ASK THE EXPERTS

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CAREER

I am not ready to retire, but I would like to transition into a position that brings more meaning to my life but less responsibility. How do I convince hiring managers that I am a good candidate?

First, it is important to consider what the hiring manager thinks. They may be asking themselves:

- Why do you want less responsibility?
- Will you be happy with less money?
- How long are you going to stick around?

Plan how you will manage these perceptions.

1. Make a list of the skills and activities associated with the job, and think about times in your career when you have used similar skills. Note why you enjoyed those jobs or assignments. This helps to connect your previous experience to the new opportunity. Highlight your transferable skills.

2. Clarify you are committed for the long term. Answer why you like the role and the company, and why you are

3. the best candidate. Talk about the attractive elements of your target job with a focus on moving into that

4. position, not away from your current position.

5. Present your expertise and qualifications as a plus, not an obstacle. Focus on the value you add. Demonstrate

6. that you have the skills and qualifications and will pick things up quicker than a more junior hire.

7. Demonstrate your willingness to continue learning new skills. Show your capacity to be flexible and agile –

8. your ability to evolve as technologies evolve through consistent professional development.

9. Don't speak negatively about your current role or company. Although you are leaving your position for a

10. reason, complaining about your employer may make you appear disgruntled.

11. Demonstrate your dedication to the position. Even though the new lower-level position may involve fewer

12. complex responsibilities and fewer hours, it's essential to show your engagement with the work and your

13. eagerness to do a good job.