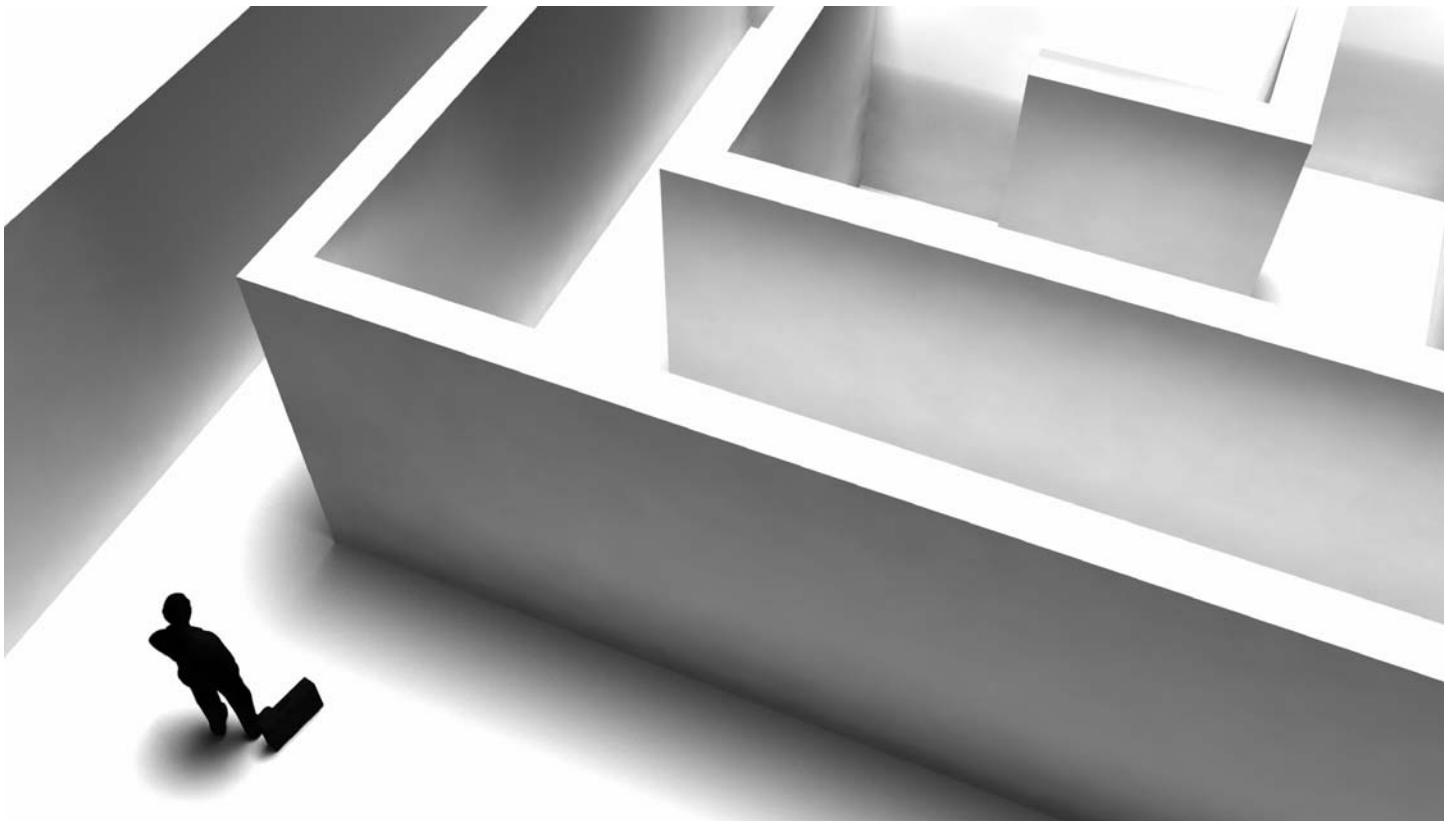


issues & trends

A KELLY FINANCIAL RESOURCES® REPORT



Kelly Financial Resources Career Advancement Series:

TIPS FOR TODAY'S JOB SEEKERS

Today, many companies are addressing their “retirement bubble”—the percentage of current employees that will be retiring within the next five years. Statistically, the baby boom generation—people born between 1946 and 1964—has had higher labor force participation rates than previous generations. By 2008, the Bureau of Labor Statistics projects that more than 62 million workers (over 40 percent of the labor force) will be 45 and older, and 37 million of these will be between the ages of 45 and 54. Which means that in the coming years, there will be tremendous job opportunities for new workers to take the place of retirees. Now is the time to take advantage by jump-starting your job search.

The Stages in Your Career

The approach you take in your job search differs depending on where you are. Are you fresh out of school and looking for a way to gain experience? Have you worked for several years on the job, and now you are looking to advance? Are you at the executive level and looking for a comparable or higher position? Or, are you in transition?

“A wide range of industries—from corporations and government entities, to accounting and legal firms and nonprofit organizations—all need a variety of financial professionals,” says Jim Mack, business unit leader of Kelly Financial Resources.

“Determine your passions and strengths,” says Jim Mack, business unit leader, Kelly Financial Resources. “We all have a sense of our strengths and weaknesses. If you’re a natural leader, this trait will direct you on one path; if you’re a behind-the-scenes person, you may want to pursue those key—but less visible—positions.”



A sampling of financial services jobs at all levels includes:

- General Accounting
- Financial Analysis
- Internal Auditing
- Audit and Assurance
- Tax Management
- Forensic Accounting
- Executive Finance/Controller
- Executive Finance/Chief Financial Officer

Uncovering Career Resources

There are many career resources available on the Web. Kelly Financial Resources’ Career Center, Professional Development, and Industry Information sections feature tools and tips to help you get ahead. Vault.com (www.vault.com) offers job seekers and professionals insider company information, industry guides, and surveys, as well as job advice.

Additionally, professional organizations such as the American Institute of Certified Public Accountants (AICPA), www.aicpa.org; The Association for Financial Professionals (AFP), (www.afponline.org); the Society of Financial Service Professionals (FSP), (www.financialpro.org); and the CFA Institute, (www.cfainstitute.org) offer industry insights, publications, conferences, networking opportunities, and career guidance.

Creating a Game Plan

As you think about your ideal position, one of the first things you need to do is create a career game plan. “Determine your passions and strengths,” says Mack. “We all have a sense of our strengths and weaknesses. If you’re a natural leader, this trait will direct you on one path; if you’re a behind-the-scenes person, you may want to pursue those key—but less visible—positions.”

To start, take a blank piece of paper and make a chronological list of all the jobs you’ve had since you started your career. Next to each position, detail the things in each job that you did well—and not so well. “Go beyond the obvious—you’re good with numbers—to discover what you excel in and what really drives you,” notes Mack.

Build a Personal “Board of Directors”

Who do you know, personally and professionally, who can give you unbiased assessments of your strengths and weaknesses? They could be former professors, work colleagues, or fellow members of a professional organization. These people can provide support and insight into your professional strengths. More important, they can also be used as professional and character references as requested by employers.

Identify Your Job Goals

What do you want from your ideal position? Some people love to travel most days of the week, while others have families that they’d like to come home to every night. What compensation do you require? What level of responsibility are you looking for? Are you willing to make a lateral move in order to enhance your long-term career goals? All of these are significant considerations in your job search.

Research, Research, Research

The saying “knowledge is power” is never more valuable than in the job arena. Once you’ve found out about a job opportunity, it’s time to start investigating. Here’s what to consider:

- Who are the major players in your field?
- What is going on in the company/industry?
- What are the company/firm’s needs and goals—both immediate and long term?

You can find out much of this information on the Internet. Check out company/firm Web sites; do a Google search using key industry words; visit Hoovers.com for company-specific information; and mine industry association Web sites for current topics. Frequent the newsstand for related publications, and at a minimum, read the *Wall Street Journal* to stay up to date with business news and trends.

Develop a Written Plan

“Searching for a new job is a job in itself,” says Mack. “There are a lot of contacts, phone numbers, and research that you need to keep track of.” To do this, Mack suggests creating an Excel spreadsheet or ACT database of companies that you’re interested in and the ones that you’ve contacted, as well as search and contracting firms. Then develop timelines to follow up with your contacts. “Always send a thank you note to each person who interviews you immediately afterward,” he adds.

“Temporary work can offer you exposure to a broad spectrum of company sizes, industries, and job opportunities so you can target your job prospects. A diversity of assignments also allows you to enhance your qualifications. This is particularly important if you’re considering a career switch,” says Mack.



“A quick e-mail is all it takes. Emphasize why you are a solid fit for the role and how you will contribute to the bottom line. Job seekers who skip this vital step may lose out to those who extend this simple courtesy.”

Six Qualities Job Seekers Must Have

According to a 2004 Development Dimensions International (DDI) hiring study, the six characteristics employers find attractive in a job candidate are:

- **Adaptable**—the ability to embrace new ideas and new experiences. Individuals with this trait change their work habits when faced with a new corporate process or technology.
- **Achievement-oriented**—someone who continuously raises the bar in performance. According to DDI, these are people who always push themselves to do better.
- **Attracted to the work**—how passionate are you for the work, even in hard times? During periods of high stress or long, frustrating hours, do you roll up your sleeves to get the work done?
- **Emotionally mature**—the ability to take stressful situations with a grain of salt. How well do you work with those you may disagree with?
- **Positive**— a positive attitude means going the extra mile to help out a client or colleague, even if it’s unrelated to the job. How well do you motivate co-workers and help others keep their heads up in difficult times?
- **Self-confident**—feeling secure that you can get the job done and advance beyond your current position.

Using Temporary Work as a Job Hunting Tool

Today, many companies consider it valuable to hire employees on a temporary basis as a means of evaluating them for a full-time position. “Temporary work is beneficial for the job seeker as well,” says Mack. “It gives you exposure to a broad spectrum of company sizes, industries, and job opportunities so you can target your job prospects. A diversity of assignments also allows you to enhance your qualifications. This is particularly important if you’re considering a career switch. Even better, temp work gives you the opportunity to build your network of contacts to see you through all stages of your career.”

Next up...Part two of Kelly Financial Resources’ Career Advancement Series: Strengthening Your Experience in the Financial Services Industry.

Kelly Financial Resources is a highly specialized and rapidly expanding business unit of global staffing provider, Kelly Services, Inc. Launched in 1999, Kelly Financial Resources specializes in placing professionals across a number of disciplines in the accounting and finance fields, including public accounting, general accounting, payroll, billing, internal audit, tax, budgeting and cost accounting, financial analysis, treasury, cash management, investor relations, mergers and acquisitions, and credit management. Kelly Financial Resources places more than 2,500 financial and accounting professionals on assignment daily and maintains more than 50 company-owned and operated offices in 15 countries and territories throughout North America and Europe. Visit www.kellyfinance.com.

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