

2BC Employment Connection

“Whatever you do, work at it with all your heart, as working for the Lord not for human masters”. Colossians 3:22-24

Changing Careers: The Do's and Don'ts

Karl Giles: Employment Guide.com

Before you change careers you should have full understanding of why you want to change career fields. In today's job market, changing careers at the wrong time without proper perspective could have a negative effect on your future. Listed below are the do's and don'ts that will help lead you make the best decision.

Don't change careers unjustly. You should have significant reason as to why you want to change careers. Be able to differentiate between the issues you have at your current position; whether it's your supervisor, employer, the work, skills, or the career.

Do change to a position where you can transfer your skill set. Attempting to carve a new career path where you will have to learn new skills will not be the best idea if you lack experience.

Don't forget to update your resume. Your new attempt to obtain a new position will not go smoothly with a dated resume that isn't catered towards your new career goal.

Do make an effort to research the field you intend to transfer into. You may find that your experience or passion may lead you to an entirely different career that you are more suited for.



Don't change careers without a plan first. Your job search may take longer than expected so set realistic goals.

Do expect change. Your next position may even come from places you least expect it; including your current employer. Salary differences and relocation can also be major factors that will influence your decisions. Many setbacks may lead to you landing the perfect opportunity. Practice patience!

Following these helpful tips will help you answer the question “Should I change my current career?” Bottom line, think, before leaping!

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“Negotiate Like a Boss” – 6 Tips to Help You Get What You Want. (Smith Business Journal at University of Maryland)

Negotiation is crucial for your career. Wages and promotions aren’t like grades awarded on merit. If you want a raise you have to persuade someone to give it to you. Here are some tips for successful negotiations:

1. **Be Prepared.** Sites like salary.com, payscale.com, and glassdoor.com can help you determine reasonable salaries for your position in your industry. Consider the cost of living in your location.
2. **Know Your BATNA.** The most powerful weapon in your negotiating arsenal is your Best Alternative To a Negotiated Agreement (BATNA). If you don’t get what you’re asking for, what is your best alternative? If you have a good alternative, you can negotiate from a position of strength.
3. **Show Your Value to a Firm.** Talk about your salary requirements in the context of your role and its value to the organization
4. **Be Calm and Collaborative.** When discussing salary with your boss or your prospective employer, keep your cool; even if you feel tense, angry or frustrated. A confident pleasant tone and a collaborative approach are more effective than an aggressive one.
5. **Use Silence Strategically.** Sometimes saying nothing can be an extremely powerful tool.
6. **Take Your Time.** It is natural to want to wrap up a difficult negotiation. Power rests with the person who controls the timing of the conversation.

Who is hiring in Richmond?

Richmond currently has over 10,000 jobs openings.

Fork lift Operator
KBR, Inc

Customer Service Reps
Verizon Wireless

HR Consultant
VCU

HR Manager
Bons Secours CNA HCA Hospitals

Mail Clerks
US Postal Services

Office Administrator
CACI International,

Sr. Customer Service Rep
Capital One

Data Entry Clerks
Office Team & Randstad