

Service Menu

Hiring Edge Career Assistance

RIGHT PLACE...RIGHT TIME...RIGHT NOW!

Hiring Edge Career Assistance is tailored to meet each client's individual career needs by providing job market information, marketing tools development (typically résumé, cover letter, positioning statement, and LinkedIn profile), and job search strategies information and coaching. The client and Career Advisor use this service menu to select and prioritize the service features desired to create a customized service plan to launch a successful job search.

In addition to the options selected from the offerings below, each client will receive a comprehensive intake conversation to assess the specific needs of the client while providing a thorough and accurate introduction of the nature and scope of our services.

One-on-One Coaching

- Assessment Tool: Hiring Edge *DISC* Assessment
- Development of a personalized individual job search strategy/action plan
- Coaching on essential job search skills and tools, such as networking, résumé posting / distribution via Aggregators and Job Boards, interviewing, and negotiating job offers and salary

Marketing Tools

Assistance with creating or updating self-marketing materials to strongly illustrate the client's skills and accomplishments to distinguish the candidate:

- Résumé
- Cover letters
- Personal Commercial / Positioning Statement / Elevator Statement
- LinkedIn Profile Development

Employer Information and Contact Development

- Client/industry-specific market information, including potential target companies/employers
- Information on key appropriate professional association(s) and other groups for networking opportunities
- Client-focused information on employment agencies, staffing firms, and/or recruiters/search firms
- Information/guidance on licensing transfer and professional development/continuing education

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