

Know Your Worth

Know Your Worth

by Nia Maritz

Contents

1. *When time and destiny collide*
2. *Do you know your worth?*
3. *Background*
4. *Your CV*
5. *Take charge*
6. *Steps to getting noticed, an interview and the right job*
7. *Skills Assessment*
8. *Natural Aptitude Planning (NAP)*
9. *NAP*
10. *Putting the information into the CV*
11. *What else should reflect on the CV*
12. *Examples of CV's – before and after NAP*
13. *Plan your next step*
14. *First impressions*
15. *General tips*

16. *Before the interview*
17. *The interview*
18. *Questions to answer during the interview*
19. *What salary should I ask for in an interview*
20. *The 20 most difficult questions you'll be asked in an interview*
21. *Your personality is just as important*
22. *Second or follow up interviews*
23. *Relocation: Things to take into consideration*
24. *After the interview*
25. *Counter offers: Yes or No*
26. *Resigning*
27. *Within*
28. *Use your network*

When time and destiny collide...

When do you know it is time to turn dreams into reality? How do you go from having a job to having the ultimate career?

It is when you feel confident about your skills and know what you are good at. You have done your homework and research – and fear is the only thing holding you back. It is when time and destiny collide!

Whether you are changing your job or starting your own venture, you will need to know what you are really good at; what you like and dislike; and what you are worth – not only your financial value, but also the value you can add to any organization: your intellectual capital.

Some people have a very clear, defined vision, and they charge full steam ahead, never doubting themselves. They know what they are worth. But for most of us, it is not that clear, and it takes time and assistance to realize what it is we really want.

In the past, you may have conformed to what other people thought you should be good at. Somewhere along the line, the people you work with or even your friends started putting you down; they failed to see your vision. So you started doubting and questioning yourself, and now perhaps you feel uncertain about whether you are doing a good job or whether you are in the right profession at all.

Understanding exactly what you are good at and knowing how to make realistic decisions on a daily basis about what you want to do, can change

Know Your Worth

you from being average in your profession to being brilliant! It changes your commitment. The difference is that you will feel more in control of your destiny.

People will ask you in interviews what value you can add to an organization. If you understand what it is you are really good at, you will understand your value. This will also make it easier to ask for the salary you believe your services are worth.

The fact is, if your next career move does not include your dreams and what you are good at, why move?

You will automatically be good at what you are doing if you are passionate about it. People cannot suppress passion; it will shine through. Where there is passion, success will follow!

Do you know your worth?

The need to understand myself and to search for my own value made me stumble across a process that would change the way I do business and deal with individuals in general. I needed to understand what my own worth was and also how I added value to any company I worked at. I wanted to know what made me good at what I do and why.

I found that this enhanced my ability to recognize value and to help others discover their true value and passion too. Now I teach individuals and companies how to ask for what they want in a different way. It showed me how people make decisions and, once the concept was shared with a person, it helped them understand how this impacts and relates to a work environment and the choices they make.

I came to the conclusion that there is an enormous need for effective career counseling, guidance and advice on preparing for an interview. That's why I am sharing this process with every person that crosses my path. Perception can make all the difference. People are tired of relying on agencies to turn their dreams into reality.

Ultimately, every client is a candidate, and they too need to understand their worth. This enables them to recognize what type of person would work best with them and also to recognize the value of every individual reporting to them, regardless of what level they operate at.

A great deal of the information I am sharing could seem nothing new at first, but it is the combination of the "what's" that changes it all, especially the things you currently take for granted. I often hear "It is just who I am."

Know Your Worth

This advice is for everyone! Whether you are a CEO, a receptionist, a hairdresser, a chef or even an entrepreneur, it is still relevant. It is not the qualification or the skills and experience that you will become aware of, but what naturally makes you valuable. This is what you need to discover

Background

My area of specialization is Career Coaching. It became clear that this was the ideal area to specialize in after my years of experience in recruitment and life coaching, plus thousands of hours interviewing candidate after candidate for that perfect job opportunity and visiting clients at their premises to see their environments and what skills they need.

Most people I meet are generally unhappy with their jobs, although not all. The way they “ended up” and the road that life took them on is not what they had in mind. There are very few people who really love what they do and understand where and how they fit in, why they feel the way they do, and – most importantly – why they make decisions the way they do.

During my recruitment career, I was very fortunate to meet some of the top recruitment gurus world-wide, and this has made a huge impact on me and the way I understand people and their skills.

One specific method of assessment that became clear to me is used by most consultancies and consists of the Situation, Task, Action and Result method. What was the situation, what did you do about it, and what was the result? This method verifies a specific skill and provides proof that someone knows what they are doing. This is a proven method that can be verified by evidence. After working with this method, I created the platform for Natural Aptitude Planning (NAP).

Your CV

Employers give you a list of duties – your job description – which you paste onto your CV. You do this every time you work in a new position; hence, you develop a comprehensive CV.

A CV means that now you have a document with a list of different job descriptions. It does not necessarily reflect what you are passionate about and it certainly does not showcase what you are naturally good at doing. Your intellectual capital is not reflected in your CV. It simply showcases a list of duties.

Finding one's self-worth and intellectual value is not the same-old, same-old. It is really what you naturally tend to do and how you naturally tend to operate. Recognizing this shows you that you do not have to be labeled or boxed by what people think your experience is or by what you *should* be doing.

It is not relevant to the qualifications you have at all. Every person has a tendency to do things automatically because "that is just the way they are," and it is in their nature. This is exactly what a person's natural aptitude or added value is. However, most people I meet tend to not think about that as valuable because "it is just the way they are".

Irrelevant of job title, company or industry, throughout a career and life you will see a very clear skill-set. I have experienced and seen amazing changes in people who have gone through the process of NAP and taken this into account.

This process can also be used to teach companies to look at what a person's natural value is and how it can change turnover or bottom line

Know Your Worth

profits. It is very unconventional; and no, it is not the industry standard at all. But it *does* make business sense, regardless of the type of company. It involves listening differently and really understanding why a skill is needed and what a person can offer. It is relevant particularly in how to retain skills.

I agree that there are thousands of skills per job, but there are not thousands of skills that will enjoy growth in that particular job. There is also a huge difference between a job and a career, no matter what level we operate on.

Take charge

Why is it that so few people take the time to plan their careers and know what they prefer doing and what they are actually good at?

Reality TV has become a major part of our visual entertainment. Designers show you how to plan your interiors, building contractors tell you what you should be looking out for and how to build the perfect house, and food experts tell you how to plan the perfect supper! There are also shows on how to plan for your health and save money for your children's futures, retirement and all that goes along with it.

A lot of people I meet blame their unhappy job situation on the economy and how unstable it is and say they are just thankful to do something. Yes, the economy plays a role, but it does not stop you from knowing your own potential and knowing your worth in the working environment.

Another trend is international-standard CV's, meaning short, succinct CV's. Although your CV can be short and to the point, it should always include information that shows your value-add and intellectual worth.

Finding out the value you bring to a company's bottom line – your intellectual worth – will definitely increase your confidence and give you a clear direction of what your next step should be. You do not need a life coach or need to "find yourself" to understand your worth.

After being in the recruitment industry for a decade, I have realized that there is a huge gap between having a job and finding the right career, and most people just want to make that move. About 15% of people move with

Know Your Worth

a specific plan in mind. However, getting an interview at an agency does not qualify as career planning.

You do not have to leave your destiny and dreams in the hands of recruitment agents or the Human Resources (HR) managers of companies. If you understand your own worth and design your CV accordingly, it will be easier to get the right response.

Steps to getting noticed, an interview and the right job

Natural Aptitude Planning (NAP)

Finding one's natural potential and skills is really an amazing experience. It involves recognizing what you naturally tend to do and how you naturally operate, and it shows you that you do not need to be labeled or boxed by what other people think your experience is, or what they think you should be doing. What's more, your natural aptitude may not be relevant to the qualifications you have at all.

Every person has a tendency to do things automatically because "that's just the way they are" – and this is exactly what a person's natural value is, although most people tend not to think of it as valuable because it feels so "normal" to them. Irrelevant of job title, company or industry, throughout your career and life you will see that you have a very clear skill set. If you take this into account, things will fall into place.

NAP is very unconventional and, no, it is not the standard way of the recruitment industry at all, but it does make business sense, regardless of the type of company you work at or position you are in.

We will cover skills assessment and Natural Aptitude Planning (NAP) and how to structure your CV later in the book.

Know Your Worth

You need to be able to position your CV in such a way that a client or recruitment consultant can understand exactly what you do and see why *you* are the best person for the available position.

To help you do this successfully, I need to take you through a series of questions and discussions that will help you determine how to position yourself.

Skills Assessment

The first part of a CV and interview is usually skills assessment, and this is done by most agencies and companies during the interview process. This means taking a look at the CV in detail.

Look at your CV from the employers' side. Indicate the level you work at and what exactly you do, which will make it easier for people to identify opportunities for you.

When you look at your CV, can you identify the following?

1. Draw or describe your organizational chart, showing your position, who you report into, who reports to you and how you interface on a daily basis with those above and below you.
2. Look at the duties you have listed on your CV. For example, if you are a Personal Assistant (PA) and you only listed arranging travel as your duties, consider giving more detail. Have you made travel arrangements locally and internationally? How often do you make arrangements, and what exactly did you handle? For example, visa's, hotel reservations, car rentals, itineraries? What specifically did you do? There is a big difference between a PA who arranges weekly or monthly international travel to a PA who makes arrangements once a year.
3. If you have technical skills, this also applies to you. People in a similar industry might understand what exactly you do, but if you are looking outside of your industry, you might not get noticed if

Know Your Worth

you do not specifically showcase what you do. For example, in the mining industry, did you do open pit or underground work? What type of mining did you do and exactly what level did you work on? Never assume people understand what you do.

Cover all the relevant skills that you feel represents your passion and your focus.

Natural Aptitude Planning (NAP)

The second part and most important item that should be on your CV is Natural Aptitude Planning (NAP). This is usually missing. My experience with senior management is that usually they will showcase a level of achievement, the size of organizations and projects they were involved in, the budgets and the staff reporting to them. This still does not mean it is your passion or what you are good at doing.

What we will look at now is your natural aptitude and how you tend to make decisions under pressure. We will help you understand what your intellectual worth is to any organization and how to put that into your CV.

Let me explain a little bit more.

Employers give you a list of duties: your job description. If you past this into your CV every time you work in a new position, you develop a comprehensive CV: a document with a list of different job descriptions you are comfortable with using to represent you. Yet, this is often not what you are passionate about and you may feel that people do not see what value you can add. You wish that people will give you *that* opportunity.

I always tell people, be careful what you ask for; you will get exactly that. So what are you asking for with your standard CV?

Thank You for previewing this eBook

You can read the full version of this eBook in different formats:

- HTML (Free /Available to everyone)
- PDF / TXT (Available to V.I.P. members. Free Standard members can access up to 5 PDF/TXT eBooks per month each month)
- Epub & Mobipocket (Exclusive to V.I.P. members)

To download this full book, simply select the format you desire below

