

## 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 (page 7-5) 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.
- ❖ Dress your best.
- ❖ 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.
- ❖ At the end of each of the first few months, ask for an informal review with your boss to be sure you are meeting his/her expectations.

### 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 from others. Aggressively 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.

*And we know that in all things God works for the good of those who love him,  
who have been called according to his purpose.*

Romans 8:28

### **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.
- ❖ Read Chapter **Three – Hearing and Following God’s Calling!**

## 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:<br>A/B/C | Benefits                          | Priority:<br>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.                          |



**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!**

READ & WRITE DEVOTIONAL



**NEED MORE INSTRUCTION?**

**READ THE OWNER'S MANUAL**

*All Scripture is God-breathed and is useful  
for teaching, rebuking, correcting and training in righteousness,  
so that the man of God may be thoroughly equipped for every good work.*  
2 Timothy 3:16-17

You have questions about what to do next and how to do it. List them here.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

God has answers. Using a Bible with a concordance (key words in the back of the Bible that refer you to related verses in the Bible), find verses related to your concerns. Write down key verses and what they say to you.\*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

\* If you need help in finding verses that could help you, ask your facilitator or pastor for help.



### GO ONLINE

Log in and on the Career Explorer landing page, point to and select Career Tools – Selecting



### SESSION

#### **For the Last Session: CHAPTER 3**

Be ready to talk about what you have learned. Make sure you've gone online to read articles and browse sites that are particularly relevant to your interests and issues right now.



### PRAYER JOURNAL

Use the space below—or your own journal—to take some notes about your specific prayer requests or insights that you have at this point for yourself or others in your group.