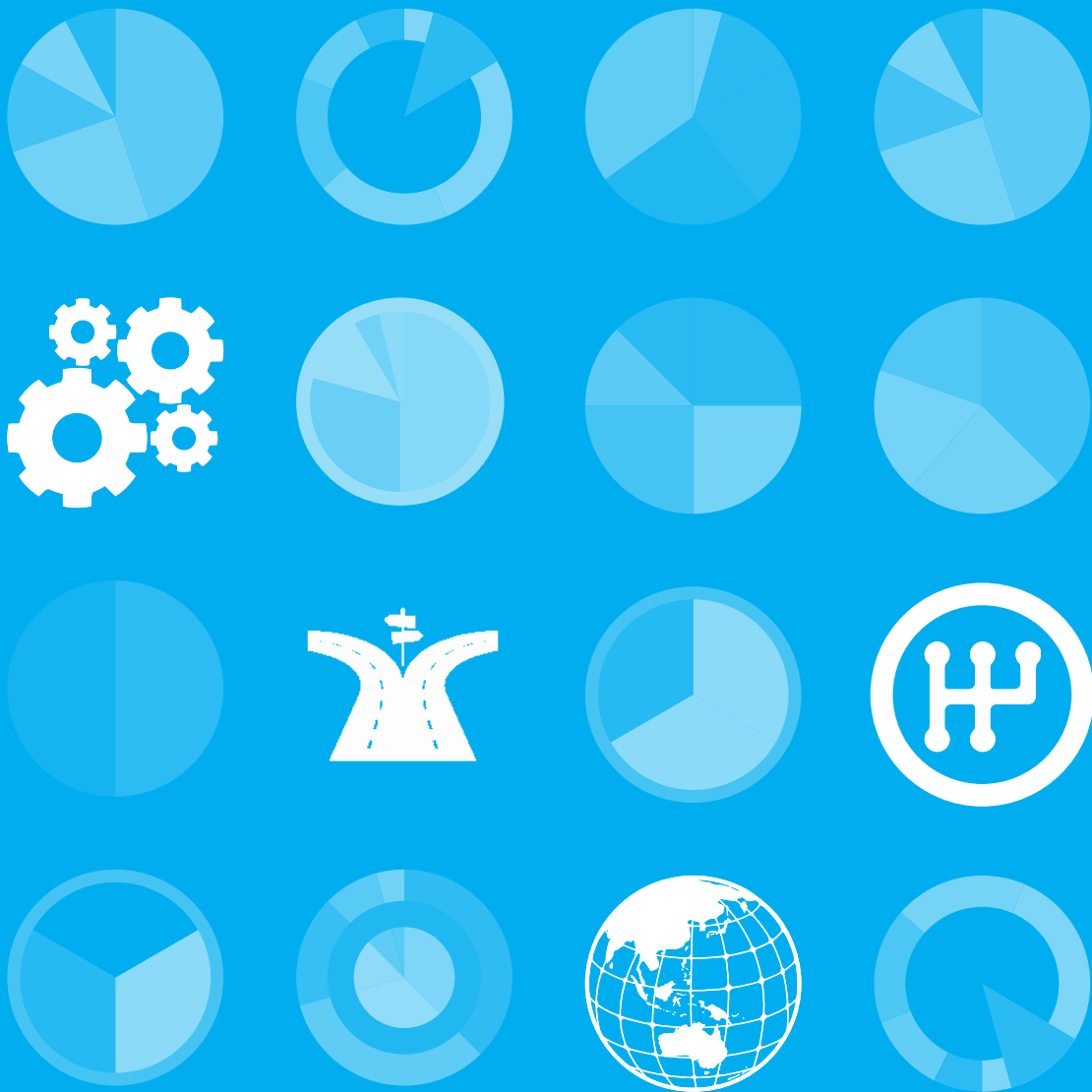


# Career Comeback

Re-entering the workforce after a prolonged absence





# Re-entering the workforce after a prolonged absence

**Re-entering the workforce after a prolonged absence presents many challenges that are initially very daunting. These challenges can create fear, anxiety and self-doubt and sometimes accompanied by guilt. These issues are readily overcome with preparation to give you confidence in how you are presenting yourself and your commercial offer.**

**Not everyone, depending on career stage and interests, is clear about their direction, often it is the question...**

**” Where to from here?”**

**Options may include another employed role of similar tasks to your previous roles, or a different set of responsibilities and tasks, or self-employment such as consulting, contracting or your own business.**

## TO SUCCESSFULLY NAVIGATE THIS TRANSITION, YOU NEED CLEAR SELF-KNOWLEDGE

To successfully navigate this transition you need clear self- knowledge of your interests, aptitudes, aspirations, style, personality and commercial offer.

You then need to be brought up to date on resumes and job applications preparation, interview skills and job search techniques.

With all that in place , you are then equipped to make sound decisions and represent yourself to the best of your ability in the job search process.

This self-knowledge also assists you to navigate a constantly changing workplace and employment environment in the future.

**The key elements of choosing a new role (employed, self-employed or otherwise) are:**

- 1 The Organisation**  
does it match my values; will it suit my personality? (personality, values, lifestyle)
- 2 The Role**  
does it interest me, does it serve my longer terms aspirations, and do I have a compelling commercial offer? (track record, aspirations, aptitudes, satisfiers)
- 3 Culture**  
does the work environment suit me; can I thrive in this environment? (Personality, values)



# Key Elements of choosing a new role



**It is essential that you have clarity about yourself; if you have clarity about your needs, capabilities, aptitudes, aspirations and track record, you will convey that clarity and your desired message to the listener.**

**If you know who you are, others will know who you are.**

**Typically, there are six steps to the process:**

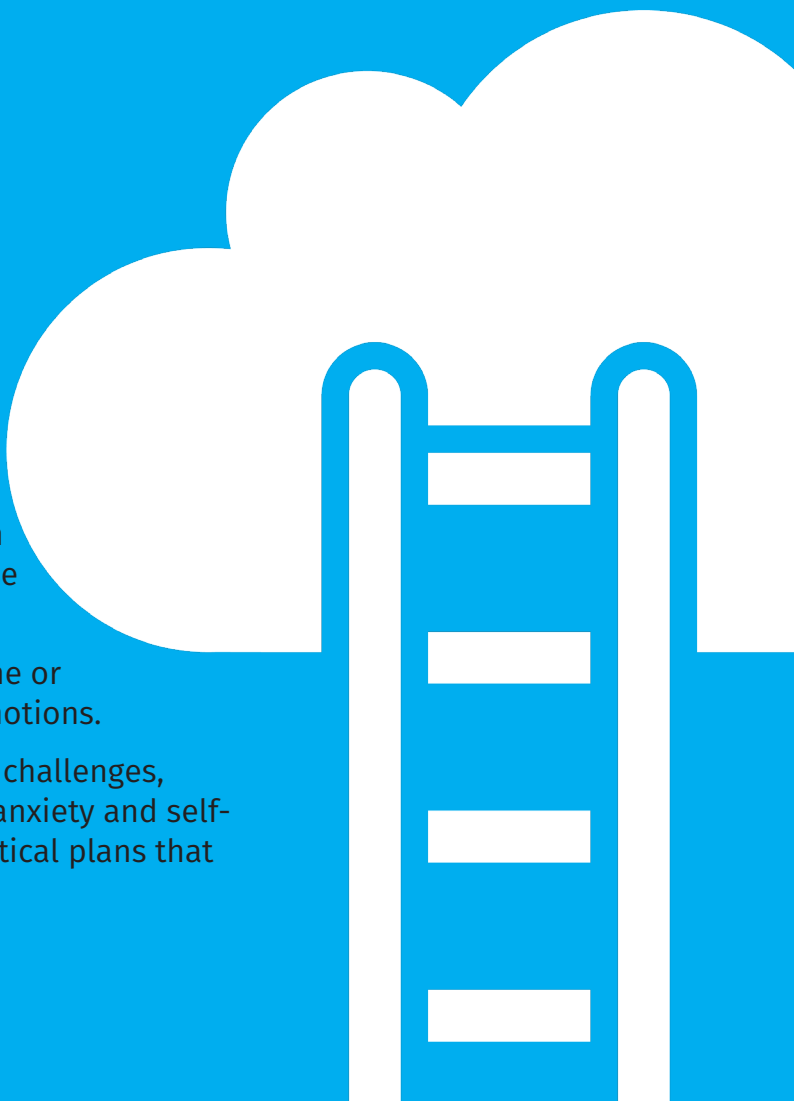
- **Emotions and Psychology**
- **Personal Profile**
- **Commercial Offer**
- **Career Direction**
- **Tactical Knowledge**
- **Coaching**

## Emotions and psychology

It is quite normal to be beset with fear, anxiety and self-doubt when embarking on a return to the workforce after a prolonged absence looking after young children. It is not uncommon for these emotions to be accompanied by a sense of guilt about doing something for yourself.

It is important to recognise that you are not alone or unusual in this, everyone will be facing these emotions.

You deal with these concerns by recognising the challenges, understanding stress and over-coming the fear, anxiety and self-doubt through self-knowledge and creating practical plans that help you retain control of the whole process.







## KNOW WHO YOU ARE

### *Emotions and psychology (continued)*

Anxiety and guilt are addressed by being clear about why you want to return to work in the context of your current circumstances and aspirations, gathering sound information on what you have to offer, why you want a particular type of role and having a plan of action that provides you with the requisite knowledge, documents and focus to search with confidence.

Fear is alleviated by knowing how to conduct job search and how to discuss your situation with prospective employers in an open and unapologetic manner.

Self-confidence comes from a confident understanding of whom you are, what the best work environment is for your personality, what your experience and commercial offer is to an employer, confidence in the stories you can relate about your experience and successes and supporting documents (resume(s), application letters, fit to criteria and LinkedIn) that result in you feeling more in control and less as a helpless cork bobbing in the ocean.

## Personal profile

You need clarity about your personality, interests and motivators. With this clarity you will connect with compatible people by being confident about your offer proposition and your decisions.

## Commercial offer

A potential employer or business partner will judge whether you can provide a productive role for them by looking at your track record; your past activities, successes and behaviours in your past roles is the main way they will judge whether you will be a useful member of their enterprise.

It is important that potential employers or business partners can clearly see what you have to offer, what impact you will have if you join their enterprise.

By examining your track record of achievement, both at work and in your private life, you can articulate “your Commercial Offer”. Your transferable skills will be paramount in these discussions.

This information is critical to your resume conveying the messages you want people to understand about you and becomes the evidence you present in recruiting interviews and meetings.

## Career direction

Career direction and options, can be simple or complicated, short, medium and long term but you need clarity.

By identifying a number of options and different directions, you can ensure the next role serves a longer term purpose. It also reminds you of your preferences when you may otherwise accept the first job offered without assessing what longer term benefit it may provide.

Having an outline of options and longer-term direction helps focus your explorations and decisions on further studies.

A person with a clear idea of their direction also creates a far better impression of being capable and in control of their life and this impresses potential colleagues and supervisors.

## Tactical knowledge

Job search techniques and etiquette including networking, targeted resumes and application letters, interview preparation and behaviour are fundamental tactics for any job search, be it for paid or unpaid, full-time or part-time roles.

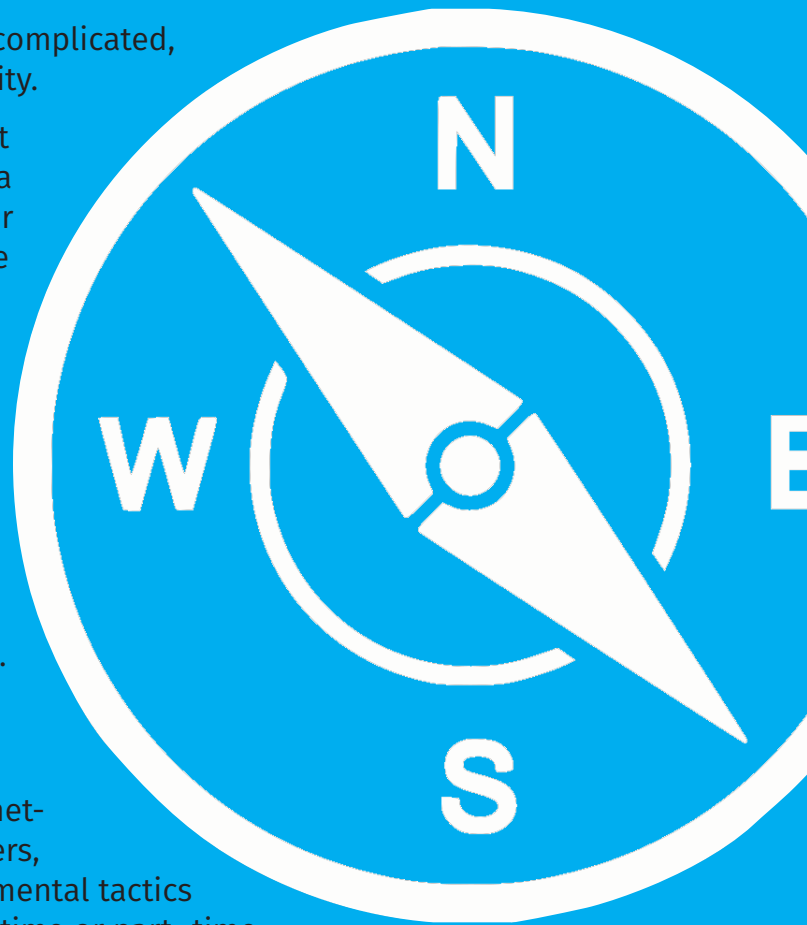
Your resume needs to be focussed, comprehensive, informative and easy to understand, you may need several versions to target the various career options you are exploring. This is an essential document to help convey your messages.

Understanding the various job search techniques and etiquette is also fundamental to representing yourself effectively and efficiently.

Interview practice and telephone skills are best developed through practice with an independent listener, you must be well prepared for any meetings or interviews.

## Coaching

Coaching and mentoring during job search and after commencement of the new undertaking can be very valuable to provide you with an independent listener to assist you to navigate your job search and your career.



**If you know who you are, others will know who you are.**

Being confident about who you are, what you have to offer and being unapologetic for your absence from the workforce will help guide you to a suitable role with a compatible employer.