

Outplacement Supplier Checklist



Whether you're at the start of your career or you're a seasoned business leader, being made redundant is stressful.

At INTOO, we understand this. We also know that providing personalised and effective outplacement support makes a real difference to those affected. It gives individuals the reassurance that they will be supported during this period of transition and encourages them to look to the future. Crucially, by showing care and consideration for talent, it also helps organisations to protect their ability to attract and retain future talent.

There are a number of reputable outplacement providers who offer similar services, and it can be difficult to identify meaningful differences in their services.

Use the list below to ensure you select a provider that can deliver fast, flexible and effective outplacement support.

Company

FEATURES & BENEFITS		INTOO	Supplier A
Reputation	Supplier has a strong reputation and demonstrable successful case studies.	✓	✓
Ratings	Supplier has high satisfaction ratings from those who received service with results available for your HR team to review.	✓	?
Focus	Supplier is specialised in outplacement and has established expertise in this sensitive offering.	✓	?
Innovation	Supplier prioritises new technology and program features that advance career coaching support and resources to support the individualised needs of the modern job seeker.	✓	?
Results	Supplier demonstrates proven success in helping candidates land faster.	✓	?
Cost-effective	Supplier offers a transparent pricing module aligned to demonstrable and clearly laid out deliverables.	✓	✓
Supplier does what they say they will do	Supplier delivers the service that has been sold and paid for and does not replace key elements or cut corners.	✓	?
Flexible	Supplier has the ability to customise the program for your needs and for employees of all levels—early career to CEO—and to include on-site support, extended service, and more.	✓	?
Extended length of service	Supplier provides extended support where required that aligns with the average time needed for affected employees to find a new opportunity.	✓	?
Global support	Supplier can provide career transition to support your global workforce.	✓	✓ ?
Scale	Supplier can quickly scale to accommodate sudden workforce changes.	✓	?

Career Coaching

FEATURES & BENEFITS		INTOO	Supplier A
Experience	Career coaches have advanced qualifications, extensive experience and accreditations.	✓	?
Tailored approach	Our unrivalled Coach matching process ensures we find the right coach for our clients, while taking into account level of seniority, personality, industry, emotional state, development needs, background, location and learning style.	✓	?
Coaches are available on a flexible basis	Our clients have access to their personal coach for the duration of their programme without background supplier interference.	✓	?
Unlimited support	Tailored 1-2-1 programme following a diagnostic call to understand the support needed and direction of travel within the individuals time bound programme, supported by our online tool INTOO4you – A powerful digital career platform with 24/7 access.	✓	?

CV and cover letter writing and critique	The CV and Cover letter form an important part of the self-marketing plan. Clients often find the guidance from a coach hugely valuable, coupled with our online tool, INTOO4you, clients are able to finesse their CV and cover letter whilst being guided by the coach.	✓	✓
Online brand	With an increasing focus on having an online presence and having the opportunity to review, tweak and build on that online presence, supports the chosen career direction and establishes and engages the right network to support this goal.	✓	?
Executive-level experience	Coaches have proven success in developing strategies to guide executives through the unique challenges they face.	✓	?
Interview preparation and practice	Having the ability to prepare adequately and practice the interview style and technique with a coach, increase the confidence and helps clients stand out from the crowd. Using our automated mock interview online to try out hundreds of interview questions means you can make the most of the time with your coach for that all important preparation to improve your style.	✓	?
Service levels	INTOO provide 5 Levels of service for Outplacement depending on client requirements including, Select, Essentials, Premium, Executive and Bespoke. If you would like further in depth detail on any of these services, please email getintouch@intoo.com	✓	?

Online career management tool

FEATURES & BENEFITS		INTOO	Supplier A
Delivering content	Exercises and information provided through a wide range of media including video, podcasts, as well as text based modules, INTOO4you supports clients in achieving their career goals.	✓	?
CV writing	Career coaches help clients build, edit and tailor their CV's based on their individual goals, Accessible 24/7.	✓	?
LinkedIn profile writing	Career coaches review and critique clients personal branding across professional and social media channels .	✓	?
Cover letter writing	Our coaches will guide clients on how to write strong cover letters that help their applications stand out from the crowd.	✓	?
Job market access	Clients have access to thousands of jobs, with the ability to set up alerts for new postings, helping to ensure they are among the first to apply.	✓	?
Innovative interview practice tools	INTOO4you offers video interview practice technology, in addition to the ability to conduct mock interviews with coaches via video or phone call.	✓	?
Self-assessments	INTOO4you offers a wide range of assessments and over 500 e-learning courses and webinars to help boost client confidence, knowledge and skills in preparation for their next role.	✓	?
Access	Accessible 24/7, INTOO4you provides powerful information structured in a logical and practical way to assist in transitioning our clients career.	✓	?
Dynamic	INTOO4you is updated on a weekly basis reflecting the changes in the employment landscape.	✓	?

Implementation

FEATURES & BENEFITS		INTOO	Supplier A
Levels of support	Select the most appropriate level of support for your people. One size doesn't fit all. We can provide a programme of support to suit the needs of your people whilst paying attention to your budget, from online only support to Exec level.	✓	?
On-site support	We can provide coaches onsite or virtually where needed. To provide webinars, coaching, support on announcement day. External sounding board, Helping those staying and those leaving.	✓	?
Dedicated team	We will put in place a dedicated account team to support you each step of the way through implementation and into delivery and beyond.	✓	?
HR team support	INTOO has an ability to advise, guide and support on issues surrounding the practicality on redundancy exercises.	✓	?
Reporting	MI provided at regular intervals throughout our time working together. From service level uptake and themes to feedback from those in receipt of the service from INTOO.	✓	?

Learn how to help your employees through workforce transition.
Contact us at 0808 164 2220 to speak with an outplacement expert today.