

## STEP 6 SELECTING



### *Work Prepared for You*

What is God saying to you about this opportunity? Is this the work God has prepared for you to do?

*“[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

Ask God, and listen to Him. Real success only comes through determining God’s will for you and then following through as best as you can.

These ideas are some ways that you might know whether this job is your answer to God’s calling:

- ❖ Talk through your decision with trusted advisors, including family members and close friends.
- ❖ Take some time away to consider your decision; spend some time alone to think and some time with your spouse if you are married.
- ❖ If you do not feel peaceful inside about the decision, don’t accept the offer, no matter how much sense it *seems* to make. Try to identify specific issues that are unsettling.
- ❖ If your doubts persist, talk through your concerns with the potential employer.
- ❖ Do what you believe God wants you to do.

### UNDERSTANDING THE FULL OPPORTUNITY

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. 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 potential employer’s needs in terms of the results to be achieved and how they are assessed and rewarded.
- ❖ Now, how can you *both* get what you want?

A job isn’t just what you do eight 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 your job takes work. So let’s get started!

- ❖ Understand the title, the reporting relationships, the hours of work per week, and 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:
  1. What is the starting base salary?
  2. What is the total salary range?
  3. Is the offer flexible?
  4. How often is performance reviewed?
  5. Are bonuses a possibility or a probability? How much are they likely to be? What are they based on? When are they paid?
  6. Will you be offered a hiring bonus? What if you have to forfeit a bonus or stock award that you’ve earned with your previous/current employer?
  7. Is equity in the company available in the form of stock or options?

8. Are other benefits part of the compensation package?
  - 401k and savings plans
  - Insurance (health, dental, life, disability, other)
  - Vacation
  - Deferred compensation plans
    - If relocation is required, what expenses are covered?
    - The move?
    - Sale of a house?
    - Temporary living and/or commuting expenses?
- ❖ Understand the negotiable issues as well as those issues where no flexibility is possible—for both yourself and the potential employer.
- ❖ Use the “Understanding and Negotiating the Offer” worksheet on page 74 in this step to help in your decision-making process.

Go back to **Steps 2 and 3 Aptitude and Altitude**. Does this opportunity line up with your abilities, interests, personality, and values? Does it fit with your previously defined target?

### ACCEPT THE OFFER AND CONGRATULATIONS!

Accept the final offer only if it’s in line with what you want, what you need, received counsel from your close advisors, and after you have reached consensus with your spouse if you are married. 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. **This isn’t a good idea.**

In a very real sense, 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. Some ideas to help you get going on the right foot will help at this point.

- ❖ Keep your evaluating eyes and ears open.
- ❖ 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.

For more tips, log on to our website and from your personal Career Sources page download a copy of *New Job Jump Start* that you will find under Bonus Resources.

### PASSING 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 who are at crossroads in their careers. You of all people know what a roller coaster ride it is to go through a career transition. Take the time to share the help you received with others. Actively think about how you can help others with career contacts, ideas, and encouragement.
- ❖ Share with them the six steps of “How To Walk Through a Crossroads in your Career™” 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 Cor. 1:4*

### **BUT, NO JOB WAS OFFERED OR YOU DON’T ACCEPT THE JOB OFFER**

How frustrating to be at Step 6 – not get or take the job – and feel like you are back at Step 1 in an instant!

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 ten opportunities developing, three of which looked like would bring offers the next week. By noon the next Monday, all ten 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. Remember that 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 and Opportunity**, to regenerate a positive Attitude.
- ❖ Review **Introduction** to this Guide about **Hearing and Following God’s Calling!**

For more online career tools, log in to [www.CrossroadsCareer.org](http://www.CrossroadsCareer.org). On your Career Resources page, scroll down to See 100+ Online Career Tools and click on Search by 6 Steps. Then search more links under Step 6.

**Step 6:    Selecting - Walking in Work Prepared for You**

[Get and Negotiate Offers](#)

[Continuing Education](#)

[Starting New Job](#)



## UNDERSTANDING THE OFFER Exercise

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 \$					
<b>Total Cash Compensation</b>					
Other-Car, Stock Options, Club Membership, Equity					
<b>Total Other Cash Value</b>					
<b>GRAND TOTAL CASH</b>					

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	
<b>Other Factors</b>		<b>Other Factors</b>	
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**

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) (Company)

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.

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## NEGOTIATING STRATEGIES EXERCISE

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!**



## *Congratulations!*

Congratulations on completing your study. 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 Explorer Guide 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](http://www.C3G.org).
  - Provides practical, personal, spiritual support in the unemployment journey
  - Does not require a study curriculum

Consider one of the three studies already prepared for you on [www.CrossroadsCareer.org](http://www.CrossroadsCareer.org).

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

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 Network
- ❖ Volunteer with one of the ministry teams
- ❖ Help support others in their crossings
- ❖ Start a ministry in your church

Finally, please accept our congratulations for your faithfulness – staying the course and exploring crossroads in your career. If there is anything you want to share or ask, please feel free to contact us through [www.CrossroadsCareer.org](http://www.CrossroadsCareer.org).