

TOP TIPS FOR MANAGING YOUR JOB SECURITY

ANTICIPATE WHERE PROBLEMS MAY OCCUR

- Spend time analysing your company's position; what do you know about their financial resources; the competitiveness of the market they operate in; the security of their suppliers and their customers?
- Watch the market – what do you know about the economy and how this affects your organisation or your area of functional expertise?
- Manage your finances so that you can cope in both good times and the bad times, get advice from an IFA and the relevant insurances that will give you the peace of mind you need

MANAGE YOURSELF POSITIVELY

- Always keep your CV up to date; this acts as a good aide memoire of where you are adding value to your organisation and it also means you are ready to enter the job market should you need or choose to.
- Ensure your performance is beyond question. You are only as good as your last appraisal – performance ratings and absence levels are often used in redundancy selection criteria.
- Think about the key stakeholders in the organisation – ensure you give the right messages to these influential people, decisions tend to be made collectively so it's not just your immediate line manager that you need to impress.
- Manage your profile internal and externally – organisations will typically strive to retain those people who are:
 - “Opinion Formers” – i.e. People who when they leave other people follow
 - In the “Shop Window” – ie. People who are visible to the market or key customers and whose exit will send a negative message about the company should they choose to leave
 - “Critical Performers” – i.e. Those people who have a wealth of knowledge specific to the organisation and which would be difficult to replace, usually because its “know how” and undocumented
 - “Operationally Critical” – i.e. Those people who keep the wheels turning, be careful here as sometimes these are the people that work twice as hard as the next person and don't get recognition for it !
- Benchmark your salary – be confident in your abilities but don't oversell yourself compared to what's available in the market; similarly ensure you are getting what you are worth, being confident that you can obtain the market rate with another employer will help your employer see your value
- Be clear about your career strategy – determine how that might unfold in your current organisation and work towards it, but also consider it in the wider market context if your current organisation is not helping you realise your plans
- Keep your network alive – you never know when you might need it

RESPOND APPROPRIATELY SHOULD THE WORST OCCUR

- Keep perspective – if you are made redundant it's not personal, it's a commercial decision
- Get out there and be confident that you will find a new challenge
- Leverage your network – this is usually the best way to get work when its in short supply
- Be persistent and get support when you need it

Greenfields gives you tips on how stay employed and to manage your career so that you can avoid redundancy and keep your job, in fact helping you manage your own career is what we do best so contact Michelle today on 07717 122950 and find out she could help you !