

STEP 6 SELECTING



Walk in Work Prepared for You

You may or may not have a job offer or work opportunity – yet. Study this step carefully and complete all the exercises. The clearer you are about the process of selecting, the more confident and hopeful you will become. Let’s review one of the foundational principles of walking through a crossroads:

[You] are His workmanship, created in Christ Jesus for good works, which God prepared beforehand so that [you] would walk in them. Ephesians 2:10

As you search and sort for opportunities, remember that looking for work is work. Each step of the way, keep praying, seeking and seeing what God has prepared – not just the opportunities themselves, but the process of walking through crossroads. Be alert as you pray for His vision, wisdom and strength.

GET OFFERS – MAKE OFFERS

In the new world of work, you don’t just wait for offers, you make offers. Just as interviewing is a two-way street, so is selecting. Let’s say you see an opportunity you believe is right for you. In your mind, you have already selected it, even though there is no offer to accept. Is there anything you can do?

Think ME Inc. Consider yourself a 1-person corporation owned by God. No matter who you seek and what they want, identify their needs and propose solutions. Figure out what they want accomplished, and recommend how they can get the results they want.

Be open as to whether they hire you as an employee, independent contractor or a business owner providing a service. Be open as to your compensation. Even when there is no money to be paid, more than a few people have worked and bartered for food, clothing and shelter.

Next consider 2 different approaches:

6 ways to get the offer you want

1. Follow-up every week for 7 weeks with the decision-maker by email, phone call and letter
2. Every week, demonstrate that you are the most prepared, most passionate and also qualified
3. Each week feature a different message about what you do best that they need most
4. Keep searching and sorting for other opportunities as if this one does not exist
5. If you get an offer from someone else, tell them
6. Make an offer

7 steps to make an offer

1. Write a one-page proposal with five parts: their needs, your services, time, results, and money
2. Describe their needs as described in job posting and/or the interview
3. Describe the services you provide – what you do best that meets their needs
4. Outline a recommended work plan and timeline
5. Describe the results they can expect
6. Estimate the cost
7. Talk it through with them, make changes, then send a written, one-page proposal

HOW TO EVALUATE OFFERS

What is God saying to you about this opportunity? Is this the work He has prepared for you to do? Ask Him, and listen to Him. Real success only comes through discerning and obeying God's will.

Here are some ways that you might know whether a particular opportunity is really God's calling:

- Review How to Hear and Follow God's calling on pages 8-9.
- Compare the opportunity with what you learned in Steps 1, 2 and 3.
- Talk through your decision with trusted advisors, including family members and close friends.
- Take time away alone to think, and time with your spouse if you're married.
- If your doubts persist, talk through your concerns with the potential employer or customer.
- Do what you believe God wants you to do.
- If you do not feel peace inside about the decision, don't accept the offer,

Selecting an opportunity should be based on a win-win approach; you should be focusing on selecting the right opportunity both for you and your future employer or customer. Think in terms of collaboration instead of a compromise. Some points to consider are:

- Know in advance what is important to you based on your needs, wants and values.
- Assess the needs of employer and customer in terms of the results to be achieved and rewarded.
- Now, how can you *both* get what you want?

A job isn't just what you do 8 hours (or more) a day; a job involves a company, other employees, a boss and so much more. Getting to know the full scope of the opportunity takes work. So let's get started!

- Understand the title, the reporting relationships, the hours of work per week, the amount of travel.
- Find out details such as the expected dress code, working hours and if telecommuting is available.
- Get a feel for the culture, especially the personalities and values of the key players.

Understand the total compensation. Ask these questions:

- What is the starting salary?
- What is the total salary range for the position?
- Is the offer flexible?
- How often is performance reviewed?
- When and what is salary raise review?
- Are there commissions or bonuses?
 - How much are they?
 - What are they based on?
 - When are they paid?
- Is there a hiring bonus?
- Is equity in the company available in the form of stock or options?
- What about 401k and savings plans?
- Is there insurance (health, dental, life, disability, other)?
- Are there deferred compensation plans, savings plans, etc.?
- If relocation is required, what expenses are covered?
 - The move?
 - House sale?
 - Temporary living and/or commuting?

Make copies and complete the exercises on the next 3 pages: "Understand the Offer, Decision-Making" and "Win-Win Negotiation."

UNDERSTAND THE OFFER  **Exercise**
 Make at least 5 copies of this form

This worksheet is another tool for evaluating offers when they come. Complete it now so that you can be objective about what’s important to you. Then make copies to use for evaluating each offer you receive.

Name of potential employer	Name of hiring manager
Positives about opportunity	Concerns and questions
How much the company seems to want you	How much you want the company

Cash Compensation	Last Year	This Year	Next Year	Want	Need
Base Salary					
Bonus					
Commission/Other \$					
Total Cash Compensation					
Other-Car, Stock Options, Club Membership, Equity					
Total Other Cash Value					
GRAND TOTAL CASH					

Benefits	Priority: A/B/C	Benefits	Priority: A/B/C
Weeks of Vacation		Home Office	
Health Insurance		Family Medical Insurance, Co-Pay?	
Dental Insurance		Paid Holidays	
Vision Insurance		Sick Days	
Life Insurance		Retirement/401K/Matching/Pension	
Long-Term/Short-Term Disability		Deferred Compensation	
Employee Assistance Program		Tuition Reimbursement	
Training		Overtime	
Severance Agreement		Relocation	
Tech Support		Help with Spouse’s Employment	
Day Care for Children		Temporary Living Expenses	
Other Factors		Other Factors	
Title		Flexible Hours	
Hours per Week		Free Time	
Travel % (nights away)		Team vs. Individual Work	
Promotability		Entrepreneurial	
Management Experience/Training		Location	
High- vs. Low-Risk Opportunity		Cost of Living Index Comparison	

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DECISION-MAKING  EXERCISE

Make at least 5 copies of this form

Use this worksheet when you get a job offer so you can compare the criteria of what you believe God has prepared for you with the opportunity being offered to you. Fill in what you believe God wants for you. Make several copies of the worksheet for evaluating opportunities as you receive them.

_____ with _____
 (Work Opportunity) (Organization)

Criteria Desired	Work Opportunity
Work function	Work function
Industry	Industry
Location	Location
Salary	Salary
Other compensation/benefits	Other compensation/benefits
Abilities	Abilities
Interests	Interests
Personality	Personality
Values	Values
Other Criteria:	Other Criteria:
1.	1.
2.	2.
3.	3.

WIN-WIN NEGOTIATION  **EXERCISE**
Make at least 5 copies of this form

1. **Fully understand an offer before you begin negotiating.** In addition to salary, you should understand all the benefits, performance review process, when you would be expected to start work, travel expectations and so much more. Use the worksheets from earlier in this step as checklists for what you need to know. Write down any questions you need to ask so you can fully understand the offer.
2. Know **what you are willing to give up and what you're not.** List the things you're *not* willing to give up. Be honest!
3. **Try to anticipate what the potential employer is not willing to give up.** List them.
4. **Negotiate the small things first.** Items such as additional vacation, flex time or working from home a few days a week may be small things to the employer but big things to you. Negotiate them first; then move to the big things, like salary. Determine now what small things you'll use in the beginning of your negotiations.

Remember:
**both parties will have to give up some things that are *not* so important to them,
and both parties need to feel that they are WINNERS!**

NOT IT

How frustrating to be at Step 6 – the offer doesn't work – you feel like you're instantly back at Step 1!

It not only can happen, but it will happen. One of our ministry leader volunteers was looking for his next job after being laid-off. On a particularly wonderful Friday, he had 10 opportunities developing, 3 of which looked like would bring offers the next week. By noon the next Monday, all 10 were gone! He took a deep breath, learned from this amazing experience and started over. His next job was so good that after a few years, it allowed him to retire.

The most important thing is what you do next. Here are some suggestions...

- Explore whether “No” really means “No.” Are there ways to collaboratively re-engage the prospective employer and seek alternative approaches?
- Are there other job opportunities now or in the future that might be a better fit? Respond to a no offer or decline an offer with grace and with an eye on keeping the relationships. The job you don't get or take now might well be the way to land a better job later at the same company.
- Remember that some of the best decisions end with the word “No!” Either you or the employer or both of you had “good reasons.” If it is a door God has closed, then say “thank you” – knowing there is something better.
- Learn from your experience. What could you have done better or differently? If you can get input or feedback on your resume and interviews, all the better. In baseball, a good batting average is 300, which means 7 of 10 times the batter was out. Analyze your pitch and swing, and get up to bat again.
- In the future, always try to have two more opportunities developing at the same time. It builds confidence, makes you more secure in negotiations and does provide immediate alternative.
- Review **Step 1: Accepting Loss & Opportunity**, to regenerate a positive Attitude.
- Review **Hearing and Following God's Calling** on pages 8 and 9.

GOT IT

Accept the final offer only if you believe it is work prepared for you, have received counsel and confirmation from your close advisors, and after you have reached consensus with your spouse. Be sure you get the offer in writing, and find out when you need to give an answer. But remember, this isn't the end of the process!

You're starting a new job, maybe a new career. Lots of people, having gotten this far in the process, think they're finished. They breathe a big sigh of relief, and they relax. Not a good idea.

Getting a *good start* in a new job is the most important step of this walk, not just getting the job. More than one new job has come unraveled after the start date. To help you get going on the right foot:

- During your first months at the job, arrive early and stay late.
- Ask lots of questions. Take many notes.
- Review your notes with your boss every week.
- Get a feel for who does what and what each person is like.
- Observe company politics, but do not participate.

Log on www.CrossroadsCareer.org and on the Career Resources Main Menu scroll down the page and download *New Job Jump Start*.

PREPARE FOR YOUR NEXT CAREER CROSSING

“What? I just got here!” you say. The last thing you want to think about is looking for another job! The new world of work, however, probably means the average life of a job is 3-4 years.

With the speed of change combined with the economic destruction and construction of whole occupations, industries and even communities, you need to be prepared. Here are steps that will help:

- See every activity and project as an opportunity to write a new STAR story (See page 27).
- Look for opportunities to do extra assignments and get extra education.
- Continue to update your master resume and your references at all times.
- Keep networking to expand your contacts for current and future assignments.
- Seek purpose in your work. Exercise your values at work. See your work as ministry.
- Be flexible and focus on serving others.

Learn that job success is actually in the word JOB:

- **J** for joy in your job. Remember to rejoice always.
- **O** for obedience. Remember to obey your masters on earth with sincerity of heart.
- **B** for doing your best. Remember to serve with flexibility and excellence.

Be a good steward of whatever God gives you. Don't worry about what He doesn't give you because you have no responsibility for what He does not give you. Keep focused on the long term every day so that you can find life as Jesus promised ...

I came that they might have life, and might have it abundantly. John 10:10

PASS IT FORWARD

In today's ever-changing world of work, you'll want to keep all bridges open and all fences mended. Take time to do these important activities once you've begun your new job:

- Write a thank-you note to everyone who helped you along the way. Let them know the name of your new employer, your new title and/or position, your new work phone number and your new email address. Tell them how they helped you in the midst of this career crossing.
- Be ready, willing and able to help other people through crossroads in their careers. You of all people know what a roller coaster ride it is to go through a career transition. Actively think about how you can help others with contacts, counsel, and encouragement.
- Share with them the 6 steps to maximize their careers by hearing and following God's calling.

*...that we will be able to comfort those who are in any affliction
with the comfort with which we ourselves are comforted by God. 2 Corinthians 1:4*

STEP 6 SELECTING  **WRAP-UP**

What ideas were most helpful to you from this step?

What ideas will you put into action or practice?

How do you feel now?

What are your prayer requests for the coming week?



If you have not registered yet, go to www.CrossroadsCareer.org/register and start browsing our webpage of career resources. If you are already registered, log in at www.CrossroadsCareer.org and scroll down to Career Tools and Search by 6 Steps.

Write down the Career Tools that were helpful.



Congratulations!

Congratulations on completing this Workbook. May we suggest rewarding yourself (and your mentor or group) with a celebration of fellowship—perhaps around a meal next week?

You may or may not have found a new job or career yet, but hopefully you have made progress and begun maximizing your career potential – being more faithful with where you are, as you prepare for what’s next. Perhaps you continue with your group – or perhaps start or join a new one? Here are some choices.

Go through the Workbook again with a new group or partner...

- Perhaps you join another workshop or class just starting
- Maybe you help facilitate or lead
- Be a mentor to someone else

Continue with your group for fellowship and support...

- Use the C3G (Christ-Centered Career Group) meeting plan. See www.C3G.org.
 - Provides practical, personal, spiritual support in the unemployment journey
 - Does not require a study curriculum

Consider 1 of the 3 studies already prepared for you when you login at www.CrossroadsCareer.org.

- *“Real Success at Work: Hearing and Following God’s Calling”*
 - 4-Week small group study on calling
- *“What the Bible Says to You If You Are Between Jobs”*
 - 10-Chapter, 41-page exploration of principles and truths learned through job loss
- *“New Job Jump Start: 30 Days with over 100 Ways to Get a Great Start in your New Job”*
 - 4-Week individual or group study on starting a new job or restarting an old one

If you enjoyed and grew through this experience, perhaps you would like to guide others to explore crossroads in their careers – helping them to maximize their career potential.

- Refer others to Crossroads Career groups or website
- Volunteer with one of the ministry teams
- Help support others in their crossings
- Start a career ministry in your church

If there is anything you want to share or ask, please feel free to contact us through www.CrossroadsCareer.org.

**God will bless you as you walk by hearing and following God’s calling.
In Him, we are better together!**