

**YOUR
HUMAN
RESOURCES
PARTNER**

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THE HOPKINS GROUP CAREER COUNSELING AND OUTPLACEMENT SERVICES

The Hopkins Group provides Career Counseling and Outplacement services for our clients, as just one option from its robust array of Human Resources services. This area of our practice is led by Karen M. Hopkins, SPHR, MA, who holds the CMP (Career Management Professional) designation from the Association of Career Professionals International. Other experienced Senior Associates are also available to provide outplacement services, as well.

Depending on the engagement, The Hopkins Group provides all of the services listed below to assist outplaced workers at all levels:

- Individual career coaching
- Assessments (qualified to administer and interpret MBTI, Strong Interest & Inventory, DiSC, and others) to determine career interest, goals, and geographic preferences
- Development of a marketing plan
- Job search plan
- Resume and cover letter writing (individual or class)
- Interviewing Skills (individual or class)
- Network building resources and coaching (individual or class)
- Negotiating terms and accepting offers (individual)
- Identifying/researching potential employers
- Follow up with individuals until they “land”

The emotional and financial loss experienced by those who are outplaced is significant. Organizations can assist these individuals with cost-effective support that improves the employee's chances of securing other employment, provides information and resources for examining options, and even changing careers. Former employees who are provided outplacement services tend to hold their former organization in high regard and are more likely to consider re-employment at a later time and recommend the company as an “Employer of Choice.” As the well-educated and highly qualified labor force continues to shrink, an organization's reputation as a good employer becomes a crucial factor in finding and retaining talent.

The Hopkins Group looks forward to the opportunity to assist you and your employees. A proposal, including fees, is provided once we have a better understanding of the company's needs.