FREE PROFESSIONAL DEVELOPMENT RESOURCE

The Security Professional's Career Navigator

Discover your options | Explore opportunities | Build your network | Make informed career decisions

A practical, evidence-informed ChatGPT career companion for security, risk and resilience professionals, from entry level to executive leadership.

RELEASE CANDIDATE 3 • EDITORIAL REVIEW COPY • 1 NOVEMBER 2026

Published by Avsec Resilience Ltd | www.avsec-resilience.com

Free to read and use. No paid AI account or professional membership is required to complete the core exercises.

NOT YET FOR PUBLIC RELEASE: legal, external-link and accessibility review, plus representative reader testing, are required before Version 1.0 publication.



Career Navigator: professional choices, opportunities and direction.

Start here: choose your route

Your situation	Suggested starting point	What you should produce
Need a job now	Parts 0, 3, 4, 5, 6, 8	Safe settings, employment criteria, target vacancies, evidence-led applications
Unsure what career you want	Parts 0, 1, 2, 3	Personal criteria, transferable skills, tested career options
Changing industry or leaving uniformed service	Parts 0, 1, 2, 5, 7	Civilian translations, verified gap analysis, network shortlist
Interview or assessment approaching	Parts 0, 8, 9	Evidence bank, rehearsal, legitimate practice plan
Comparing an offer	Parts 0, 3, 7, 10	Employer research, real cost comparison, unresolved terms
Seeking promotion or executive move	Parts 1, 2, 7, 10, 12	Leadership evidence, target organisations, decision framework

How to use each prompt

Read the purpose and minimum inputs first. Do not provide information merely because the AI asks for it. Copy the prompt, answer follow-up questions, inspect its evidence and uncertainties, verify important claims, and complete the next action. The AI is a research and writing assistant, not a recruiter, psychologist or decision-maker.

Prompt structure: Purpose → Minimum inputs → Privacy check → Copy-ready prompt → Expected output → Verify → Next action → Human advice where relevant.



Choosing a route through the Career Navigator.

Contents

Part 0. Prepare ChatGPT safely — 12 prompts

Using ChatGPT as an ongoing career coach and mentor

Coaching can help you explore options through questions; mentoring-style guidance can suggest pathways, experiences and resources. An AI assistant can support both activities but cannot replace a trusted human professional. Keep a brief, privacy-conscious session summary and test advice against real evidence.

0.11 Set up a reusable career coach

COPY-READY CHATGPT PROMPT

> Act as my impartial career coach and mentoring-style guide for work in security, risk, resilience and adjacent professions. Begin by asking my career objective and whether I want coaching questions, practical mentoring-style suggestions or a combination. Ask one question at a time. Use my genuine evidence, challenge assumptions constructively, suggest relevant career frameworks only when helpful, do not invent experience or make decisions for me. Keep a brief session record containing my goal, insights, unresolved questions and next action. Do not request confidential or security-sensitive detail. Use British English and avoid em dashes and en dashes.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

0.12 Organise career chats and projects

COPY-READY CHATGPT PROMPT

> Guide me through organising my career-development conversations in my current ChatGPT interface. Help me decide when a Project, an individual chat, a meaningful title and a simple prompt index would help. Ask what functions I can actually see instead of assuming settings or controls. Suggest separate areas for applications, interview rehearsal, career research and CPD. Include steps for reviewing privacy settings, connected apps and uploaded files. Do not ask for my login details. Give a manual alternative if any feature is unavailable.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

Part 1. Discover what matters — 13 prompts

Part 2. Explore career pathways — 12 prompts

Part 3. Define employment requirements — 9 prompts

Part 4. Find opportunities — 12 prompts

Part 5. Build professional identity — 12 prompts

Part 6. Apply effectively — 10 prompts

Part 7. Recruiters and networks — 16 prompts

Professional discovery toolkit: recruiters, webinars, newsletters and social media

The following prompts help readers discover relevant professional resources beyond the named examples in the annexes. Check activity, credibility, costs, access and official links before taking action.

7.11 Find specialist recruiters and headhunters

COPY-READY CHATGPT PROMPT

> Act as an impartial recruitment researcher. Ask me one question at a time about my experience, target roles, seniority, location, salary and working arrangements. Identify relevant specialist recruiters, executive search firms and in-house talent teams in security, risk, resilience and adjacent professions. For each, give an official website, specialism, geographical reach, verified current activity and legitimate professional contact route. Distinguish facts from assumptions; do not invent vacancies or contacts. Finish with a respectful approach strategy and a short introductory message.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

7.12 Find webinars and learning events

COPY-READY CHATGPT PROMPT

> Ask about my interests, time zone, location, availability, budget and learning goals. Find upcoming virtual, physical and hybrid webinars, seminars, university lectures and professional events relevant to security, risk, resilience and adjacent subjects. Present date, organiser, format, price, official booking link, professional value and independently verified CPD/CPE acceptance when available. Distinguish confirmed events from old or unverified listings. Suggest a sensible shortlist and event follow-up actions.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

7.13 Discover newsletters and research alerts

COPY-READY CHATGPT PROMPT

> Ask which professional topics I wish to follow and how much reading time I have. Find credible free and paid newsletters, official bulletins, research digests, academic publications and professional information services. Provide official subscription links, subject coverage, publication frequency when verified, cost and recent activity. Distinguish news, research, opinion and marketing. Create a manageable weekly reading routine; do not invent sources.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

7.14 Who should I follow on professional social media?

COPY-READY CHATGPT PROMPT

> Identify credible professional accounts and organisations to follow on LinkedIn, YouTube, X or other suitable platforms based on my interests and career plans. Include researchers, recruiters, associations, universities, regulators, practitioners and adjacent-discipline voices. Verify account identities and active links; do not rely on follower numbers alone. Provide a balanced short list with the reason to follow each, plus appropriate ways to engage without mass messaging.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

7.15 Find professional networks and communities

COPY-READY CHATGPT PROMPT

> Ask about my career stage, specialism, location, travel catchment, budget and interest in volunteering, mentoring or speaking. Discover relevant professional associations, chapters, research networks, peer communities and events, including free opportunities and adjacent disciplines. Compare eligibility, benefits, costs, online access and verified links. Develop a realistic 30-day engagement plan without assuming paid membership is necessary.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

7.16 Build a professional discovery tracker

COPY-READY CHATGPT PROMPT

> Create a copy-ready table for recruiters, webinars, newsletters, events, associations and social accounts. Use fields for organisation, resource type, verified URL, relevance, access cost, date checked, status, follow-up and next action. If spreadsheet creation is supported, offer an editable macro-free Excel workbook with filters and a simple overview. Keep private personal data to a minimum and explain monthly review steps.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

Part 8. Prepare for interviews — 19 prompts

Interview rehearsal toolkit: choosing a practice format

Interview questions may be face to face, live online, telephone, one-way recorded, written, AI-assisted or panel based. Practise before an assessment and follow the employer's rules on assistance during the actual selection process. AI feedback is developmental, not a prediction of hiring success.

8.14 Master interactive interview rehearsal

COPY-READY CHATGPT PROMPT

> Act as my impartial interview rehearsal coach. First ask me one question at a time about my target role, actual selection criteria, seniority, interview format, expected duration and any response limits. Generate realistic practice questions, not purported leaked employer questions. Ask only one question at a time and allow me to answer before feedback. Use genuine evidence, relevant structure such as STAR when useful, and constructive challenge. Offer coached, realistic or challenging modes, voice if available and text-only otherwise. Do not fabricate experience, claim to measure non-visible body language or guarantee an outcome. Finish with strengths, gaps and three next actions.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

8.15 In-person and panel interview practice

COPY-READY CHATGPT PROMPT

> Simulate a face-to-face or panel interview for my target role. Ask one question at a time on motivation, competency, judgement, communication and technical knowledge. Practise concise spoken responses, probing questions and a professional closing. Give evidence-based improvement suggestions; do not invent achievements.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

8.16 Live video and recorded interview practice

COPY-READY CHATGPT PROMPT

> Help me prepare for a live online interview or one-way recorded interview. Ask which format applies and what the employer says about preparation time, retakes and notes. Practise questions with realistic response limits. Include camera, microphone, internet, privacy, lighting, accessibility and connectivity contingency checks. If you cannot accurately time or observe me, say so and suggest a separate timer or recording practice.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

8.17 AI-assisted screening preparation

COPY-READY CHATGPT PROMPT

> Explain common AI-assisted screening and interview formats without claiming to know any employer algorithm. Ask what the employer has disclosed, what support is allowed and whether reasonable adjustments are needed. Develop ethical practice questions, focus feedback on content and evidence, and suggest questions about transparency, data processing and human review. Never claim to defeat automated scoring or provide covert assistance in a live assessment.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

8.18 Written recruitment website answers

COPY-READY CHATGPT PROMPT

> I will provide an application question, the advertised criteria and an anonymised account of my genuine evidence. Help me understand the question and plan a clear, relevant answer within the word or character limit. Draft or edit responses only where the employer permits AI assistance. Do not fabricate achievements, clearances or qualifications; preserve my natural voice and highlight what I must verify.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

8.19 Technical scenario and executive interview

COPY-READY CHATGPT PROMPT

> Create a fictional and professionally appropriate scenario or strategic board question for my target role and seniority. Ask me to explain information gathering, risk assessment, stakeholder involvement, options, trade-offs and decisions. Introduce changes one at a time and challenge unsupported conclusions. Avoid exposing real operational vulnerabilities or confidential procedures. Evaluate clarity and proportionality, not a single predetermined answer.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

Part 9. Prepare for assessments — 10 prompts

Part 10. Evaluate offers — 11 prompts

Contract, pay and employment terms: reader safeguard

Before accepting any offer, review the written contract, base pay, bonuses and conditions, pension and benefits, hours, location, travel expectations, notice, probation and any restrictive clauses. Seek authoritative information and suitably qualified advice for consequential legal, tax, pension, immigration or financial questions. Neither this booklet nor ChatGPT is a legal adviser.

10.11 Clarify an offer or contract without seeking legal advice

COPY-READY CHATGPT PROMPT

> Help me prepare questions about a prospective employment offer or contract. Explain unfamiliar concepts in general educational terms, identify missing definitions and ambiguous terms, and list factual questions to put to the employer. Identify the jurisdiction before discussing legal context. Clearly separate official verified sources, assumptions and issues for a qualified employment solicitor or relevant financial or tax adviser. Do not tell me that a contract is legally safe to sign, make binding recommendations or invent clauses.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

Part 11. Respond to setbacks and alternatives — 11 prompts

Managing time, energy and wellbeing during a career search

Job searching can compete with work, caring responsibilities, sleep and other commitments. The prompts below support general planning and reflection, not diagnosis, therapy or assessment of fitness to work. Persistent or significant fatigue, stress or mental health concerns warrant appropriate support from a qualified healthcare professional. UK starting points include https://www.nhs.uk/mental-health/ and https://www.hse.gov.uk/stress/.

11.09 Plan my time and career development

COPY-READY CHATGPT PROMPT

> Act as a practical time-management coach. Ask me one question at a time about current commitments, available time, priorities, deadlines, energy and preferred planning style. Explain useful options such as time blocking, SMART goals, Kanban, task batching or the Eisenhower Matrix without forcing one technique. Build a realistic weekly schedule for applications, research, interviews, networking, learning and breaks. Leave flexibility for personal commitments, and finish with a short weekly review.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

11.10 Review stress and fatigue without diagnosis

COPY-READY CHATGPT PROMPT

> Act as a supportive, non-clinical planning assistant. Help me reflect on whether my current career-search and work commitments are manageable. Ask one optional question at a time about workload, rest, boundaries, pressure and sources of practical support; allow me to skip questions and do not request medical details. Suggest general low-risk steps such as reasonable breaks and revising commitments. Do not diagnose conditions or recommend working through serious fatigue or distress. If difficulties are persistent, worsening or significant, encourage appropriate qualified support.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

11.11 Choose a productivity technique

COPY-READY CHATGPT PROMPT

> Compare practical time-management methods such as Pomodoro, time blocking, Kanban, SMART goals, Getting Things Done, task batching and weekly reviews. Ask what tasks I find difficult and the time I have available. Explain benefits and limitations, recommend no more than two methods to test first, and help me plan a seven-day experiment and review. Do not equate productivity with wellbeing or recommend an excessive workload.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

Worksheet: sustainable weekly career plan

Priority	Time available	Task and realistic target	Break or boundary	Review and next action
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Part 12. Manage the search and long-term development — 6 prompts

Annex A. Security, risk and resilience landscape

Annex B. Professional associations and communities

Annex C. Networking and events

Annex D. Think tanks, universities and research

Annex E. Free online career and research tools

Annex E: Discover tools suited to your needs

Named tools are examples only. Free access, pricing, functions and privacy terms may change. Check the official service, do not provide unnecessary sensitive information and avoid subscribing or paying before assessing value.

E1 Find suitable free online career tools

COPY-READY CHATGPT PROMPT

> Act as an impartial digital career adviser. Ask about my career stage, location, digital confidence, accessibility needs, budget and tasks I need to accomplish. Discover current official tools for job searching, CVs, applications, interview practice, pay research, networking, CPD, skill development, employer verification and tracking. Compare free versus paid features, official links, privacy implications, registration requirements, reliability, limitations and suitability for beginners. Prefer a small practical toolkit; provide a seven-day trial plan. Verify features and prices instead of inventing them.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

Annex F. Employer and recruiter due diligence

Annex G. Wayback Machine and historical comparison

Annex H. Candidate protection and digital safety

Annex I. Worksheet index and quick reference

Annex J. Master prompts, action plans and version updates

Worksheets are located inside the relevant parts; Annex I provides an index.

Important information and responsible-use disclaimer

Educational purpose

This free publication provides general educational and career-development information, not personalised legal, financial, immigration, psychological, recruitment or regulated professional advice.

No guarantee

Using the booklet does not guarantee an interview, employment, promotion, a salary level, qualifications or any specific career outcome.

AI accuracy and verification

AI outputs can contain errors, fabricated references, incomplete analysis or outdated information. Independently check important decisions, laws, vacancies, recruiters, salaries, qualifications and AI features against current authoritative sources.

Confidentiality and security-sensitive information

Never submit classified, restricted, confidential, client-sensitive, security-cleared or operationally sensitive information without explicit authority. Removing a name may not remove the risk. Use generalised examples and the minimum information needed.

Personal data and account settings

Check current privacy, memory, training and connected-app controls on the service actually used. Third-party services have separate terms and privacy practices. Avoid uploading identity documents and unrelated personal details.

Ethical applications and assessments

All employment claims must be truthful and substantiated. Do not create false experience, credentials, clearance or references. Follow employer rules about AI use and do not seek unauthorised answers to live assessments.

Fair employer research

Corporate filings, employee reviews, news and historical websites can be incomplete. Separate verified facts from allegations and inference; missing archives, corporate changes or negative reviews are not automatic proof of wrongdoing.

Independent services

Mention of an employer, association, tool, recruiter or AI provider is not endorsement, affiliation or a guarantee of accuracy, safety, availability or continued free access.

Country-specific matters

Employment rights, recruitment rules, visas, tax, licensing and security vetting differ by jurisdiction and change over time; verify current official requirements and seek qualified advice when warranted.

Liability and legal rights

This document supports, but does not replace, independent professional judgement. Nothing is intended to limit legal rights or liabilities that cannot lawfully be excluded.

Current edition and feedback

The planned permanent edition page is www.avsec-resilience.com/security-career-navigator/ . Do not assume that page or a feedback form is live until the publisher confirms it.

Legal, financial and wellbeing safeguards

Neither this publication nor responses generated using its prompts constitute legal, financial, taxation, immigration, pension, insurance, psychological or other regulated professional advice. Employment terms, rights, pay, deductions, pensions, notice periods, restrictive covenants and jurisdiction-specific requirements must be verified with official sources and, when appropriate, qualified professionals. AI cannot diagnose health conditions, assess fitness for work, guarantee recruitment outcomes or replace professional support. Nothing here excludes statutory rights or liabilities that cannot lawfully be excluded.

Copyright and sharing

© 2026 Avsec Resilience Ltd. Proposed reuse permission: free personal use and intact non-commercial sharing with attribution. Final licensing terms require publisher approval and a rights review before release.

Independence

This is an independent Avsec Resilience publication, not an official OpenAI product or endorsed training programme.

Publication status: release candidate for testing only. Final legal, copyright and liability wording should be checked by an appropriately qualified UK adviser.

Part 0. Prepare ChatGPT safely

Start here. Safe AI use is a precondition for useful career work.



Set up a secure and privacy-conscious career research process.

Reader route: choose only the prompts relevant to your current need. Every activity can be completed with pen and paper if AI is unavailable.

Five-question pre-upload test

☐ Do I own this material or have authority to share it?

☐ Could sharing breach an employer, government, client or professional duty?

☐ Could it expose an operation, vulnerability, individual, incident, source, system or clearance-sensitive detail?

☐ Can I strip sensitive information without leaving identifying combinations?

☐ Can a completely generic scenario accomplish the same task?

If you are unsure about obligations or a sensitive detail, do not upload it merely for convenience.

Current AI settings: reader check

Check	What to do
Data controls	Inspect Settings → Data controls and review "Improve the model for everyone", if available.
Memory / Personalisation	Inspect Settings → Personalization. Review which information sources can personalise answers.
Temporary chats	Decide whether to use regular chat or Temporary Chat; check retention and personalisation choices.
Voice and files	Understand recording, upload and storage controls before rehearsal or document sharing.
Connected services	Review permissions and disconnect unused apps.
Subscription	Use free features where available; complete worksheets manually if a feature is unavailable.

0.01 Check actual settings

Purpose. Guide me through how to find the current data controls, privacy settings, memory controls and account features in my own ChatGPT account. Ask me to report what I see rather than assuming my screen matches yours.

Minimum inputs. Only the settings or choices you can describe without account credentials.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a careful digital-literacy tutor supporting a security, risk or resilience professional. TASK: Guide me through how to find the current data controls, privacy settings, memory controls and account features in my own ChatGPT account. Ask me to report what I see rather than assuming my screen matches yours Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled settings decisions and a safe-use checklist, tailored to the activity “Check actual settings”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Settings decisions and a safe-use checklist. | Verify. Confirm the setting on your own account and consult current official help guidance. | Next action. Document the privacy choice and avoid unnecessary uploads.

0.02 Choose a privacy approach

Purpose. Compare using a regular conversation, a temporary conversation and a paper-only worksheet for my career-search activities, including trade-offs about continuity, data sharing and history.

Minimum inputs. Only the settings or choices you can describe without account credentials.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a careful digital-literacy tutor supporting a security, risk or resilience professional. TASK: Compare using a regular conversation, a temporary conversation and a paper-only worksheet for my career-search activities, including trade-offs about continuity, data sharing and history Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled settings decisions and a safe-use checklist, tailored to the activity “Choose a privacy approach”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Settings decisions and a safe-use checklist. | Verify. Confirm the setting on your own account and consult current official help guidance. | Next action. Document the privacy choice and avoid unnecessary uploads.

0.03 Create a career assistant



Organising career conversations and research projects.

Purpose. Help me write a reusable career-assistant instruction that supports independent choices, challenges assumptions constructively and never invents my achievements.

Minimum inputs. Only the settings or choices you can describe without account credentials.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a careful digital-literacy tutor supporting a security, risk or resilience professional. TASK: Help me write a reusable career-assistant instruction that supports independent choices, challenges assumptions constructively and never invents my achievements Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled settings decisions and a safe-use checklist, tailored to the activity “Create a career assistant”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Settings decisions and a safe-use checklist. | Verify. Confirm the setting on your own account and consult current official help guidance. | Next action. Document the privacy choice and avoid unnecessary uploads.

0.04 Apply a five-question upload test

Purpose. Ask whether I have authority to share material, whether obligations restrict it, whether it reveals vulnerabilities, whether identifying detail can be removed and whether a generic description would suffice.

Minimum inputs. Only the settings or choices you can describe without account credentials.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a careful digital-literacy tutor supporting a security, risk or resilience professional. TASK: Ask whether I have authority to share material, whether obligations restrict it, whether it reveals vulnerabilities, whether identifying detail can be removed and whether a generic description would suffice Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled settings decisions and a safe-use checklist, tailored to the activity “Apply a five-question upload test”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Settings decisions and a safe-use checklist. | Verify. Confirm the setting on your own account and consult current official help guidance. | Next action. Document the privacy choice and avoid unnecessary uploads.

0.05 Minimise a CV before sharing

Purpose. Show me how to reduce an example CV to only the skills and achievements necessary for career advice without retaining identifying or sensitive details.

Minimum inputs. Only the settings or choices you can describe without account credentials.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a careful digital-literacy tutor supporting a security, risk or resilience professional. TASK: Show me how to reduce an example CV to only the skills and achievements necessary for career advice without retaining identifying or sensitive details Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled settings decisions and a safe-use checklist, tailored to the activity “Minimise a CV before sharing”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Settings decisions and a safe-use checklist. | Verify. Confirm the setting on your own account and consult current official help guidance. | Next action. Document the privacy choice and avoid unnecessary uploads.

0.06 Separate facts from AI guesses

Purpose. Teach me to label each material AI claim as verified fact, inference, unverified assertion or question; illustrate with a job-market example.

Minimum inputs. Only the settings or choices you can describe without account credentials.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a careful digital-literacy tutor supporting a security, risk or resilience professional. TASK: Teach me to label each material AI claim as verified fact, inference, unverified assertion or question; illustrate with a job-market example Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled settings decisions and a safe-use checklist, tailored to the activity “Separate facts from AI guesses”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and

unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Settings decisions and a safe-use checklist. | Verify. Confirm the setting on your own account and consult current official help guidance. | Next action. Document the privacy choice and avoid unnecessary uploads.

0.07 Verify linked sources

Purpose. Help me check publication date, primary source, geography, legal relevance and whether links actually support claims about jobs or employers.

Minimum inputs. Only the settings or choices you can describe without account credentials.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a careful digital-literacy tutor supporting a security, risk or resilience professional. TASK: Help me check publication date, primary source, geography, legal relevance and whether links actually support claims about jobs or employers Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled settings decisions and a safe-use checklist, tailored to the activity “Verify linked sources”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Settings decisions and a safe-use checklist. | Verify. Confirm the setting on your own account and consult current official help guidance. | Next action. Document the privacy choice and avoid unnecessary uploads.

0.08 Prepare voice practice

Purpose. Help me set up optional spoken interview rehearsal and an equivalent text-only method, taking account of microphone privacy and accessibility.

Minimum inputs. Only the settings or choices you can describe without account credentials.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a careful digital-literacy tutor supporting a security, risk or resilience professional. TASK: Help me set up optional spoken interview rehearsal and an equivalent text-only method, taking account of microphone privacy and accessibility Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled settings decisions and a safe-use checklist, tailored to the activity “Prepare voice practice”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Settings decisions and a safe-use checklist. | Verify. Confirm the setting on your own account and consult current official help guidance. | Next action. Document the privacy choice and avoid unnecessary uploads.

0.09 Review connected services

Purpose. Create a permissions checklist for any connected email, calendar, document or recruitment service and help me decide whether access is necessary.

Minimum inputs. Only the settings or choices you can describe without account credentials.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a careful digital-literacy tutor supporting a security, risk or resilience professional. TASK: Create a permissions checklist for any connected email, calendar, document or recruitment service and help me decide whether access is necessary Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled settings decisions and a safe-use checklist, tailored to the activity "Review connected services". Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Settings decisions and a safe-use checklist. | Verify. Confirm the setting on your own account and consult current official help guidance. | Next action. Document the privacy choice and avoid unnecessary uploads.

0.10 Set healthy job-search use limits

Purpose. Create a reasonable weekly AI and job-search routine that avoids over-reliance, excessive notifications and compulsive vacancy checking.

Minimum inputs. Only the settings or choices you can describe without account credentials.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a careful digital-literacy tutor supporting a security, risk or resilience professional. TASK: Create a reasonable weekly AI and job-search routine that avoids over-reliance, excessive notifications and compulsive vacancy checking Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled settings decisions and a safe-use checklist, tailored to the activity "Set healthy job-search use limits". Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Settings decisions and a safe-use checklist. | Verify. Confirm the setting on your own account and consult current official help guidance. | Next action. Document the privacy choice and avoid unnecessary uploads.

Part 1. Discover what matters

Clarify what matters before deciding what to search for.

Reader route: choose only the prompts relevant to your current need. Every activity can be completed with pen and paper if AI is unavailable.

1.01 Career satisfaction audit

Purpose. Ask me about five satisfying and five frustrating professional experiences, distinguishing role, manager, employer, industry and working pattern.

Minimum inputs. Broad role history, non-sensitive examples, interests and constraints.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a neutral career reflection coach supporting a security, risk or resilience professional. TASK: Ask me about five satisfying and five frustrating professional experiences, distinguishing role, manager, employer, industry and working pattern Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria and evidence ledger, tailored to the activity “Career satisfaction audit”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Separate the role, manager, employer, industry and working pattern rather than assuming a new job fixes everything. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria and evidence ledger. | Verify. Check the description honestly reflects your priorities rather than AI assumptions. | Next action. Choose three career criteria that must shape future searches.

1.02 What I want more of

Purpose. Help identify the daily tasks, problems and work environments I would deliberately seek in a future role.

Minimum inputs. Broad role history, non-sensitive examples, interests and constraints.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a neutral career reflection coach supporting a security, risk or resilience professional. TASK: Help identify the daily tasks, problems and work environments I would deliberately seek in a future role Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria and evidence ledger, tailored to the activity “What I want more of”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria and evidence ledger. | Verify. Check the description honestly reflects your priorities rather than AI assumptions. | Next action. Choose three career criteria that must shape future searches.

1.03 What I want less of

Purpose. Help identify situations I would prefer to avoid, including particular shifts, responsibility levels, travel patterns or cultural conditions.

Minimum inputs. Broad role history, non-sensitive examples, interests and constraints.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a neutral career reflection coach supporting a security, risk or resilience professional. TASK: Help identify situations I would prefer to avoid, including particular shifts, responsibility levels, travel patterns or cultural conditions Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria and evidence ledger, tailored to the activity “What I want less of”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria and evidence ledger. | Verify. Check the description honestly reflects your priorities rather than AI assumptions. | Next action. Choose three career criteria that must shape future searches.

1.04 Values sorter

Purpose. Ask me to prioritise autonomy, contribution, learning, pay, security, flexibility, recognition, purpose and leadership using concrete trade-off questions.

Minimum inputs. Broad role history, non-sensitive examples, interests and constraints.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a neutral career reflection coach supporting a security, risk or resilience professional. TASK: Ask me to prioritise autonomy, contribution, learning, pay, security, flexibility, recognition, purpose and leadership using concrete trade-off questions Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria and evidence ledger, tailored to the activity “Values sorter”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria and evidence ledger. | Verify. Check the description honestly reflects your priorities rather than AI assumptions. | Next action. Choose three career criteria that must shape future searches.

1.05 Capability evidence inventory

Purpose. Collect eight examples of work I have actually performed, describing situation, contribution, scope, stakeholders and result without inventing metrics.

Minimum inputs. Broad role history, non-sensitive examples, interests and constraints.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a neutral career reflection coach supporting a security, risk or resilience professional. TASK: Collect eight examples of work I have actually performed, describing situation, contribution, scope, stakeholders and result without inventing metrics Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin.

Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria and evidence ledger, tailored to the activity “Capability evidence inventory”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria and evidence ledger. | Verify. Check the description honestly reflects your priorities rather than AI assumptions. | Next action. Choose three career criteria that must shape future searches.

1.06 Transferable achievement mining

Purpose. Help extract demonstrable capabilities from past experience without relying solely on job titles or unverified personality adjectives.

Minimum inputs. Broad role history, non-sensitive examples, interests and constraints.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a neutral career reflection coach supporting a security, risk or resilience professional. TASK: Help extract demonstrable capabilities from past experience without relying solely on job titles or unverified personality adjectives Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria and evidence ledger, tailored to the activity “Transferable achievement mining”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria and evidence ledger. | Verify. Check the description honestly reflects your priorities rather than AI assumptions. | Next action. Choose three career criteria that must shape future searches.

1.07 My non-negotiables

Purpose. Differentiate essential employment conditions from preferences I could negotiate.

Minimum inputs. Broad role history, non-sensitive examples, interests and constraints.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a neutral career reflection coach supporting a security, risk or resilience professional. TASK: Differentiate essential employment conditions from preferences I could negotiate Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria and evidence ledger, tailored to the activity “My non-negotiables”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria and evidence ledger. | Verify. Check the description honestly reflects your priorities rather than AI assumptions. | Next action. Choose three career criteria that must shape future searches.

1.08 Interest versus aptitude

Purpose. Compare what I enjoy with what I can demonstrate, and identify where training or experimentation is needed.

Minimum inputs. Broad role history, non-sensitive examples, interests and constraints.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a neutral career reflection coach supporting a security, risk or resilience professional. TASK: Compare what I enjoy with what I can demonstrate, and identify where training or experimentation is needed Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria and evidence ledger, tailored to the activity “Interest versus aptitude”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria and evidence ledger. | Verify. Check the description honestly reflects your priorities rather than AI assumptions. | Next action. Choose three career criteria that must shape future searches.

1.09 Career stage and life circumstances

Purpose. Help me examine career objectives in light of my present obligations and stage without making age-based assumptions.

Minimum inputs. Broad role history, non-sensitive examples, interests and constraints.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a neutral career reflection coach supporting a security, risk or resilience professional. TASK: Help me examine career objectives in light of my present obligations and stage without making age-based assumptions Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria and evidence ledger, tailored to the activity “Career stage and life circumstances”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria and evidence ledger. | Verify. Check the description honestly reflects your priorities rather than AI assumptions. | Next action. Choose three career criteria that must shape future searches.

1.10 Internal progression versus moving employer

Purpose. Challenge my assumption that changing employer is automatically necessary for progression.

Minimum inputs. Broad role history, non-sensitive examples, interests and constraints.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a neutral career reflection coach supporting a security, risk or resilience professional. TASK: Challenge my assumption that changing employer is automatically necessary for progression Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria and evidence ledger, tailored to the activity “Internal progression versus moving employer”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria and evidence ledger. | Verify. Check the description honestly reflects your priorities rather than AI assumptions. | Next action. Choose three career criteria that must shape future searches.

1.11 Status and title bias

Purpose. Ask whether prestige, job title or seniority is influencing my choices more than actual work and lifestyle.

Minimum inputs. Broad role history, non-sensitive examples, interests and constraints.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a neutral career reflection coach supporting a security, risk or resilience professional. TASK: Ask whether prestige, job title or seniority is influencing my choices more than actual work and lifestyle Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria and evidence ledger, tailored to the activity “Status and title bias”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria and evidence ledger. | Verify. Check the description honestly reflects your priorities rather than AI assumptions. | Next action. Choose three career criteria that must shape future searches.

1.12 Competing priorities challenge

Purpose. Identify contradictions among my stated preferences and guide me through realistic trade-offs.

Minimum inputs. Broad role history, non-sensitive examples, interests and constraints.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a neutral career reflection coach supporting a security, risk or resilience professional. TASK: Identify contradictions among my stated preferences and guide me through realistic trade-offs Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria and evidence ledger, tailored to the activity “Competing priorities challenge”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria and evidence ledger. | Verify. Check the description honestly reflects your priorities rather than AI assumptions. | Next action. Choose three career criteria that must shape future searches.

1.13 Career criteria statement

Purpose. Turn my verified answers into a one-page statement of suitable work, boundaries and three hypotheses to test.

Minimum inputs. Broad role history, non-sensitive examples, interests and constraints.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a neutral career reflection coach supporting a security, risk or resilience professional. TASK: Turn my verified answers into a one-page statement of suitable work, boundaries and three hypotheses to test Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria and evidence ledger, tailored to the activity “Career criteria statement”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria and evidence ledger. | Verify. Check the description honestly reflects your priorities rather than AI assumptions. | Next action. Choose three career criteria that must shape future searches.

Worked example: Entry-level applicant: from uncertainty to options

Situation. A candidate with customer-service experience and no security qualification wants an entry-level role.

Safe input. They describe handling disputes and shift handovers without naming former clients.

Example of a useful AI output. Compare guarding, control-room support and airport operations; establish which require a licence or training locally.

What to challenge. Do not infer that customer service alone satisfies a legally required licence.

Human next action. Shortlist three real roles and check entry requirements on employer and regulator websites.

Reader question	Illustrative working note
What is confirmed?	Only the candidate’s stated experience and documents they have verified.
What is inferred?	Possible transferability or market fit, to test using real vacancies.
What would change the decision?	New evidence about entry barriers, employer expectations, costs or values.

Integrated practice worksheets: Part 1

Fill these tables privately. Use an anonymised summary in an AI conversation only if appropriate. Add rows or copy the table in Word as needed.

Worksheet 1. Career readiness snapshot

Goal. Identify practical next steps before applying | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Current situation	Primary goal	Urgent constraints	Available weekly hours	Confidence / support needs	Next seven-day action
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 2. Interests and values sorter

Goal. Identify and prioritise criteria | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Value or interest	Why it matters	Must / Prefer / Flexible	Evidence or example	Trade-off accepted
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 3. Career satisfaction audit

Goal. Separate the job from the workplace | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Aspect	What works	What does not	Changeable without changing job?	Action
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 4. Capability evidence inventory

Goal. Replace vague traits with demonstrated skills | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Capability	Real task or achievement	Evidence safe to share	Transferable context	Development need
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Part 2. Explore career pathways

Explore functions, industries and titles as separate dimensions.



Exploring possible career pathways and professional directions.

Reader route: choose only the prompts relevant to your current need. Every activity can be completed with pen and paper if AI is unavailable.

2.01 Industry/function/title separation

Purpose. Help me distinguish my current industry, professional functions and job title, then show alternative combinations.

Minimum inputs. Three genuine capabilities, target sectors and current location region.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a cross-industry career pathway analyst supporting a security, risk or resilience professional. TASK: Help me distinguish my current industry, professional functions and job title, then show alternative combinations Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled cross-sector role map and gap list, tailored to the activity “Industry/function/title separation”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Cross-sector role map and gap list. | Verify. Validate requirements against two live job descriptions and a relevant professional framework. | Next action. Research two plausible and one stretch pathway.

2.02 Direct role alternatives

Purpose. List conventional role titles matching the work I have genuinely performed, noting differing employer terminology.

Minimum inputs. Three genuine capabilities, target sectors and current location region.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a cross-industry career pathway analyst supporting a security, risk or resilience professional. TASK: List conventional role titles matching the work I have genuinely performed, noting differing employer terminology Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled cross-sector role map and gap list, tailored to the activity “Direct role alternatives”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Cross-sector role map and gap list. | Verify. Validate requirements against two live job descriptions and a relevant professional framework. | Next action. Research two plausible and one stretch pathway.

2.03 Adjacent security functions

Purpose. Identify security, risk and resilience functions accessible through my transferable capabilities, with potential gaps.

Minimum inputs. Three genuine capabilities, target sectors and current location region.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a cross-industry career pathway analyst supporting a security, risk or resilience professional. TASK: Identify security, risk and resilience functions accessible through my transferable capabilities, with potential gaps Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled cross-sector role map and gap list, tailored to the activity “Adjacent security functions”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Cross-sector role map and gap list. | Verify. Validate requirements against two live job descriptions and a relevant professional framework. | Next action. Research two plausible and one stretch pathway.

2.04 Non-security adjacent functions

Purpose. Explore opportunities in compliance, assurance, training, operations, investigations, project work and governance that use my skills.

Minimum inputs. Three genuine capabilities, target sectors and current location region.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a cross-industry career pathway analyst supporting a security, risk or resilience professional. TASK: Explore opportunities in compliance, assurance, training, operations, investigations, project work and governance that use my skills Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled cross-sector role map and gap list, tailored to the activity “Non-security

adjacent functions". Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Cross-sector role map and gap list. | Verify. Validate requirements against two live job descriptions and a relevant professional framework. | Next action. Research two plausible and one stretch pathway.

2.05 Industry crossing map

Purpose. Map how my capabilities could serve aviation, transport, finance, healthcare, energy, logistics and other industries without assuming eligibility.

Minimum inputs. Three genuine capabilities, target sectors and current location region.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a cross-industry career pathway analyst supporting a security, risk or resilience professional. TASK: Map how my capabilities could serve aviation, transport, finance, healthcare, energy, logistics and other industries without assuming eligibility Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled cross-sector role map and gap list, tailored to the activity "Industry crossing map". Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Cross-sector role map and gap list. | Verify. Validate requirements against two live job descriptions and a relevant professional framework. | Next action. Research two plausible and one stretch pathway.

2.06 Entry-level pathfinder

Purpose. Help me find realistic starting roles and progression routes where my paid professional experience is limited.

Minimum inputs. Three genuine capabilities, target sectors and current location region.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a cross-industry career pathway analyst supporting a security, risk or resilience professional. TASK: Help me find realistic starting roles and progression routes where my paid professional experience is limited Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled cross-sector role map and gap list, tailored to the activity "Entry-level pathfinder". Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Cross-sector role map and gap list. | Verify. Validate requirements against two live job descriptions and a relevant professional framework. | Next action. Research two plausible and one stretch pathway.

2.07 Military and police translator

Purpose. Translate the outcomes and responsibilities of former public-service roles into plain civilian terminology without exposing operational details.

Minimum inputs. Three genuine capabilities, target sectors and current location region.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a cross-industry career pathway analyst supporting a security, risk or resilience professional. TASK: Translate the outcomes and responsibilities of former public-service roles into plain civilian terminology without exposing operational details Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled cross-sector role map and gap list, tailored to the activity “Military and police translator”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Cross-sector role map and gap list. | Verify. Validate requirements against two live job descriptions and a relevant professional framework. | Next action. Research two plausible and one stretch pathway.

2.08 Manager-to-executive bridge

Purpose. Compare the evidence required for operational management, head-of-function and executive-level responsibilities.

Minimum inputs. Three genuine capabilities, target sectors and current location region.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a cross-industry career pathway analyst supporting a security, risk or resilience professional. TASK: Compare the evidence required for operational management, head-of-function and executive-level responsibilities Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled cross-sector role map and gap list, tailored to the activity “Manager-to-executive bridge”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Cross-sector role map and gap list. | Verify. Validate requirements against two live job descriptions and a relevant professional framework. | Next action. Research two plausible and one stretch pathway.

2.09 Consultancy and portfolio careers

Purpose. Test whether my expertise has an identifiable buyer, service proposition, commercial route and viable delivery model.

Minimum inputs. Three genuine capabilities, target sectors and current location region.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a cross-industry career pathway analyst supporting a security, risk or resilience professional. TASK: Test whether my expertise has an identifiable buyer, service proposition, commercial route and viable delivery model Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled cross-sector role map and gap list, tailored to the activity “Consultancy and portfolio careers”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Cross-sector role map and gap list. | Verify. Validate requirements against two live job descriptions and a relevant professional framework. | Next action. Research two plausible and one stretch pathway.

2.10 Credential requirement test

Purpose. Classify any qualification as legally mandatory, employer mandatory, commonly preferred, useful or optional; verify before recommending purchases.

Minimum inputs. Three genuine capabilities, target sectors and current location region.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a cross-industry career pathway analyst supporting a security, risk or resilience professional. TASK: Classify any qualification as legally mandatory, employer mandatory, commonly preferred, useful or optional; verify before recommending purchases Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled cross-sector role map and gap list, tailored to the activity “Credential requirement test”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Cross-sector role map and gap list. | Verify. Validate requirements against two live job descriptions and a relevant professional framework. | Next action. Research two plausible and one stretch pathway.

2.11 Skills-gap plan

Purpose. For three career targets, map genuine prerequisites, learnable gaps, credible evidence and the lowest-cost development options.

Minimum inputs. Three genuine capabilities, target sectors and current location region.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a cross-industry career pathway analyst supporting a security, risk or resilience professional. TASK: For three career targets, map genuine prerequisites, learnable gaps, credible evidence and the lowest-cost development options Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled cross-sector role map and gap list, tailored to the activity “Skills-gap plan”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Cross-sector role map and gap list. | Verify. Validate requirements against two live job descriptions and a relevant professional framework. | Next action. Research two plausible and one stretch pathway.

2.12 Career experiment design

Purpose. Design low-risk informational interviews, webinars or short projects to test a career direction before I commit.

Minimum inputs. Three genuine capabilities, target sectors and current location region.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a cross-industry career pathway analyst supporting a security, risk or resilience professional. TASK: Design low-risk informational interviews, webinars or short projects to test a career direction before I commit Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled cross-sector role map and gap list, tailored to the activity “Career experiment design”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Cross-sector role map and gap list. | Verify. Validate requirements against two live job descriptions and a relevant professional framework. | Next action. Research two plausible and one stretch pathway.

Worked example: Military veteran: translating experience

Situation. A service leaver has led operational teams and wants commercial work without overstating civilian equivalence.

Safe input. Replace unit names, operations and clearance details with authorised, generalised task descriptions.

Example of a useful AI output. Explore security operations, resilience and logistics risk; map leadership, briefing and incident skills to real civilian criteria.

What to challenge. An impressive military title is not a substitute for sector-specific evidence or an appropriate credential.

Human next action. Ask two civilian professionals to critique the translated achievement statements.

Reader question	Illustrative working note
What is confirmed?	Only the candidate’s stated experience and documents they have verified.
What is inferred?	Possible transferability or market fit, to test using real vacancies.
What would change the decision?	New evidence about entry barriers, employer expectations, costs or values.

Integrated practice worksheets: Part 2

Fill these tables privately. Use an anonymised summary in an AI conversation only if appropriate. Add rows or copy the table in Word as needed.

Worksheet 5. Transferable-skills map



Mapping transferable capabilities across roles and industries.

Goal. Find adjacent professional functions | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Existing capability	Target industry	Potential function	Evidence of transfer	Gap to test
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 6. Career-options longlist

Goal. Keep direct and less obvious options open | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Industry	Function	Possible job title	Why explore	Unknowns
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 7. Pathway comparison

Goal. Compare three pathways using consistent criteria | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Career pathway	Interest / 5	Evidence fit / 5	Lifestyle / 5	Barrier / gap	Next validation
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 8. Skills-gap analyser

Goal. Separate legally essential from optional credentials | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Role / requirement	My evidence	Mandatory or preferred?	Source and date	Lowest-cost learning step
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 9. Career experiment planner

Goal. Test an option cheaply before committing | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Career hypothesis	Person / source to consult	Low-cost experiment	Success indicator	Decision date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Part 3. Define employment requirements

Build a realistic, affordable employment specification.

Reader route: choose only the prompts relevant to your current need. Every activity can be completed with pen and paper if AI is unavailable.

3.01 Minimum target ideal

Purpose. Help separate minimum acceptable conditions, realistic target conditions and an ideal scenario for employment.

Minimum inputs. Preferred geographic region, travel time, broad pay expectations and work model.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a realistic employment-planning adviser supporting a security, risk or resilience professional. TASK: Help separate minimum acceptable conditions, realistic target conditions and an ideal scenario for employment Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled employment boundaries and cost comparison, tailored to the activity “Minimum target ideal”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Employment boundaries and cost comparison. | Verify. Recalculate against your actual commute, current tax rules and written job conditions. | Next action. Write minimum, target and ideal criteria before applying.

3.02 Physical catchment planner

Purpose. Map plausible commuting locations using my approximate area and maximum time, without requesting my precise home address.

Minimum inputs. Preferred geographic region, travel time, broad pay expectations and work model.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a realistic employment-planning adviser supporting a security, risk or resilience professional. TASK: Map plausible commuting locations using my approximate area and maximum time, without requesting my precise home address Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled employment boundaries and cost comparison, tailored to the activity “Physical catchment planner”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Employment boundaries and cost comparison. | Verify. Recalculate against your actual commute, current tax rules and written job conditions. | Next action. Write minimum, target and ideal criteria before applying.

3.03 Hybrid pattern calculator

Purpose. Compare how different office attendance patterns affect travel, time and work-life balance.

Minimum inputs. Preferred geographic region, travel time, broad pay expectations and work model.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a realistic employment-planning adviser supporting a security, risk or resilience professional. TASK: Compare how different office attendance patterns affect travel, time and work-life balance Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled employment boundaries and cost comparison, tailored to the activity “Hybrid pattern calculator”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Employment boundaries and cost comparison. | Verify. Recalculate against your actual commute, current tax rules and written job conditions. | Next action. Write minimum, target and ideal criteria before applying.

3.04 Fully remote search profile

Purpose. Identify which of my target functions realistically support remote working and which require a physical or licensed presence.

Minimum inputs. Preferred geographic region, travel time, broad pay expectations and work model.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a realistic employment-planning adviser supporting a security, risk or resilience professional. TASK: Identify which of my target functions realistically support remote working and which require a physical or licensed presence Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled employment boundaries and cost comparison, tailored to the activity “Fully remote search profile”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Employment boundaries and cost comparison. | Verify. Recalculate against your actual commute, current tax rules and written job conditions. | Next action. Write minimum, target and ideal criteria before applying.

3.05 Total reward comparison

Purpose. Build a transparent comparison of gross salary, pension, benefits, costs, likely bonus and unpaid travel time; flag tax items for independent verification.

Minimum inputs. Preferred geographic region, travel time, broad pay expectations and work model.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a realistic employment-planning adviser supporting a security, risk or resilience professional. TASK: Build a transparent comparison of gross salary, pension, benefits, costs, likely bonus and unpaid travel time; flag tax items for independent verification Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled employment boundaries and cost comparison,

tailored to the activity “Total reward comparison”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Employment boundaries and cost comparison. | Verify. Recalculate against your actual commute, current tax rules and written job conditions. | Next action. Write minimum, target and ideal criteria before applying.

3.06 Shift and roster trade-offs

Purpose. Assess the practical implications of shifts, on-call duty, unsocial hours, overtime and travel.

Minimum inputs. Preferred geographic region, travel time, broad pay expectations and work model.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a realistic employment-planning adviser supporting a security, risk or resilience professional. TASK: Assess the practical implications of shifts, on-call duty, unsocial hours, overtime and travel Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled employment boundaries and cost comparison, tailored to the activity “Shift and roster trade-offs”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Employment boundaries and cost comparison. | Verify. Recalculate against your actual commute, current tax rules and written job conditions. | Next action. Write minimum, target and ideal criteria before applying.

3.07 International eligibility checklist

Purpose. Identify country-specific matters such as work authorisation, sponsorship, tax, employment rights and professional licensing requiring official verification.

Minimum inputs. Preferred geographic region, travel time, broad pay expectations and work model.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a realistic employment-planning adviser supporting a security, risk or resilience professional. TASK: Identify country-specific matters such as work authorisation, sponsorship, tax, employment rights and professional licensing requiring official verification Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled employment boundaries and cost comparison, tailored to the activity “International eligibility checklist”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Employment boundaries and cost comparison. | Verify. Recalculate against your actual commute, current tax rules and written job conditions. | Next action. Write minimum, target and ideal criteria before applying.

3.08 Relocation decision

Purpose. Compare relocation cost, support, family impact, contract risk and contingency arrangements.

Minimum inputs. Preferred geographic region, travel time, broad pay expectations and work model.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a realistic employment-planning adviser supporting a security, risk or resilience professional. TASK: Compare relocation cost, support, family impact, contract risk and contingency arrangements Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled employment boundaries and cost comparison, tailored to the activity “Relocation decision”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Employment boundaries and cost comparison. | Verify. Recalculate against your actual commute, current tax rules and written job conditions. | Next action. Write minimum, target and ideal criteria before applying.

3.09 Personal employment boundary statement

Purpose. Create my concise employment criteria for evaluating vacancies and speaking to recruiters.

Minimum inputs. Preferred geographic region, travel time, broad pay expectations and work model.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a realistic employment-planning adviser supporting a security, risk or resilience professional. TASK: Create my concise employment criteria for evaluating vacancies and speaking to recruiters Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled employment boundaries and cost comparison, tailored to the activity “Personal employment boundary statement”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Employment boundaries and cost comparison. | Verify. Recalculate against your actual commute, current tax rules and written job conditions. | Next action. Write minimum, target and ideal criteria before applying.

Worked example: Security manager: moving into enterprise risk

Situation. An experienced physical-security manager wants broader enterprise-risk responsibility.

Safe input. Summarise risk assessment, controls and governance projects using non-sensitive examples.

Example of a useful AI output. Compare required risk methodology, reporting, finance and assurance skills with vacancies.

What to challenge. Do not assume that all corporate security experience is automatically equivalent to enterprise-risk expertise.

Human next action. Test skills gaps through free official role frameworks and informational interviews.

Reader question	Illustrative working note
What is confirmed?	Only the candidate’s stated experience and documents they have verified.

Reader question	Illustrative working note
What is inferred?	Possible transferability or market fit, to test using real vacancies.
What would change the decision?	New evidence about entry barriers, employer expectations, costs or values.

Integrated practice worksheets: Part 3

Fill these tables privately. Use an anonymised summary in an AI conversation only if appropriate. Add rows or copy the table in Word as needed.

Worksheet 10. Employment priorities hierarchy

Goal. Set minimum, target and ideal conditions | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Condition	Minimum	Target	Ideal	Non-negotiable?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 11. Catchment-area planner

Goal. Compare physical, hybrid and remote options | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Work model	Destination / timezone	Travel time and frequency	Total costs	Acceptable?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 12. Total reward and commute

Goal. Compare real rather than headline pay | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Reward / cost line	Role A per year	Role B per year	Evidence / assumptions	Decision impact
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 13. Opportunity scorecard

Goal. Avoid making a salary-only decision | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Criterion	Weight 1–5	Role A rating 1–5	Role B rating 1–5	Evidence / veto issue
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Part 4. Find opportunities

Use several channels and verify live vacancies.

Reader route: choose only the prompts relevant to your current need. Every activity can be completed with pen and paper if AI is unavailable.

4.01 Job-title expansion

Purpose. Build a search vocabulary of standard titles, alternative terms, related functions and industry-specific descriptions.

Minimum inputs. Target functions, regions and job-title alternatives; no identity documents.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a cautious job-market researcher supporting a security, risk or resilience professional. TASK: Build a search vocabulary of standard titles, alternative terms, related functions and industry-specific descriptions Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled verified search queries and opportunity shortlist, tailored to the activity “Job-title expansion”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Verified search queries and opportunity shortlist. | Verify. Open the employer’s own vacancy page and verify date, authenticity and availability. | Next action. Save five verified opportunities or adjust the search terms.

4.02 Boolean search strings

Purpose. Create targeted Boolean searches with variants suitable for employer sites, job boards and public search engines.

Minimum inputs. Target functions, regions and job-title alternatives; no identity documents.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a cautious job-market researcher supporting a security, risk or resilience professional. TASK: Create targeted Boolean searches with variants suitable for employer sites, job boards and public search engines Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled verified search queries and opportunity shortlist, tailored to the activity “Boolean search strings”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Verified search queries and opportunity shortlist. | Verify. Open the employer’s own vacancy page and verify date, authenticity and availability. | Next action. Save five verified opportunities or adjust the search terms.

4.03 Employer target list

Purpose. Help identify the types of organisations likely to employ my target function, and develop a company research plan.

Minimum inputs. Target functions, regions and job-title alternatives; no identity documents.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a cautious job-market researcher supporting a security, risk or resilience professional. TASK: Help identify the types of organisations likely to employ my target function, and develop a company research plan Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled verified search queries and opportunity shortlist, tailored to the activity “Employer target list”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Verified search queries and opportunity shortlist. | Verify. Open the employer’s own vacancy page and verify date, authenticity and availability. | Next action. Save five verified opportunities or adjust the search terms.

4.04 Free job-board strategy

Purpose. Compare free job boards and direct employer career pages, making no unsupported claims about coverage.

Minimum inputs. Target functions, regions and job-title alternatives; no identity documents.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a cautious job-market researcher supporting a security, risk or resilience professional. TASK: Compare free job boards and direct employer career pages, making no unsupported claims about coverage Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled verified search queries and opportunity shortlist, tailored to the activity “Free job-board strategy”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Verified search queries and opportunity shortlist. | Verify. Open the employer’s own vacancy page and verify date, authenticity and availability. | Next action. Save five verified opportunities or adjust the search terms.

4.05 Search geography and remote filters

Purpose. Draft location and hybrid/remote filters that match my employment boundaries.

Minimum inputs. Target functions, regions and job-title alternatives; no identity documents.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a cautious job-market researcher supporting a security, risk or resilience professional. TASK: Draft location and hybrid/remote filters that match my employment boundaries Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled verified

search queries and opportunity shortlist, tailored to the activity “Search geography and remote filters”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Verified search queries and opportunity shortlist. | Verify. Open the employer’s own vacancy page and verify date, authenticity and availability. | Next action. Save five verified opportunities or adjust the search terms.

4.06 Vacancy alerts

Purpose. Design a manageable schedule for free vacancy alerts and a method for eliminating duplicates.

Minimum inputs. Target functions, regions and job-title alternatives; no identity documents.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a cautious job-market researcher supporting a security, risk or resilience professional. TASK: Design a manageable schedule for free vacancy alerts and a method for eliminating duplicates Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled verified search queries and opportunity shortlist, tailored to the activity “Vacancy alerts”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Verified search queries and opportunity shortlist. | Verify. Open the employer’s own vacancy page and verify date, authenticity and availability. | Next action. Save five verified opportunities or adjust the search terms.

4.07 Internal opportunities

Purpose. Develop a plan to investigate promotion, cross-functional moves and secondments within my existing employer.

Minimum inputs. Target functions, regions and job-title alternatives; no identity documents.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a cautious job-market researcher supporting a security, risk or resilience professional. TASK: Develop a plan to investigate promotion, cross-functional moves and secondments within my existing employer Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled verified search queries and opportunity shortlist, tailored to the activity “Internal opportunities”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Verified search queries and opportunity shortlist. | Verify. Open the employer’s own vacancy page and verify date, authenticity and availability. | Next action. Save five verified opportunities or adjust the search terms.

4.08 Speculative approaches

Purpose. Create an evidence-led strategy for contacting organisations that may need my capabilities without assuming they have vacancies.

Minimum inputs. Target functions, regions and job-title alternatives; no identity documents.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a cautious job-market researcher supporting a security, risk or resilience professional. TASK: Create an evidence-led strategy for contacting organisations that may need my capabilities without assuming they have vacancies Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled verified search queries and opportunity shortlist, tailored to the activity “Speculative approaches”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Verified search queries and opportunity shortlist. | Verify. Open the employer’s own vacancy page and verify date, authenticity and availability. | Next action. Save five verified opportunities or adjust the search terms.

4.09 Referral and introduction strategy

Purpose. Plan appropriate introductions through trusted contacts without pressuring people or treating referrals as guaranteed routes.

Minimum inputs. Target functions, regions and job-title alternatives; no identity documents.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a cautious job-market researcher supporting a security, risk or resilience professional. TASK: Plan appropriate introductions through trusted contacts without pressuring people or treating referrals as guaranteed routes Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled verified search queries and opportunity shortlist, tailored to the activity “Referral and introduction strategy”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Verified search queries and opportunity shortlist. | Verify. Open the employer’s own vacancy page and verify date, authenticity and availability. | Next action. Save five verified opportunities or adjust the search terms.

4.10 Vacancy reality check

Purpose. Assess a particular advertisement for original posting, employer career-page presence, status, role clarity and realistic next questions.

Minimum inputs. Target functions, regions and job-title alternatives; no identity documents.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a cautious job-market researcher supporting a security, risk or resilience professional. TASK: Assess a particular advertisement for original posting, employer career-page presence, status, role clarity and realistic next questions Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled verified search queries and opportunity shortlist, tailored to the activity “Vacancy reality check”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Verified search queries and opportunity shortlist. | Verify. Open the employer’s own vacancy page and verify date, authenticity and availability. | Next action. Save five verified opportunities or adjust the search terms.

4.11 Search-channel review

Purpose. Compare response rates and quality of opportunities across search channels without focusing solely on application volume.

Minimum inputs. Target functions, regions and job-title alternatives; no identity documents.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a cautious job-market researcher supporting a security, risk or resilience professional. TASK: Compare response rates and quality of opportunities across search channels without focusing solely on application volume Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled verified search queries and opportunity shortlist, tailored to the activity “Search-channel review”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Verified search queries and opportunity shortlist. | Verify. Open the employer’s own vacancy page and verify date, authenticity and availability. | Next action. Save five verified opportunities or adjust the search terms.

4.12 Seven-day search sprint

Purpose. Create a practical seven-day plan balancing research, targeted applications, networking and learning.

Minimum inputs. Target functions, regions and job-title alternatives; no identity documents.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a cautious job-market researcher supporting a security, risk or resilience professional. TASK: Create a practical seven-day plan balancing research, targeted applications, networking and learning Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled verified search queries and opportunity shortlist, tailored to the activity “Seven-day search sprint”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Verified search queries and opportunity shortlist. | Verify. Open the employer's own vacancy page and verify date, authenticity and availability. | Next action. Save five verified opportunities or adjust the search terms.

Worked example: Returner after a career break: restarting a search

Situation. A professional returning from a career break wants a realistic hybrid position.

Safe input. Share functional experience, preferred working arrangements and catchment limits without disclosing family circumstances.

Example of a useful AI output. Identify current titles, local employers, hybrid schedules, role filters and free sources.

What to challenge. A job-board remote filter does not guarantee fully remote eligibility or flexibility.

Human next action. Verify actual location and onsite requirements before applying.

Reader question	Illustrative working note
What is confirmed?	Only the candidate's stated experience and documents they have verified.
What is inferred?	Possible transferability or market fit, to test using real vacancies.
What would change the decision?	New evidence about entry barriers, employer expectations, costs or values.

Integrated practice worksheets: Part 4

Fill these tables privately. Use an anonymised summary in an AI conversation only if appropriate. Add rows or copy the table in Word as needed.

Worksheet 14. Search-term generator

Goal. Broaden role discovery | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Core function	Job-title synonym	Related sector term	Search query	Result quality
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 15. Job-search channel tracker

Goal. Find the most effective channels | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Channel	Attempts	Relevant openings	Interviews / replies	Adjust next week
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 16. Vacancy-verification checklist

Goal. Check a vacancy before sending documents | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Vacancy URL / date	Employer career page match	Recruiter verified independently	Role details confirmed	Outstanding questions
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Part 5. Build professional identity

Maintain a truthful, evidence-locked professional profile.

Reader route: choose only the prompts relevant to your current need. Every activity can be completed with pen and paper if AI is unavailable.

5.01 CV structure selection

Purpose. Help select a readable CV structure appropriate to my jurisdiction, career stage and target role without universal page-count rules.

Minimum inputs. Your own verified achievements and a redacted target description.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an evidence-based CV editor supporting a security, risk or resilience professional. TASK: Help select a readable CV structure appropriate to my jurisdiction, career stage and target role without universal page-count rules Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled truthful CV or profile draft with claim audit, tailored to the activity “CV structure selection”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Truthful cv or profile draft with claim audit. | Verify. Check each claim against a personal evidence bank; flag unverifiable quantities. | Next action. Update the evidence bank and save an approved version.

5.02 CV evidence lock

Purpose. Audit a draft CV to ensure every achievement, qualification, number, clearance and claim comes from facts I supplied.

Minimum inputs. Your own verified achievements and a redacted target description.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an evidence-based CV editor supporting a security, risk or resilience professional. TASK: Audit a draft CV to ensure every achievement, qualification, number, clearance and claim comes from facts I supplied Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled truthful CV or profile draft with claim audit, tailored to the activity “CV evidence lock”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Do not fill gaps by inventing numbers, budgets, client names, clearance levels or success rates. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Truthful cv or profile draft with claim audit. | Verify. Check each claim against a personal evidence bank; flag unverifiable quantities. | Next action. Update the evidence bank and save an approved version.

5.03 Achievement framing

Purpose. Turn my real work into concise action-and-impact statements without inventing numerical outcomes.

Minimum inputs. Your own verified achievements and a redacted target description.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an evidence-based CV editor supporting a security, risk or resilience professional. TASK: Turn my real work into concise action-and-impact statements without inventing numerical outcomes Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled truthful CV or profile draft with claim audit, tailored to the activity “Achievement framing”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Truthful cv or profile draft with claim audit. | Verify. Check each claim against a personal evidence bank; flag unverifiable quantities. | Next action. Update the evidence bank and save an approved version.

5.04 Security-sensitive CV audit

Purpose. Flag details that may disclose employers, clients, vulnerabilities, sites, systems or restricted work and propose safer generalisation.

Minimum inputs. Your own verified achievements and a redacted target description.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an evidence-based CV editor supporting a security, risk or resilience professional. TASK: Flag details that may disclose employers, clients, vulnerabilities, sites, systems or restricted work and propose safer generalisation Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled truthful CV or profile draft with claim audit, tailored to the activity “Security-sensitive CV audit”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Truthful cv or profile draft with claim audit. | Verify. Check each claim against a personal evidence bank; flag unverifiable quantities. | Next action. Update the evidence bank and save an approved version.

5.05 Translate acronyms and jargon

Purpose. Rewrite specialist military, public-sector or security terminology in language a knowledgeable external employer could understand.

Minimum inputs. Your own verified achievements and a redacted target description.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an evidence-based CV editor supporting a security, risk or resilience professional. TASK: Rewrite specialist military, public-sector or security terminology in language a knowledgeable external employer could understand Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I

supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled truthful CV or profile draft with claim audit, tailored to the activity “Translate acronyms and jargon”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Truthful cv or profile draft with claim audit. | Verify. Check each claim against a personal evidence bank; flag unverifiable quantities. | Next action. Update the evidence bank and save an approved version.

5.06 Role relevance review

Purpose. Match verified CV evidence to the requirements of an anonymised target vacancy.

Minimum inputs. Your own verified achievements and a redacted target description.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as an evidence-based CV editor supporting a security, risk or resilience professional. TASK: Match verified CV evidence to the requirements of an anonymised target vacancy Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled truthful CV or profile draft with claim audit, tailored to the activity “Role relevance review”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Truthful cv or profile draft with claim audit. | Verify. Check each claim against a personal evidence bank; flag unverifiable quantities. | Next action. Update the evidence bank and save an approved version.

5.07 ATS readability check

Purpose. Check section labels, text extraction and truthful terminology while avoiding unsupported ATS hacks.

Minimum inputs. Your own verified achievements and a redacted target description.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as an evidence-based CV editor supporting a security, risk or resilience professional. TASK: Check section labels, text extraction and truthful terminology while avoiding unsupported ATS hacks Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled truthful CV or profile draft with claim audit, tailored to the activity “ATS readability check”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Explain that ATS platforms differ. Check readability, simple headings and parsed fields, not a magical ranking score. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Truthful cv or profile draft with claim audit. | Verify. Check each claim against a personal evidence bank; flag unverifiable quantities. | Next action. Update the evidence bank and save an approved version.

5.08 LinkedIn headline

Purpose. Generate professional headline alternatives grounded only in my real experience and preferred direction.

Minimum inputs. Your own verified achievements and a redacted target description.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an evidence-based CV editor supporting a security, risk or resilience professional. TASK: Generate professional headline alternatives grounded only in my real experience and preferred direction Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled truthful CV or profile draft with claim audit, tailored to the activity “LinkedIn headline”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Truthful cv or profile draft with claim audit. | Verify. Check each claim against a personal evidence bank; flag unverifiable quantities. | Next action. Update the evidence bank and save an approved version.

5.09 LinkedIn summary

Purpose. Draft a credible and concise About section for my target professional audience using my confirmed evidence.

Minimum inputs. Your own verified achievements and a redacted target description.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an evidence-based CV editor supporting a security, risk or resilience professional. TASK: Draft a credible and concise About section for my target professional audience using my confirmed evidence Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled truthful CV or profile draft with claim audit, tailored to the activity “LinkedIn summary”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Truthful cv or profile draft with claim audit. | Verify. Check each claim against a personal evidence bank; flag unverifiable quantities. | Next action. Update the evidence bank and save an approved version.

5.10 Public footprint review

Purpose. Guide me through checking my own online professional information for consistency, accuracy and privacy.

Minimum inputs. Your own verified achievements and a redacted target description.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as an evidence-based CV editor supporting a security, risk or resilience professional. TASK: Guide me through checking my own online professional information for consistency, accuracy and privacy Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled truthful CV or profile draft with claim audit, tailored to the activity “Public footprint review”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Truthful cv or profile draft with claim audit. | Verify. Check each claim against a personal evidence bank; flag unverifiable quantities. | Next action. Update the evidence bank and save an approved version.

5.11 Professional biography

Purpose. Create 50-, 120- and 250-word biographies based entirely on verified facts.

Minimum inputs. Your own verified achievements and a redacted target description.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as an evidence-based CV editor supporting a security, risk or resilience professional. TASK: Create 50-, 120- and 250-word biographies based entirely on verified facts Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled truthful CV or profile draft with claim audit, tailored to the activity “Professional biography”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Truthful cv or profile draft with claim audit. | Verify. Check each claim against a personal evidence bank; flag unverifiable quantities. | Next action. Update the evidence bank and save an approved version.

5.12 Career transition narrative

Purpose. Develop a simple explanation linking my past experience, transferable value and future professional direction.

Minimum inputs. Your own verified achievements and a redacted target description.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as an evidence-based CV editor supporting a security, risk or resilience professional. TASK: Develop a simple explanation linking my past experience, transferable value and future professional direction Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled truthful CV or profile draft with claim audit, tailored to the activity “Career transition narrative”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Truthful cv or profile draft with claim audit. | Verify. Check each claim against a personal evidence bank; flag unverifiable quantities. | Next action. Update the evidence bank and save an approved version.

Worked example: Experienced practitioner: truthful CV achievement

Situation. A regional security officer has improved handover consistency but has no verified incident-reduction metrics.

Safe input. Explain the process improvement and scope, omitting site vulnerabilities and unsupported numerical claims.

Example of a useful AI output. Produce an achievement statement describing the action, stakeholders and observable operational change.

What to challenge. Never invent savings, incident reductions or performance percentages.

Human next action. Have the statement checked against real records or by an authorised colleague.

Reader question	Illustrative working note
What is confirmed?	Only the candidate's stated experience and documents they have verified.
What is inferred?	Possible transferability or market fit, to test using real vacancies.
What would change the decision?	New evidence about entry barriers, employer expectations, costs or values.

Integrated practice worksheets: Part 5

Fill these tables privately. Use an anonymised summary in an AI conversation only if appropriate. Add rows or copy the table in Word as needed.

Worksheet 17. CV evidence bank

Goal. Capture accurate achievements | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Claim	Situation / scope	My action	Result or consequence	Permitted evidence
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 18. Claim-verification checklist

Goal. Prevent invented CV facts | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Draft claim	Original evidence	Exact / uncertain / false	Sensitivity check	Revision
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Part 6. Apply effectively

Tailor applications to stated criteria and retain control over facts.

Reader route: choose only the prompts relevant to your current need. Every activity can be completed with pen and paper if AI is unavailable.

6.01 Decode selection criteria

Purpose. Separate mandatory requirements, desirable criteria, contextual language and unresolved ambiguities in a vacancy.

Minimum inputs. A public vacancy and your verified, non-confidential evidence.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a fair application writing coach supporting a security, risk or resilience professional. TASK: Separate mandatory requirements, desirable criteria, contextual language and unresolved ambiguities in a vacancy Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria-to-evidence application plan, tailored to the activity “Decode selection criteria”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria-to-evidence application plan. | Verify. Compare every claim with the application and criteria; personally proofread submission fields. | Next action. Submit only after verifying claims and employer instructions.

6.02 Evidence-to-criteria matrix

Purpose. Map each selection requirement to one or more true examples from my experience.

Minimum inputs. A public vacancy and your verified, non-confidential evidence.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a fair application writing coach supporting a security, risk or resilience professional. TASK: Map each selection requirement to one or more true examples from my experience Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria-to-evidence application plan, tailored to the activity “Evidence-to-criteria matrix”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria-to-evidence application plan. | Verify. Compare every claim with the application and criteria; personally proofread submission fields. | Next action. Submit only after verifying claims and employer instructions.

6.03 Tailored CV planning

Purpose. Identify which CV evidence should be emphasised for a role without deleting important context or fabricating fit.

Minimum inputs. A public vacancy and your verified, non-confidential evidence.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a fair application writing coach supporting a security, risk or resilience professional. TASK: Identify which CV evidence should be emphasised for a role without deleting important context or fabricating fit Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria-to-evidence application plan, tailored to the activity “Tailored CV planning”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria-to-evidence application plan. | Verify. Compare every claim with the application and criteria; personally proofread submission fields. | Next action. Submit only after verifying claims and employer instructions.

6.04 Covering letter first draft

Purpose. Draft a concise letter explaining suitability, motivation and evidence, avoiding generic language and unsupported claims.

Minimum inputs. A public vacancy and your verified, non-confidential evidence.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a fair application writing coach supporting a security, risk or resilience professional. TASK: Draft a concise letter explaining suitability, motivation and evidence, avoiding generic language and unsupported claims Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria-to-evidence application plan, tailored to the activity “Covering letter first draft”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria-to-evidence application plan. | Verify. Compare every claim with the application and criteria; personally proofread submission fields. | Next action. Submit only after verifying claims and employer instructions.

6.05 Supporting statement

Purpose. Structure a competency statement around the specified criteria, evidence and word limit.

Minimum inputs. A public vacancy and your verified, non-confidential evidence.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a fair application writing coach supporting a security, risk or resilience professional. TASK: Structure a competency statement around the specified criteria, evidence and word limit Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria-to-evidence application plan, tailored to the activity “Supporting statement”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five

actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria-to-evidence application plan. | Verify. Compare every claim with the application and criteria; personally proofread submission fields. | Next action. Submit only after verifying claims and employer instructions.

6.06 Online application form

Purpose. Help draft answers to each application question, clearly marking missing facts as questions for me.

Minimum inputs. A public vacancy and your verified, non-confidential evidence.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a fair application writing coach supporting a security, risk or resilience professional. TASK: Help draft answers to each application question, clearly marking missing facts as questions for me Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria-to-evidence application plan, tailored to the activity “Online application form”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria-to-evidence application plan. | Verify. Compare every claim with the application and criteria; personally proofread submission fields. | Next action. Submit only after verifying claims and employer instructions.

6.07 Application accessibility

Purpose. Help me identify potential adjustments and appropriate ways to request them without unnecessary disclosure.

Minimum inputs. A public vacancy and your verified, non-confidential evidence.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a fair application writing coach supporting a security, risk or resilience professional. TASK: Help me identify potential adjustments and appropriate ways to request them without unnecessary disclosure Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria-to-evidence application plan, tailored to the activity “Application accessibility”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria-to-evidence application plan. | Verify. Compare every claim with the application and criteria; personally proofread submission fields. | Next action. Submit only after verifying claims and employer instructions.

6.08 Application truth audit

Purpose. Check every factual claim against my own evidence bank and identify unsupported wording.

Minimum inputs. A public vacancy and your verified, non-confidential evidence.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a fair application writing coach supporting a security, risk or resilience professional. TASK: Check every factual claim against my own evidence bank and identify unsupported wording Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria-to-evidence application plan, tailored to the activity “Application truth audit”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria-to-evidence application plan. | Verify. Compare every claim with the application and criteria; personally proofread submission fields. | Next action. Submit only after verifying claims and employer instructions.

6.09 Follow-up after applying

Purpose. Draft a proportionate, polite follow-up where contact is appropriate and permitted.

Minimum inputs. A public vacancy and your verified, non-confidential evidence.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a fair application writing coach supporting a security, risk or resilience professional. TASK: Draft a proportionate, polite follow-up where contact is appropriate and permitted Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria-to-evidence application plan, tailored to the activity “Follow-up after applying”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria-to-evidence application plan. | Verify. Compare every claim with the application and criteria; personally proofread submission fields. | Next action. Submit only after verifying claims and employer instructions.

6.10 Application decision

Purpose. Challenge whether a vacancy is worth applying for given genuine must-haves, time, suitability and personal priorities.

Minimum inputs. A public vacancy and your verified, non-confidential evidence.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a fair application writing coach supporting a security, risk or resilience professional. TASK: Challenge whether a vacancy is worth applying for given genuine must-haves, time, suitability and personal priorities Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled criteria-to-evidence application plan, tailored to the activity “Application decision”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no

more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Criteria-to-evidence application plan. | Verify. Compare every claim with the application and criteria; personally proofread submission fields. | Next action. Submit only after verifying claims and employer instructions.

Integrated practice worksheets: Part 6

Fill these tables privately. Use an anonymised summary in an AI conversation only if appropriate. Add rows or copy the table in Word as needed.

Worksheet 19. Application tracker

Goal. Track versions and deadlines | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Employer / position	Closing date	CV and letter version	Consent / application channel	Status / follow-up
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Part 7. Recruiters and networks

Build relationships and verify recruiters and employers.

Reader route: choose only the prompts relevant to your current need. Every activity can be completed with pen and paper if AI is unavailable.

7.01 Recruiter business models

Purpose. Explain in neutral terms the differences between in-house, contingent, retained, staffing and executive search recruitment.

Minimum inputs. Public employer or recruiter information, job link and interaction dates.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an independent recruitment and networking research assistant supporting a security, risk or resilience professional. TASK: Explain in neutral terms the differences between in-house, contingent, retained, staffing and executive search recruitment Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled contact, consent or research log with next actions, tailored to the activity “Recruiter business models”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Contact, consent or research log with next actions. | Verify. Check claims across official records and independent sources; verify contacts out of band. | Next action. Record consent and make one respectful, independently verified follow-up.

7.02 Initial recruiter message

Purpose. Draft a concise, professional introduction specifying target functions, relevant evidence and boundaries.

Minimum inputs. Public employer or recruiter information, job link and interaction dates.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an independent recruitment and networking research assistant supporting a security, risk or resilience professional. TASK: Draft a concise, professional introduction specifying target functions, relevant evidence and boundaries Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled contact, consent or research log with next actions, tailored to the activity “Initial recruiter message”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Contact, consent or research log with next actions. | Verify. Check claims across official records and independent sources; verify contacts out of band. | Next action. Record consent and make one respectful, independently verified follow-up.

7.03 Unsolicited recruiter check

Purpose. Create a verification checklist for an unexpected approach, including identity, mandate, client, domain and requested information.

Minimum inputs. Public employer or recruiter information, job link and interaction dates.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an independent recruitment and networking research assistant supporting a security, risk or resilience professional. TASK: Create a verification checklist for an unexpected approach, including identity, mandate, client, domain and requested information Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled contact, consent or research log with next actions, tailored to the activity “Unsolicited recruiter check”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Never use the contact details in the suspicious message as the sole confirmation method. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Contact, consent or research log with next actions. | Verify. Check claims across official records and independent sources; verify contacts out of band. | Next action. Record consent and make one respectful, independently verified follow-up.

7.04 CV submission consent

Purpose. Help me write a message asking exactly where, when and in what version my CV will be submitted, and record consent.

Minimum inputs. Public employer or recruiter information, job link and interaction dates.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an independent recruitment and networking research assistant supporting a security, risk or resilience professional. TASK: Help me write a message asking exactly where, when and in what version my CV will be submitted, and record consent Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled contact, consent or research log with next actions, tailored to the activity “CV submission consent”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Contact, consent or research log with next actions. | Verify. Check claims across official records and independent sources; verify contacts out of band. | Next action. Record consent and make one respectful, independently verified follow-up.

7.05 Recruiter credibility assessment

Purpose. Structure a fair evidence-based review of recruiter communications, professionalism and warning signs without making accusations.

Minimum inputs. Public employer or recruiter information, job link and interaction dates.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an independent recruitment and networking research assistant supporting a security, risk or resilience professional. TASK: Structure a fair evidence-based review of recruiter communications, professionalism and warning signs without making accusations Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements,

employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled contact, consent or research log with next actions, tailored to the activity “Recruiter credibility assessment”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Contact, consent or research log with next actions. | Verify. Check claims across official records and independent sources; verify contacts out of band. | Next action. Record consent and make one respectful, independently verified follow-up.

7.06 Professional association discovery

Purpose. Find relevant membership organisations across security, risk, resilience, investigations and technology, distinguishing free resources from paid memberships.

Minimum inputs. Public employer or recruiter information, job link and interaction dates.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as an independent recruitment and networking research assistant supporting a security, risk or resilience professional. TASK: Find relevant membership organisations across security, risk, resilience, investigations and technology, distinguishing free resources from paid memberships Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled contact, consent or research log with next actions, tailored to the activity “Professional association discovery”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Label genuinely free events separately from member-only or chargeable opportunities. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Contact, consent or research log with next actions. | Verify. Check claims across official records and independent sources; verify contacts out of band. | Next action. Record consent and make one respectful, independently verified follow-up.

7.07 Networking catchment map

Purpose. Find local, regional, national and online professional communities compatible with my budget, accessibility and travel preferences.

Minimum inputs. Public employer or recruiter information, job link and interaction dates.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as an independent recruitment and networking research assistant supporting a security, risk or resilience professional. TASK: Find local, regional, national and online professional communities compatible with my budget, accessibility and travel preferences Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled contact, consent or research log with next actions, tailored to the activity “Networking catchment map”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Contact, consent or research log with next actions. | Verify. Check claims across official records and independent sources; verify contacts out of band. | Next action. Record consent and make one respectful, independently verified follow-up.

7.08 Think tank and university engagement

Purpose. Identify public lectures, open webinars, research communities and guest-speaker opportunities in my target specialisms.

Minimum inputs. Public employer or recruiter information, job link and interaction dates.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an independent recruitment and networking research assistant supporting a security, risk or resilience professional. TASK: Identify public lectures, open webinars, research communities and guest-speaker opportunities in my target specialisms Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled contact, consent or research log with next actions, tailored to the activity “Think tank and university engagement”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Contact, consent or research log with next actions. | Verify. Check claims across official records and independent sources; verify contacts out of band. | Next action. Record consent and make one respectful, independently verified follow-up.

7.09 Informational interview request

Purpose. Draft a respectful 15-minute informational conversation request that does not demand a job or confidential insight.

Minimum inputs. Public employer or recruiter information, job link and interaction dates.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an independent recruitment and networking research assistant supporting a security, risk or resilience professional. TASK: Draft a respectful 15-minute informational conversation request that does not demand a job or confidential insight Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled contact, consent or research log with next actions, tailored to the activity “Informational interview request”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Contact, consent or research log with next actions. | Verify. Check claims across official records and independent sources; verify contacts out of band. | Next action. Record consent and make one respectful, independently verified follow-up.

7.10 Networking follow-up plan

Purpose. Design a sustainable approach to maintaining useful relationships and reciprocating professional help.

Minimum inputs. Public employer or recruiter information, job link and interaction dates.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as an independent recruitment and networking research assistant supporting a security, risk or resilience professional. TASK: Design a sustainable approach to maintaining useful relationships and reciprocating professional help Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled contact, consent or research log with next actions, tailored to the activity “Networking follow-up plan”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Contact, consent or research log with next actions. | Verify. Check claims across official records and independent sources; verify contacts out of band. | Next action. Record consent and make one respectful, independently verified follow-up.

Worked example: Senior director: recruiter and employer due diligence

Situation. A head of security receives an unsolicited approach for an international leadership post.

Safe input. Use only public recruiter and employer details until the approach is independently validated.

Example of a useful AI output. Verify agency identity, corporate registers, role authority, candidate-consent arrangements and historical company claims.

What to challenge. A registered company or polished website does not authenticate the person who contacted the candidate.

Human next action. Use independently sourced contact details to confirm the mandate before sharing the CV.

Reader question	Illustrative working note
What is confirmed?	Only the candidate’s stated experience and documents they have verified.
What is inferred?	Possible transferability or market fit, to test using real vacancies.
What would change the decision?	New evidence about entry barriers, employer expectations, costs or values.

Integrated practice worksheets: Part 7

Fill these tables privately. Use an anonymised summary in an AI conversation only if appropriate. Add rows or copy the table in Word as needed.

Worksheet 20. Recruiter credibility and consent log

Goal. Preserve candidate control | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Recruiter / firm	Identity independently verified?	Client and role	CV version authorised	Date / follow-up
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 21. Employer research profile

Goal. Triangulate evidence before deciding | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Research question	Official source	Independent source	Verified finding	Uncertainty / employer question
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 22. Historical claims comparison

Goal. Use current and historical company evidence fairly | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Topic	Historical date and archive URL	Current date and URL	Observed change	Question, not accusation
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 23. Professional network map

Goal. Build genuine relationships | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Person or organisation	Specialism	Existing relationship	Mutual learning opportunity	Next respectful contact
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 24. Event-value selector

Goal. Prioritise free and valuable events | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Event / link	Attendance eligibility	Travel / cost	Relevant people / topics	Follow-up action
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Part 8. Prepare for interviews

Practise genuine examples and communication, not memorised scripts.



Preparing for different interview and rehearsal formats.

Reader route: choose only the prompts relevant to your current need. Every activity can be completed with pen and paper if AI is unavailable.

8.01 Interview requirement map

Purpose. Turn a job description into likely evidence areas, not invented predictions of exact questions.

Minimum inputs. A public job description and a fictionalised or authorised achievement.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a structured interview practice coach supporting a security, risk or resilience professional. TASK: Turn a job description into likely evidence areas, not invented predictions of exact questions Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled interview evidence, rehearsal and self-review plan, tailored to the activity “Interview requirement map”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Interview evidence, rehearsal and self-review plan. | Verify. Check practice responses against real facts and obtain human feedback when available. | Next action. Rehearse once in 45–90 seconds and refine one improvement.

8.02 Competency evidence bank

Purpose. Help select honest examples demonstrating risk judgement, communication, leadership and other relevant competencies.

Minimum inputs. A public job description and a fictionalised or authorised achievement.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a structured interview practice coach supporting a security, risk or resilience professional. TASK: Help select honest examples demonstrating risk judgement, communication, leadership and other relevant competencies Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled interview evidence, rehearsal and self-review plan, tailored to the activity "Competency evidence bank". Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Interview evidence, rehearsal and self-review plan. | Verify. Check practice responses against real facts and obtain human feedback when available. | Next action. Rehearse once in 45–90 seconds and refine one improvement.

8.03 STAR and alternatives

Purpose. Teach me STAR and criterion-evidence-action-outcome as optional answer structures, explaining strengths and limits.

Minimum inputs. A public job description and a fictionalised or authorised achievement.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a structured interview practice coach supporting a security, risk or resilience professional. TASK: Teach me STAR and criterion-evidence-action-outcome as optional answer structures, explaining strengths and limits Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled interview evidence, rehearsal and self-review plan, tailored to the activity "STAR and alternatives". Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Use STAR and criterion–evidence–action–outcome as optional organisation techniques; do not call STAR uniquely validated. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Interview evidence, rehearsal and self-review plan. | Verify. Check practice responses against real facts and obtain human feedback when available. | Next action. Rehearse once in 45–90 seconds and refine one improvement.

8.04 Forty-five-second answer

Purpose. Help me answer a chosen interview question clearly within about 45 seconds using verified experience.

Minimum inputs. A public job description and a fictionalised or authorised achievement.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a structured interview practice coach supporting a security, risk or resilience professional. TASK: Help me answer a chosen interview question clearly within about 45 seconds using verified experience Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled interview evidence, rehearsal and self-review plan, tailored to the activity "Forty-five-second answer".

Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Interview evidence, rehearsal and self-review plan. | Verify. Check practice responses against real facts and obtain human feedback when available. | Next action. Rehearse once in 45–90 seconds and refine one improvement.

8.05 Two-minute answer

Purpose. Help me expand the same answer to two minutes without repetition or embellishment.

Minimum inputs. A public job description and a fictionalised or authorised achievement.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a structured interview practice coach supporting a security, risk or resilience professional. TASK: Help me expand the same answer to two minutes without repetition or embellishment Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled interview evidence, rehearsal and self-review plan, tailored to the activity “Two-minute answer”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Interview evidence, rehearsal and self-review plan. | Verify. Check practice responses against real facts and obtain human feedback when available. | Next action. Rehearse once in 45–90 seconds and refine one improvement.

8.06 Technical security questions

Purpose. Generate practice questions tailored to the specific security function and relevant standards, marking source-verification needs.

Minimum inputs. A public job description and a fictionalised or authorised achievement.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a structured interview practice coach supporting a security, risk or resilience professional. TASK: Generate practice questions tailored to the specific security function and relevant standards, marking source-verification needs Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled interview evidence, rehearsal and self-review plan, tailored to the activity “Technical security questions”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Interview evidence, rehearsal and self-review plan. | Verify. Check practice responses against real facts and obtain human feedback when available. | Next action. Rehearse once in 45–90 seconds and refine one improvement.

8.07 Panel interview rehearsal

Purpose. Simulate a multi-interviewer panel with sequential questions and structured feedback on relevance and clarity.

Minimum inputs. A public job description and a fictionalised or authorised achievement.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a structured interview practice coach supporting a security, risk or resilience professional. TASK: Simulate a multi-interviewer panel with sequential questions and structured feedback on relevance and clarity Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled interview evidence, rehearsal and self-review plan, tailored to the activity “Panel interview rehearsal”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Interview evidence, rehearsal and self-review plan. | Verify. Check practice responses against real facts and obtain human feedback when available. | Next action. Rehearse once in 45–90 seconds and refine one improvement.

8.08 Executive challenge

Purpose. Practise defending a risk or security investment recommendation before a sceptical board using assumptions, alternatives and uncertainties.

Minimum inputs. A public job description and a fictionalised or authorised achievement.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a structured interview practice coach supporting a security, risk or resilience professional. TASK: Practise defending a risk or security investment recommendation before a sceptical board using assumptions, alternatives and uncertainties Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled interview evidence, rehearsal and self-review plan, tailored to the activity “Executive challenge”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Interview evidence, rehearsal and self-review plan. | Verify. Check practice responses against real facts and obtain human feedback when available. | Next action. Rehearse once in 45–90 seconds and refine one improvement.

8.09 Online interview setup

Purpose. Build a practical checklist covering connectivity, sound, camera positioning, documents, privacy and contingencies.

Minimum inputs. A public job description and a fictionalised or authorised achievement.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a structured interview practice coach supporting a security, risk or resilience professional. TASK: Build a practical checklist covering connectivity, sound, camera positioning, documents, privacy and contingencies Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled interview evidence, rehearsal and self-review plan, tailored to the activity “Online interview setup”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Interview evidence, rehearsal and self-review plan. | Verify. Check practice responses against real facts and obtain human feedback when available. | Next action. Rehearse once in 45–90 seconds and refine one improvement.

8.10 Speaking skills coaching

Purpose. Give feedback on structure, plain language, pacing, conciseness and evidence, without claiming to assess personality or emotional state.

Minimum inputs. A public job description and a fictionalised or authorised achievement.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a structured interview practice coach supporting a security, risk or resilience professional. TASK: Give feedback on structure, plain language, pacing, conciseness and evidence, without claiming to assess personality or emotional state Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled interview evidence, rehearsal and self-review plan, tailored to the activity “Speaking skills coaching”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Give feedback on observable answer structure, pacing and concision; do not infer my psychology or employability. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Interview evidence, rehearsal and self-review plan. | Verify. Check practice responses against real facts and obtain human feedback when available. | Next action. Rehearse once in 45–90 seconds and refine one improvement.

8.11 Unexpected difficult question

Purpose. Practise responding when I lack information, disagree respectfully or need time to clarify a question.

Minimum inputs. A public job description and a fictionalised or authorised achievement.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a structured interview practice coach supporting a security, risk or resilience professional. TASK: Practise responding when I lack information, disagree respectfully or need time to clarify a question Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled interview evidence, rehearsal and self-review plan, tailored to the activity “Unexpected difficult question”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Interview evidence, rehearsal and self-review plan. | Verify. Check practice responses against real facts and obtain human feedback when available. | Next action. Rehearse once in 45–90 seconds and refine one improvement.

8.12 Questions for the employer

Purpose. Help produce probing but professional questions about role purpose, authority, budget, resources, culture and performance expectations.

Minimum inputs. A public job description and a fictionalised or authorised achievement.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a structured interview practice coach supporting a security, risk or resilience professional. TASK: Help produce probing but professional questions about role purpose, authority, budget, resources, culture and performance expectations Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled interview evidence, rehearsal and self-review plan, tailored to the activity “Questions for the employer”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Interview evidence, rehearsal and self-review plan. | Verify. Check practice responses against real facts and obtain human feedback when available. | Next action. Rehearse once in 45–90 seconds and refine one improvement.

8.13 Post-interview reflection

Purpose. Separate what actually happened, what I felt, what evidence I have and what I will change next time.

Minimum inputs. A public job description and a fictionalised or authorised achievement.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a structured interview practice coach supporting a security, risk or resilience professional. TASK: Separate what actually happened, what I felt, what evidence I have and what I will change next time Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled interview evidence, rehearsal and self-review plan, tailored to the activity “Post-interview reflection”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Interview evidence, rehearsal and self-review plan. | Verify. Check practice responses against real facts and obtain human feedback when available. | Next action. Rehearse once in 45–90 seconds and refine one improvement.

Worked example: Virtual interview: communicating a complex security decision

Situation. A security professional must explain a difficult risk decision to a mixed panel in 90 seconds.

Safe input. Use an authorised, generic scenario with no identifying operations or vulnerabilities.

Example of a useful AI output. Build a short criterion–evidence–action–outcome answer, rehearse aloud and refine pace, structure and clarity.

What to challenge. AI can flag unclear wording but cannot reliably score personal qualities or predict selection outcomes.

Human next action. Record a practice response privately and ask a trusted person for specific feedback.

Reader question	Illustrative working note
What is confirmed?	Only the candidate's stated experience and documents they have verified.
What is inferred?	Possible transferability or market fit, to test using real vacancies.
What would change the decision?	New evidence about entry barriers, employer expectations, costs or values.

Integrated practice worksheets: Part 8

Fill these tables privately. Use an anonymised summary in an AI conversation only if appropriate. Add rows or copy the table in Word as needed.

Worksheet 25. Interview evidence matrix

Goal. Prepare examples against actual criteria | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Criterion	Example from work	Your contribution	Outcome / learning	45s / 2min version
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 26. Interview reflection

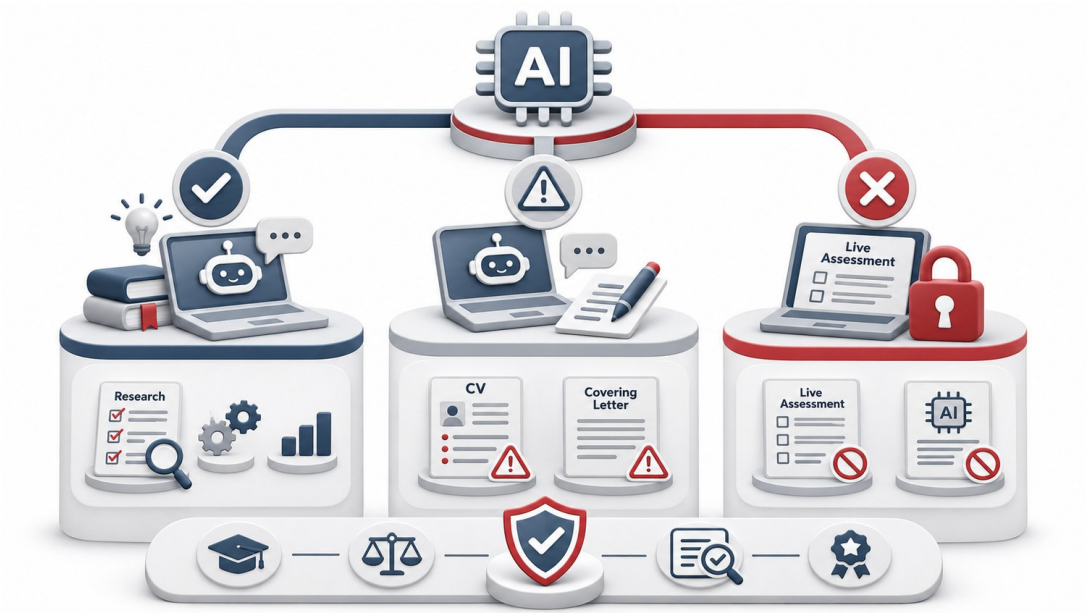
Goal. Review evidence rather than emotions | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Question or stage	What happened	What worked	What to improve	Next rehearsal
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Part 9. Prepare for assessments

Prepare legitimately and respect live assessment rules.



Understanding acceptable, restricted and prohibited uses of AI in assessments.

Reader route: choose only the prompts relevant to your current need. Every activity can be completed with pen and paper if AI is unavailable.

9.01 Identify assessment formats

Purpose. Explain common assessment categories and what they may measure, without suggesting a score can define my identity.

Minimum inputs. The assessment format and published candidate instructions, not a live test.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an assessment preparation tutor supporting a security, risk or resilience professional. TASK: Explain common assessment categories and what they may measure, without suggesting a score can define my identity Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled legitimate practice schedule with rule boundaries, tailored to the activity “Identify assessment formats”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Legitimate practice schedule with rule boundaries. | Verify. Check the provider’s current rules and eligibility for reasonable adjustments. | Next action. Complete an original practice exercise without prohibited help.

9.02 Assessment-rule boundary

Purpose. Help translate an assessment invitation into a list of permitted preparation, uncertain rules and activities to avoid.

Minimum inputs. The assessment format and published candidate instructions, not a live test.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an assessment preparation tutor supporting a security, risk or resilience professional. TASK: Help translate an assessment invitation into a list of permitted preparation, uncertain rules and activities to avoid Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled legitimate practice schedule with rule boundaries, tailored to the activity “Assessment-rule boundary”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Clearly distinguish practice from live test assistance and stop where a rule forbids AI. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Legitimate practice schedule with rule boundaries. | Verify. Check the provider’s current rules and eligibility for reasonable adjustments. | Next action. Complete an original practice exercise without prohibited help.

9.03 Situational judgement practice

Purpose. Create original job-relevant scenarios and discuss reasonable decision considerations, separate from any live assessment.

Minimum inputs. The assessment format and published candidate instructions, not a live test.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an assessment preparation tutor supporting a security, risk or resilience professional. TASK: Create original job-relevant scenarios and discuss reasonable decision considerations, separate from any live assessment Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled legitimate practice schedule with rule boundaries, tailored to the activity “Situational judgement practice”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Legitimate practice schedule with rule boundaries. | Verify. Check the provider’s current rules and eligibility for reasonable adjustments. | Next action. Complete an original practice exercise without prohibited help.

9.04 Numerical reasoning practice

Purpose. Generate original numerical practice tasks with stepwise explanations and checks.

Minimum inputs. The assessment format and published candidate instructions, not a live test.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an assessment preparation tutor supporting a security, risk or resilience professional. TASK: Generate original numerical practice tasks with stepwise explanations and checks Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled legitimate practice schedule with rule boundaries, tailored to the activity “Numerical reasoning practice”. Include a short table with

findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Legitimate practice schedule with rule boundaries. | Verify. Check the provider's current rules and eligibility for reasonable adjustments. | Next action. Complete an original practice exercise without prohibited help.

9.05 Verbal reasoning practice

Purpose. Generate original short passages and comprehension questions with explanations.

Minimum inputs. The assessment format and published candidate instructions, not a live test.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as an assessment preparation tutor supporting a security, risk or resilience professional. TASK: Generate original short passages and comprehension questions with explanations Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled legitimate practice schedule with rule boundaries, tailored to the activity "Verbal reasoning practice". Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Legitimate practice schedule with rule boundaries. | Verify. Check the provider's current rules and eligibility for reasonable adjustments. | Next action. Complete an original practice exercise without prohibited help.

9.06 Written brief exercise

Purpose. Create an original timed security briefing exercise and review clarity, structure and evidence use.

Minimum inputs. The assessment format and published candidate instructions, not a live test.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as an assessment preparation tutor supporting a security, risk or resilience professional. TASK: Create an original timed security briefing exercise and review clarity, structure and evidence use Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled legitimate practice schedule with rule boundaries, tailored to the activity "Written brief exercise". Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Legitimate practice schedule with rule boundaries. | Verify. Check the provider's current rules and eligibility for reasonable adjustments. | Next action. Complete an original practice exercise without prohibited help.

9.07 Risk case study rehearsal

Purpose. Generate a fictional risk-analysis case and ask me to state assumptions, options, controls and residual uncertainty.

Minimum inputs. The assessment format and published candidate instructions, not a live test.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an assessment preparation tutor supporting a security, risk or resilience professional. TASK: Generate a fictional risk-analysis case and ask me to state assumptions, options, controls and residual uncertainty Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled legitimate practice schedule with rule boundaries, tailored to the activity “Risk case study rehearsal”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Legitimate practice schedule with rule boundaries. | Verify. Check the provider’s current rules and eligibility for reasonable adjustments. | Next action. Complete an original practice exercise without prohibited help.

9.08 Assessment-centre preparation

Purpose. Plan legitimate preparation for role-play, presentation, group discussion and work sample activities.

Minimum inputs. The assessment format and published candidate instructions, not a live test.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an assessment preparation tutor supporting a security, risk or resilience professional. TASK: Plan legitimate preparation for role-play, presentation, group discussion and work sample activities Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled legitimate practice schedule with rule boundaries, tailored to the activity “Assessment-centre preparation”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Legitimate practice schedule with rule boundaries. | Verify. Check the provider’s current rules and eligibility for reasonable adjustments. | Next action. Complete an original practice exercise without prohibited help.

9.09 Reasonable adjustments planning

Purpose. Help draft an appropriate request for adjustments under applicable rules without revealing more personal information than needed.

Minimum inputs. The assessment format and published candidate instructions, not a live test.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an assessment preparation tutor supporting a security, risk or resilience professional. TASK: Help draft an appropriate request for adjustments under applicable rules without revealing more personal information than needed Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences

or legal rules. OUTPUT: Produce a clearly labelled legitimate practice schedule with rule boundaries, tailored to the activity “Reasonable adjustments planning”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Do not ask me to disclose a health condition or disability diagnosis to the AI. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Legitimate practice schedule with rule boundaries. | Verify. Check the provider’s current rules and eligibility for reasonable adjustments. | Next action. Complete an original practice exercise without prohibited help.

9.10 Assessment reflection

Purpose. Help me record what an assessment showed and did not show, and identify sensible next practice steps.

Minimum inputs. The assessment format and published candidate instructions, not a live test.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as an assessment preparation tutor supporting a security, risk or resilience professional. TASK: Help me record what an assessment showed and did not show, and identify sensible next practice steps Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled legitimate practice schedule with rule boundaries, tailored to the activity “Assessment reflection”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Legitimate practice schedule with rule boundaries. | Verify. Check the provider’s current rules and eligibility for reasonable adjustments. | Next action. Complete an original practice exercise without prohibited help.

Integrated practice worksheets: Part 9

Fill these tables privately. Use an anonymised summary in an AI conversation only if appropriate. Add rows or copy the table in Word as needed.

Worksheet 27. Assessment preparation boundaries

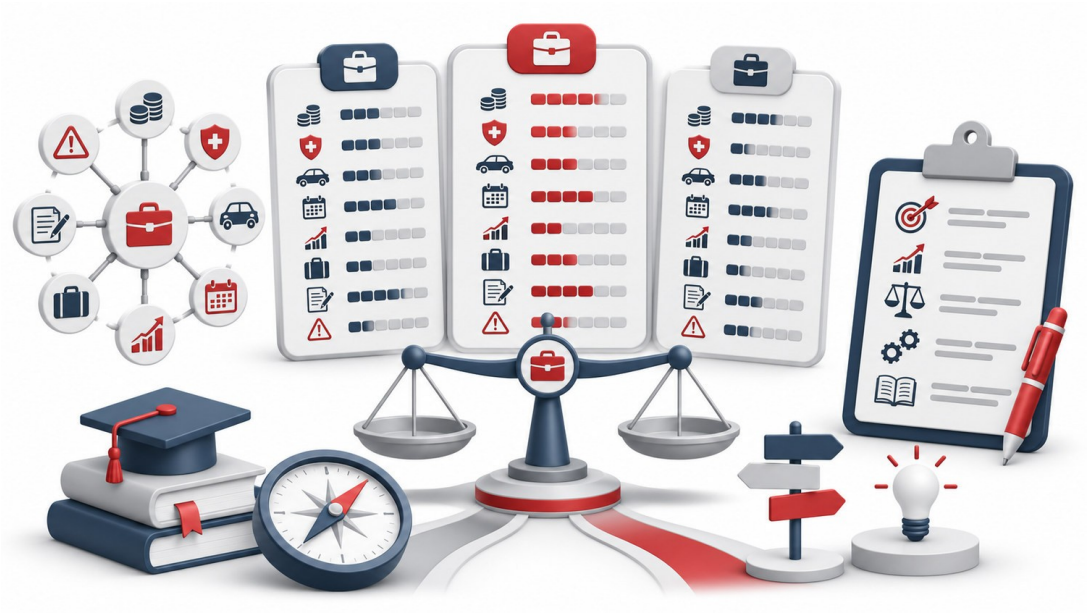
Goal. Respect the employer’s AI rules | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Assessment type	Published rules	Practice allowed	Support prohibited	Adjustment request
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Part 10. Evaluate offers

Compare offers and resolve outstanding terms before signing.



Comparing employment offers and career decisions on balanced evidence.

Reader route: choose only the prompts relevant to your current need. Every activity can be completed with pen and paper if AI is unavailable.

10.01 Offer completeness check

Purpose. Build a checklist of pay, duties, reporting lines, start date, location, benefits and conditional requirements to confirm in writing.

Minimum inputs. Generalised written offer terms and your priorities; avoid confidential attachments.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an impartial offer evaluation adviser supporting a security, risk or resilience professional. TASK: Build a checklist of pay, duties, reporting lines, start date, location, benefits and conditional requirements to confirm in writing Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled offer clarification and decision table, tailored to the activity “Offer completeness check”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Offer clarification and decision table. | Verify. Check written terms with the employer; seek qualified advice where material. | Next action. Seek written clarification on the top two uncertainties.

10.02 Compare two offers

Purpose. Set up a weighted but provisional comparison based on my own priorities, unknowns and non-negotiable conditions.

Minimum inputs. Generalised written offer terms and your priorities; avoid confidential attachments.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an impartial offer evaluation adviser supporting a security, risk or resilience professional. TASK: Set up a weighted but provisional comparison based on my own priorities, unknowns and non-negotiable conditions Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled offer clarification and decision table, tailored to the activity “Compare two offers”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Offer clarification and decision table. | Verify. Check written terms with the employer; seek qualified advice where material. | Next action. Seek written clarification on the top two uncertainties.

10.03 Real remuneration

Purpose. Compare salary and benefits alongside commuting, travel, pension, care costs, relocation and risk of uncertain bonus.

Minimum inputs. Generalised written offer terms and your priorities; avoid confidential attachments.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an impartial offer evaluation adviser supporting a security, risk or resilience professional. TASK: Compare salary and benefits alongside commuting, travel, pension, care costs, relocation and risk of uncertain bonus Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled offer clarification and decision table, tailored to the activity “Real remuneration”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Do not treat headline salary as net income or employer mileage rates as my commuting cost. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Offer clarification and decision table. | Verify. Check written terms with the employer; seek qualified advice where material. | Next action. Seek written clarification on the top two uncertainties.

10.04 Negotiation preparation

Purpose. Develop an evidence-based and respectful salary or conditions negotiation with acceptable alternatives.

Minimum inputs. Generalised written offer terms and your priorities; avoid confidential attachments.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an impartial offer evaluation adviser supporting a security, risk or resilience professional. TASK: Develop an evidence-based and respectful salary or conditions negotiation with acceptable alternatives Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled offer clarification and decision table, tailored to the activity “Negotiation preparation”. Include a short

table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Offer clarification and decision table. | Verify. Check written terms with the employer; seek qualified advice where material. | Next action. Seek written clarification on the top two uncertainties.

10.05 Contract clause question log

Purpose. Identify contract clauses I should clarify, such as notice, probation, restrictive covenants and training repayment; avoid legal conclusions.

Minimum inputs. Generalised written offer terms and your priorities; avoid confidential attachments.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as an impartial offer evaluation adviser supporting a security, risk or resilience professional. TASK: Identify contract clauses I should clarify, such as notice, probation, restrictive covenants and training repayment; avoid legal conclusions Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled offer clarification and decision table, tailored to the activity “Contract clause question log”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Offer clarification and decision table. | Verify. Check written terms with the employer; seek qualified advice where material. | Next action. Seek written clarification on the top two uncertainties.

10.06 Vetting and clearance questions

Purpose. Help formulate factual questions about employer-sponsored background checks without assuming clearance is transferable.

Minimum inputs. Generalised written offer terms and your priorities; avoid confidential attachments.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as an impartial offer evaluation adviser supporting a security, risk or resilience professional. TASK: Help formulate factual questions about employer-sponsored background checks without assuming clearance is transferable Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled offer clarification and decision table, tailored to the activity “Vetting and clearance questions”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Do not assume a clearance is transferable or independently held; refer me to the sponsoring organisation. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Offer clarification and decision table. | Verify. Check written terms with the employer; seek qualified advice where material. | Next action. Seek written clarification on the top two uncertainties.

10.07 Accept an offer

Purpose. Draft a professional acceptance email confirming the key agreed terms and next steps.

Minimum inputs. Generalised written offer terms and your priorities; avoid confidential attachments.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an impartial offer evaluation adviser supporting a security, risk or resilience professional. TASK: Draft a professional acceptance email confirming the key agreed terms and next steps Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled offer clarification and decision table, tailored to the activity “Accept an offer”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Offer clarification and decision table. | Verify. Check written terms with the employer; seek qualified advice where material. | Next action. Seek written clarification on the top two uncertainties.

10.08 Decline an offer

Purpose. Draft a courteous decline that preserves professional relationships and does not reveal unnecessary personal information.

Minimum inputs. Generalised written offer terms and your priorities; avoid confidential attachments.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as an impartial offer evaluation adviser supporting a security, risk or resilience professional. TASK: Draft a courteous decline that preserves professional relationships and does not reveal unnecessary personal information Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled offer clarification and decision table, tailored to the activity “Decline an offer”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Offer clarification and decision table. | Verify. Check written terms with the employer; seek qualified advice where material. | Next action. Seek written clarification on the top two uncertainties.

10.09 Counteroffer analysis

Purpose. Challenge the advantages, risks and long-term implications of accepting a counteroffer from my current employer.

Minimum inputs. Generalised written offer terms and your priorities; avoid confidential attachments.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as an impartial offer evaluation adviser supporting a security, risk or resilience professional. TASK: Challenge the advantages, risks and long-term implications of accepting a counteroffer from my current employer Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled offer clarification and decision table, tailored to the activity “Counteroffer analysis”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Offer clarification and decision table. | Verify. Check written terms with the employer; seek qualified advice where material. | Next action. Seek written clarification on the top two uncertainties.

10.10 Decision before signature

Purpose. Produce a final unresolved-issues list and indicate when independent legal, tax or immigration advice may be prudent.

Minimum inputs. Generalised written offer terms and your priorities; avoid confidential attachments.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as an impartial offer evaluation adviser supporting a security, risk or resilience professional. TASK: Produce a final unresolved-issues list and indicate when independent legal, tax or immigration advice may be prudent Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled offer clarification and decision table, tailored to the activity “Decision before signature”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Offer clarification and decision table. | Verify. Check written terms with the employer; seek qualified advice where material. | Next action. Seek written clarification on the top two uncertainties.

Worked example: Executive offer: balancing role, money and lifestyle

Situation. An executive applicant has two offers: one high paid with frequent travel, another lower paid with greater autonomy.

Safe input. Enter only offer terms the user has permission to share, omitting confidential contract documents.

Example of a useful AI output. Compare verified base pay, pension, bonus conditions, travel, authority, purpose and uncertainty.

What to challenge. A weighted score does not override a critical contract, safeguarding or legal concern.

Human next action. Obtain written clarification and qualified advice on consequential clauses before signing.

Reader question	Illustrative working note
What is confirmed?	Only the candidate’s stated experience and documents they have verified.
What is inferred?	Possible transferability or market fit, to test using real vacancies.
What would change the decision?	New evidence about entry barriers, employer expectations, costs or values.

Integrated practice worksheets: Part 10

Fill these tables privately. Use an anonymised summary in an AI conversation only if appropriate. Add rows or copy the table in Word as needed.

Worksheet 28. Contract questions log

Goal. Identify matters for clarification or legal advice | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Clause or condition	Plain-English question	Why it matters	Employer response	Escalate to adviser?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 29. Multiple-offer comparator

Goal. Compare reward, purpose and uncertainty | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Decision criterion	Offer A	Offer B	Confidence / source	Non-compensable concern
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Part 11. Respond to setbacks and alternatives

Interpret setbacks cautiously and preserve alternatives.

Reader route: choose only the prompts relevant to your current need. Every activity can be completed with pen and paper if AI is unavailable.

11.01 Interpret a rejection

Purpose. Help me separate a rejection outcome from assumptions about my capabilities and list what evidence is actually available.

Minimum inputs. Your account of a setback and any documented feedback.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a constructive career transition coach supporting a security, risk or resilience professional. TASK: Help me separate a rejection outcome from assumptions about my capabilities and list what evidence is actually available Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled learning log and alternative action plan, tailored to the activity “Interpret a rejection”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Learning log and alternative action plan. | Verify. Separate confirmed feedback from guesses about selection decisions. | Next action. Change one search experiment without overinterpreting one rejection.

11.02 Ask for feedback

Purpose. Draft a brief, respectful request for actionable feedback without implying the employer owes a detailed explanation.

Minimum inputs. Your account of a setback and any documented feedback.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a constructive career transition coach supporting a security, risk or resilience professional. TASK: Draft a brief, respectful request for actionable feedback without implying the employer owes a detailed explanation Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled learning log and alternative action plan, tailored to the activity “Ask for feedback”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Learning log and alternative action plan. | Verify. Separate confirmed feedback from guesses about selection decisions. | Next action. Change one search experiment without overinterpreting one rejection.

11.03 Review recurring patterns

Purpose. Analyse anonymised counts of applications, interviews and offers to locate possible process bottlenecks.

Minimum inputs. Your account of a setback and any documented feedback.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a constructive career transition coach supporting a security, risk or resilience professional. TASK: Analyse anonymised counts of applications, interviews and offers to locate possible process bottlenecks Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled learning log and alternative action plan, tailored to the activity “Review recurring patterns”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Learning log and alternative action plan. | Verify. Separate confirmed feedback from guesses about selection decisions. | Next action. Change one search experiment without overinterpreting one rejection.

11.04 Rebuild a search plan

Purpose. Develop a realistic revised plan after setbacks using experimentation, social support and manageable goals.

Minimum inputs. Your account of a setback and any documented feedback.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a constructive career transition coach supporting a security, risk or resilience professional. TASK: Develop a realistic revised plan after setbacks using experimentation, social support and manageable goals Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled learning log and alternative action plan, tailored to the activity “Rebuild a search plan”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Learning log and alternative action plan. | Verify. Separate confirmed feedback from guesses about selection decisions. | Next action. Change one search experiment without overinterpreting one rejection.

11.05 Career break narrative

Purpose. Help explain a career gap factually and confidently without manufacturing activities or achievements.

Minimum inputs. Your account of a setback and any documented feedback.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a constructive career transition coach supporting a security, risk or resilience professional. TASK: Help explain a career gap factually and confidently without manufacturing activities or achievements Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled learning log and alternative action plan, tailored to the activity “Career break narrative”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more

than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Learning log and alternative action plan. | Verify. Separate confirmed feedback from guesses about selection decisions. | Next action. Change one search experiment without overinterpreting one rejection.

11.06 Redundancy transition

Purpose. Create an immediate priorities plan for finances, employment rights verification, support, search boundaries and wellbeing.

Minimum inputs. Your account of a setback and any documented feedback.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a constructive career transition coach supporting a security, risk or resilience professional. TASK: Create an immediate priorities plan for finances, employment rights verification, support, search boundaries and wellbeing Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled learning log and alternative action plan, tailored to the activity “Redundancy transition”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Learning log and alternative action plan. | Verify. Separate confirmed feedback from guesses about selection decisions. | Next action. Change one search experiment without overinterpreting one rejection.

11.07 Consultancy alternative

Purpose. Test a consultancy or training pathway for service demand, commercial viability, compliance and conflicts.

Minimum inputs. Your account of a setback and any documented feedback.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a constructive career transition coach supporting a security, risk or resilience professional. TASK: Test a consultancy or training pathway for service demand, commercial viability, compliance and conflicts Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled learning log and alternative action plan, tailored to the activity “Consultancy alternative”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Learning log and alternative action plan. | Verify. Separate confirmed feedback from guesses about selection decisions. | Next action. Change one search experiment without overinterpreting one rejection.

11.08 Plan B and C pathways

Purpose. Develop two credible adjacent routes that reuse my verified skills without abandoning my primary goal prematurely.

Minimum inputs. Your account of a setback and any documented feedback.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a constructive career transition coach supporting a security, risk or resilience professional. TASK: Develop two credible adjacent routes that reuse my verified skills without abandoning my primary goal prematurely Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled learning log and alternative action plan, tailored to the activity “Plan B and C pathways”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Learning log and alternative action plan. | Verify. Separate confirmed feedback from guesses about selection decisions. | Next action. Change one search experiment without overinterpreting one rejection.

Integrated practice worksheets: Part 11

Fill these tables privately. Use an anonymised summary in an AI conversation only if appropriate. Add rows or copy the table in Word as needed.

Worksheet 30. Rejection learning log

Goal. Spot repeated patterns cautiously | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Application and stage	Known reason	Unknown factors	Potential improvement	Next experiment
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 31. Career resilience options map

Goal. Identify credible alternatives | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Plan A	Plan B	Plan C	Minimum viable condition	First step
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Part 12. Manage the search and long-term development

Track outcomes, support promotion and plan beyond the next appointment.

Reader route: choose only the prompts relevant to your current need. Every activity can be completed with pen and paper if AI is unavailable.

12.01 Application tracker

Purpose. Design a simple, privacy-aware application tracker with vacancy, source, version, date, status, next action and follow-up date.

Minimum inputs. Dates, categories, outcomes and broadly stated development goals.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a practical career operations planner supporting a security, risk or resilience professional. TASK: Design a simple, privacy-aware application tracker with vacancy, source, version, date, status, next action and follow-up date Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled tracking and development plan, tailored to the activity “Application tracker”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Tracking and development plan. | Verify. Reconcile records with confirmations and review what actions actually helped. | Next action. Schedule one practical weekly or monthly review.

12.02 Weekly evidence review

Purpose. Help review activities and outcomes, distinguish quantity from quality and choose next-week experiments.

Minimum inputs. Dates, categories, outcomes and broadly stated development goals.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a practical career operations planner supporting a security, risk or resilience professional. TASK: Help review activities and outcomes, distinguish quantity from quality and choose next-week experiments Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled tracking and development plan, tailored to the activity “Weekly evidence review”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Tracking and development plan. | Verify. Reconcile records with confirmations and review what actions actually helped. | Next action. Schedule one practical weekly or monthly review.

12.03 Professional development plan

Purpose. Translate genuine skill gaps into low-cost learning, practice and evidence of application.

Minimum inputs. Dates, categories, outcomes and broadly stated development goals.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a practical career operations planner supporting a security, risk or resilience professional. TASK: Translate genuine skill gaps into low-cost learning, practice and evidence of application Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled tracking and development plan, tailored to the activity “Professional development plan”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Tracking and development plan. | Verify. Reconcile records with confirmations and review what actions actually helped. | Next action. Schedule one practical weekly or monthly review.

12.04 Internal promotion strategy

Purpose. Map stakeholders, performance evidence, stretch assignments and progression conversations within my current employer.

Minimum inputs. Dates, categories, outcomes and broadly stated development goals.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a practical career operations planner supporting a security, risk or resilience professional. TASK: Map stakeholders, performance evidence, stretch assignments and progression conversations within my current employer Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled tracking and development plan, tailored to the activity “Internal promotion strategy”. Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Tracking and development plan. | Verify. Reconcile records with confirmations and review what actions actually helped. | Next action. Schedule one practical weekly or monthly review.

12.05 First 30/60/90 days

Purpose. Create a practical onboarding plan that tests assumptions, listens to stakeholders and avoids making premature commitments.

Minimum inputs. Dates, categories, outcomes and broadly stated development goals.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

> Act as a practical career operations planner supporting a security, risk or resilience professional. TASK: Create a practical onboarding plan that tests assumptions, listens to stakeholders and avoids making premature commitments Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled tracking and development plan, tailored to the activity “First 30/60/90

days". Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Tracking and development plan. | Verify. Reconcile records with confirmations and review what actions actually helped. | Next action. Schedule one practical weekly or monthly review.

12.06 Long-term career review

Purpose. Design a quarterly review of capability, interests, market conditions, network, wellbeing and career options.

Minimum inputs. Dates, categories, outcomes and broadly stated development goals.

Privacy check. Use anonymised, authorised professional information. Never disclose protected operations, access details, sensitive client names or identity documents.

COPY-READY CHATGPT PROMPT

Act as a practical career operations planner supporting a security, risk or resilience professional. TASK: Design a quarterly review of capability, interests, market conditions, network, wellbeing and career options Ask at most three essential clarifying questions, one at a time, if details are missing; otherwise begin. Use only information I supply or sources you can actually verify. Do not invent achievements, employers, vacancies, fees, licences or legal rules. OUTPUT: Produce a clearly labelled tracking and development plan, tailored to the activity "Long-term career review". Include a short table with findings or options, a column for supporting evidence, a column for uncertainties and a final list of no more than five actions. Distinguish confirmed facts, plausible inferences and unknowns. Where live research is required, cite dated primary sources and disclose when you could not verify them. Protect confidential security-related information and leave decisions to me.

Expected output. Tracking and development plan. | Verify. Reconcile records with confirmations and review what actions actually helped. | Next action. Schedule one practical weekly or monthly review.

Integrated practice worksheets: Part 12

Fill these tables privately. Use an anonymised summary in an AI conversation only if appropriate. Add rows or copy the table in Word as needed.

Worksheet 32. CPD evidence log

Goal. Track learning with demonstrated application | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Learning need	Free source / course	Date completed	Applied evidence	Next refresh
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Worksheet 33. First 30/60/90-day planner

Goal. Prepare a safe and credible start | How to use: fill at least three evidence-backed entries, identify one uncertainty, and set a concrete next action.

Period	Relationships and listening	Priority deliverable	Measures / evidence	Support needed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reflection: What is supported by evidence? _____ What remains uncertain? _____ Next action and date: _____

Annex A. Security, risk and resilience career landscape

Separate industry, professional function and employer job title. These routes are hypotheses to investigate, not promises of eligibility. Verify licences and role-specific standards before paying for training.

Transferable capability clusters	Example evidence
Risk judgement and decision support	Record a verified task, decision, impact and safe-to-share supporting evidence
Threat and intelligence analysis	Record a verified task, decision, impact and safe-to-share supporting evidence
Investigations and evidence	Record a verified task, decision, impact and safe-to-share supporting evidence
Protection and operations	Record a verified task, decision, impact and safe-to-share supporting evidence
Crisis, emergency and resilience	Record a verified task, decision, impact and safe-to-share supporting evidence
Governance, audit and compliance	Record a verified task, decision, impact and safe-to-share supporting evidence
Technology, cyber and data	Record a verified task, decision, impact and safe-to-share supporting evidence
Leadership, learning and communication	Record a verified task, decision, impact and safe-to-share supporting evidence
Sector context, regulation and language	Record a verified task, decision, impact and safe-to-share supporting evidence
Commercial, programme and stakeholder delivery	Record a verified task, decision, impact and safe-to-share supporting evidence

From	Possible direction	Transferable bridge	Gap to verify
Security officer	Security supervisor	incident response and site handovers	supervision and scheduling
Security supervisor	Security manager	operations and team management	budget and governance
Corporate security	Enterprise risk	risk assessment and control monitoring	ERMs and financial risk context
Corporate security	Business continuity	incident response and critical assets	business impact analysis
Aviation security	Security management systems	regulation and assurance	management systems and validation
Aviation security	Corporate security	compliance and operational risk	commercial enterprise context
Maritime security	Supply chain security	ports, cargo and access control	end-to-end logistics
Police investigations	Corporate investigations	interviews and evidence	corporate HR and data protection
Military leadership	Security operations	team decisions and briefings	civilian stakeholder language
Security technology	Cyber-physical security	systems integration	OT, networks and IoT
Cyber analyst	Cyber threat intelligence	incident analysis	intelligence cycle
Security audit	Risk assurance	evidence-based controls	sector risk methods
Crisis management	Executive risk advisory	decision-making under uncertainty	commercial advisory
Security trainer	Learning and development	instruction and assessment	learning design
Senior security director	Consultancy	strategy, governance and networks	contracting and business development
Risk specialist	AI governance	assurance and controls	AI lifecycle and model risk

Annex B. Professional associations and communities

Professional membership is optional. Different bodies offer different credentials and event access; check current costs and eligibility.

Organisation	Area / caveat	Official starting point
ASIS International	Security management and international chapters	https://www.asisonline.org/
The Security Institute	Security professionalism and professional networks	https://www.security-institute.org/
Association of Security Consultants	Consultancy and security advisory	https://www.securityconsultants.org.uk/
International Professional Security Association	Operational security and industry networking	https://www.ipsa.org.uk/
Institute of Risk Management	Enterprise and operational risk	https://www.theirm.org/
Business Continuity Institute	Continuity and organisational resilience	https://www.thebci.org/
ISACA	Technology risk, IT audit and information governance	https://www.isaca.org/
ISC2	Cybersecurity knowledge and qualifications	https://www.isc2.org/
Chartered Institute of Information Security	Information security career development	https://www.ciisec.org/
RIMS	Risk management and insurance	https://www.rims.org/
Association of Certified Fraud Examiners	Fraud investigation and financial crime	https://www.acfe.com/
IAPP	Privacy and information governance	https://iapp.org/
ICAO	Aviation security publications and sector context; not equivalent to individual member association	https://www.icao.int/
IATA	Aviation industry programmes and professional learning	https://www.iata.org/
IMO	Maritime security instruments and industry context	https://www.imo.org/

Annex B: Examples and reader-led discovery

The organisations in Annex B are illustrative examples, not an exhaustive directory or recommendations to pay for membership. Inclusion does not imply endorsement, sponsorship or affiliation with Avsec Resilience Ltd. Readers should check eligibility, access, cost, geographical relevance and genuine professional value. Free public events and learning may be sufficient for many purposes.

B1 Find associations and communities aligned with my needs

COPY-READY CHATGPT PROMPT

> Act as an impartial professional-development adviser. Ask one question at a time about my current and emerging specialisms, career stage, location, travel catchment, budget and learning, networking, mentoring or volunteering goals. Research current associations, institutes, chapters and professional communities in security, risk, resilience and adjacent disciplines. For each, provide its official website, focus, membership conditions, verified costs, free access options, events and relevant opportunities. Do not assume membership is necessary. Shortlist organisations and propose a 30-day engagement plan; distinguish verified facts from assumptions.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

Annex C. Events and networking catchment

Use five rings: free online, local, regional day-trip, national planned visit, international or specialist. The date, admission fee and access rules for any event must be checked with the organiser.

Source	Use	Official starting point
Professional association event pages	CPE sessions, seminars, chapters	Official association websites above
The Security Event	UK security industry exhibition	https://www.thesecurityevent.co.uk/
Eventbrite	Public events and webinars	https://www.eventbrite.co.uk/

Source	Use	Official starting point
Meetup	Local interest and professional communities	https://www.meetup.com/
Security BSides	Community cybersecurity events; local fees vary	https://www.securitybsides.org/
University event calendars	Public lectures and academic engagement	Verify the relevant university official site

Annex C: Illustrative event directory

AllSecurityEvents.com | https://allsecurityevents.com/ | https://allsecurityevents.com/upcoming-events/ . This is an example discovery directory, not a guarantee that a listing is current or available. Verify all dates, fees, registration and CPD/CPE claims directly with the event organiser. Other directories and sources may better match the reader's interests.

C1 Find relevant events and CPD/CPE opportunities

COPY-READY CHATGPT PROMPT

> Act as an impartial security and professional-development events researcher. First ask about my disciplines, career goals, location and travel limits, dates, time zone, budget, virtual or physical preferences and whether recognised CPD/CPE is essential. Start with AllSecurityEvents.com and expand to official organisers, professional associations, research institutions, universities and specialist event calendars. Give event name, date, local time, format, organiser, audience, confirmed price, official registration link, networking opportunities and verified CPD/CPE acceptance when available. Flag unverified entries. Create a chronological shortlist and practical event preparation and follow-up plan.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

Annex D. Think tanks, universities and research communities

A think tank is a possible source of learning and professional discussion, not an automatic employer or neutral authority. Review funding, methods and accessibility before forming conclusions.

Organisation	Research theme	Site
RUSI	National security, defence and intelligence	https://www.rusi.org/
Chatham House	International affairs and geopolitics	https://www.chathamhouse.org/
IISS	Strategic studies and defence	https://www.iiss.org/
CSIS	International security and technology	https://www.csis.org/
RAND	Public policy, defence and resilience	https://www.rand.org/
SIPRI	Peace, security and armaments	https://www.sipri.org/
Universities	Security, criminology, cyber, risk and international relations	Find official university programme and events pages

Annex D: Research and academic discovery

Defence Research Network | https://defenceresnet.org/ . Include as an illustrative research network for readers interested in defence, security, interdisciplinary research and academic-practitioner exchange. Readers should verify its current activities and eligibility on the official website. The other think tanks, universities and research groups named in this annex are also examples, not a definitive or endorsed directory.

D1 Find research organisations that align with my interests

COPY-READY CHATGPT PROMPT

> Act as an impartial research and career-development adviser. Ask one question at a time about my professional discipline, interests, location, budget and goals for research, academic learning, speaking, writing, mentoring or collaboration. Identify relevant think tanks, university centres, academic networks, research groups and professional

communities, including the Defence Research Network as one possible starting point. Look outside the named examples. Compare each organisation's verified specialisms, publications, events, free access, affiliation requirements, official URL and possible engagement routes. Do not invent fellowships, vacancies, contacts or opportunities. End with a manageable 30-day engagement plan.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

Annex E. Free and limited-free online research tools

Free access status can change. A public record is evidence of a filing, not necessarily verification of every statement it contains. Technical safety scans do not prove that a recruiter is honest.

Category	Tool and URL	Research value	Caution / access
Company registration	Companies House https://find-and-update.company-information.service.gov.uk/	UK filings, officers, names and accounts	Public search generally free; filed facts not independently guaranteed
Official notices	The Gazette https://www.thegazette.co.uk/	UK insolvency and statutory notices	Free search; not a comprehensive risk score
Corporate registries	OpenCorporates https://opencorporates.com/	Cross-jurisdiction company lookup	Access and rate limits may apply
Historical websites	Wayback Machine https://web.archive.org/	Compare archived website pages with present claims	Archived coverage incomplete
Historical government sites	UK Government Web Archive https://www.nationalarchives.gov.uk/webarchive/	Historical public-sector publications	Coverage varies
Website metadata	ICANN Lookup https://lookup.icann.org/en	Domain registration lookup	Registration privacy may restrict details
Safe browsing	Google Safe Browsing https://transparencyreport.google.com/safe-browsing/search	Known website security warnings	No finding does not prove trust
URL scanning	VirusTotal https://www.virustotal.com/	Indicators from security engines	Do not submit private URLs or files
URL scanning	urlscan.io https://urlscan.io/	Website scan data	Public scans may reveal submitted URLs
Public contracts	Contracts Finder https://www.gov.uk/contracts-finder	UK public-sector procurement	Not all commercial customer work appears
Public contracts	Find a Tender https://www.find-tender.service.gov.uk/	UK procurement notices	Not a guarantee of supplier financial strength
European procurement	TED https://ted.europa.eu/	European procurement notices	Scope and search filters vary
Employment records	Employment Tribunal Decisions https://www.gov.uk/employment-tribunal-decisions	Published GB employment decisions	A claim is not itself proof of misconduct
International employment	UK sponsor register https://www.gov.uk/government/publications/register-of-licensed-sponsors-workers	UK sponsor eligibility checks	Current legal rules and specific role need verification
Professional networks	LinkedIn https://www.linkedin.com/	People, roles, employers and events	Free usage and visibility limits vary
Employer reviews	Glassdoor https://www.glassdoor.co.uk/	Self-selected employee and interview reviews	Subjective and not representative
News and monitoring	Google News https://news.google.com/	Dated public reporting	Check source quality and original date
News and monitoring	Google Alerts https://www.google.com/alerts	Optional notifications for named organisations	Coverage incomplete

Category	Tool and URL	Research value	Caution / access
Location research	Google Maps https://www.google.com/maps	Estimate workplace location and routes	Verify actual site and travel time
Events	Eventbrite https://www.eventbrite.co.uk/	Search free public talks and networking events	Some events are paid or restricted

Annex F. Employer and recruiter due diligence

Investigate three separate questions: (1) Is the individual contacting me who they claim to be? (2) Is the organisation legitimate and relevant? (3) Is the particular vacancy current, authorised and suitable? Do not collapse these into a single trust score.



Checking employers, recruiters and opportunities before acting.

Stage	Evidence to seek	Action if unclear
Identity	Independent company/contact directory and corporate record	Contact the firm through a separately verified channel
Recruiter mandate	Specific employer, client, role and authority to represent	Seek written clarification before authorising CV submission
Role authenticity	Employer career page or direct HR confirmation	Ask whether the role is funded and live
Candidate consent	Recipient, role, CV version, date	Keep a submission log and withhold consent if unclear
Employer context	Accounts, regulatory records, news, history, reviews	Record source dates; distinguish claims and opinions
Terms	Reporting lines, pay range, site/travel, contract terms	Request written details or independent advice

Great Britain: official guidance states that employment agencies/businesses are generally prohibited from charging work-seekers for finding them jobs, with narrow exceptions. Verify current rules and jurisdiction. Source: https://www.gov.uk/government/publications/conduct-regulations-2003-guidance-for-employment-agencies-and-employment-businesses/overview-of-the-conduct-regulations-2003

Annex F: Guided verification research

The sources and tools in this annex are examples, not definitive legitimacy tests. Registration records, staff reviews, historical websites and online commentary may be incomplete. Distinguish verified findings from allegations, and seek appropriate professional advice for consequential legal or financial issues.

F1 Research an employer, recruiter or vacancy responsibly

COPY-READY CHATGPT PROMPT

> Act as an impartial employment due-diligence assistant. Ask which organisation, recruiter or vacancy I wish to investigate and its jurisdiction, without requesting unnecessary personal details. Guide me through checking official corporate and regulatory registers, legitimate contact channels, vacancy details, official websites, relevant public records and archived websites when useful. Create an evidence log with source, date, confirmed finding, uncertainty, possible concern and next verification step. Separate facts from allegations and unknowns. Do not declare an entity fraudulent without sufficient support. Suggest questions to ask and appropriate official reporting routes for suspected scams. Never present this exercise as legal advice.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

Annex G. Wayback Machine: then versus now

Open the current company site and save the exact URL. On web.archive.org, look up dated snapshots of the domain. Compare like-for-like pages where possible and use a registry, dated news or direct clarification to corroborate differences.

Aspect	Archived observation and date	Current observation and date	Neutral clarification question
Company services	_____	_____	What has changed in the operating model?
Leadership	_____	_____	Who currently owns this function?
Locations	_____	_____	Where would the role actually be based?
Recruitment messaging	_____	_____	Has the role or required skill mix changed?

Missing snapshots, site redesigns and changes in claims are prompts for further research, not evidence of wrongdoing. Never invent an archived page.

Annex H. Candidate protection and digital safety

☐ Check addresses and identities independently, not solely through the recruiter's message.

☐ Do not pay an unexpected fee to receive an interview, job offer or identity check.

☐ Do not open unknown attachments or login links without independent verification.

☐ Do not submit identity records, bank details or security-sensitive case studies before legitimacy and necessity are established.

☐ Keep a dated log of recruiter contacts, consent and application versions.

☐ Distinguish unusual recruitment behaviour from proved fraud and avoid unverified allegations.

☐ Seek official guidance for possible scams and follow organisational reporting rules for security-sensitive approaches.

UK official starting points: https://www.ncsc.gov.uk/ ; https://www.gov.uk/employment-agencies-and-businesses ; https://www.reportfraud.police.uk/

Annex I. Worksheet index

No.	Worksheet	Location
1	Career readiness snapshot	Part 1
2	Interests and values sorter	Part 1
3	Career satisfaction audit	Part 1
4	Capability evidence inventory	Part 1
5	Transferable-skills map	Part 2
6	Career-options longlist	Part 2
7	Pathway comparison	Part 2
8	Skills-gap analyser	Part 2
9	Career experiment planner	Part 2
10	Employment priorities hierarchy	Part 3
11	Catchment-area planner	Part 3
12	Total reward and commute	Part 3
13	Opportunity scorecard	Part 3
14	Search-term generator	Part 4
15	Job-search channel tracker	Part 4
16	Vacancy-verification checklist	Part 4
17	CV evidence bank	Part 5
18	Claim-verification checklist	Part 5
19	Application tracker	Part 6
20	Recruiter credibility and consent log	Part 7
21	Employer research profile	Part 7
22	Historical claims comparison	Part 7
23	Professional network map	Part 7
24	Event-value selector	Part 7
25	Interview evidence matrix	Part 8
26	Interview reflection	Part 8
27	Assessment preparation boundaries	Part 9
28	Contract questions log	Part 10
29	Multiple-offer comparator	Part 10
30	Rejection learning log	Part 11
31	Career resilience options map	Part 11
32	CPD evidence log	Part 12
33	First 30/60/90-day planner	Part 12

Annex I: How to use the worksheets

Choose the worksheet that matches your immediate question, such as comparing roles, salaries, employer evidence or professional-development options. Complete only the fields you can evidence. Mark unknowns honestly. If using AI, share only anonymised, non-sensitive details. Check any calculations, non-negotiable requirements and important uncertainties before deciding. Scores can support reflection but cannot determine the correct decision.

Worked example: comparing two fictional roles

Decision factor	Offer A (fictional)	Offer B (fictional)
Role	Security Manager	Regional Security Adviser
Annual base pay	£55,000	£62,000
Working pattern	Five days on site	Hybrid, two days on site

Illustrative commute	70 minutes each way	40 minutes each way
Unknown to verify	Progression and pension	Travel frequency and contract terms

The higher salary does not determine the right choice. Compare actual take-home pay, pension, contractual provisions, commuting costs, personal priorities and uncertainties. Do not treat this fictional illustration as market salary evidence.

I1 Help me complete and understand an Annex I worksheet

COPY-READY CHATGPT PROMPT

> Act as an impartial career decision-support adviser. Ask which Annex I worksheet or decision I wish to work on and follow its actual fields when I provide them. Explain its purpose in plain English, then ask one question at a time. Separate confirmed facts, estimates, preferences, non-negotiable conditions and unknowns. Show assumptions and arithmetic when comparing figures. Help me complete a copy-ready table, challenge weak reasoning and list verification questions. Leave the decision to me. Explain when legal, financial, tax, pension or immigration advice may be needed; do not offer regulated professional advice.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

Worksheet guidance: Need help? Copy the worksheet title and its headings into ChatGPT, then use Prompt I1. Verify important answers independently.

Annex J. Master prompts, action plans and edition control

Reusable career-assistant setup

> Help me make my own career decisions. Use British English unless I ask otherwise. Never invent my achievements, clearances, qualifications, salaries, employers or experience. Ask for the minimum information needed. Alert me to security-sensitive and confidential content. Distinguish verified facts, inferences and unknowns. Do not treat personality inventories as diagnoses or assume promotion is always best. For current vacancies, requirements, salaries, events and AI settings, cite dated official sources where available. Challenge my assumptions constructively but leave final decisions to me. Flag legal, financial, vetting, medical or other matters requiring human expertise.

Career challenge prompt

> Challenge my career plan without making my decision. Identify my five biggest assumptions, the evidence supporting each, one contrary interpretation, an opportunity cost and three alternative pathways. Ask me which trade-offs I would accept and propose safe, low-cost experiments to test the options.

Adaptable action plans

Reader situation	First seven days	Next 30 days	By 90 days
Entry-level	Map skills and three functions	Build CV and apply selectively	Review outcomes and close one evidence gap
Career transition	Translate experience safely	Research target requirements and contacts	Test two or three pathways
Unemployed	Set feasible conditions and support	Structured multichannel search	Review response patterns and alternatives
Executive	Define mandate and confidentiality boundaries	Target firms and search consultants	Build a focused, verified opportunity pipeline
Internal promotion	Clarify desired responsibility	Evidence against next-level criteria	Seek real stretch work and feedback
Returning professional	Refresh evidence inventory	Identify re-entry and flexible employers	Review work patterns and development options

Reader situation	First seven days	Next 30 days	By 90 days
Consultant	Define buyer and problem	Test demand and commercial requirements	Validate a viable pipeline before switching

Publication and reader-feedback process

Proposed permanent address: https://www.avsec-resilience.com/security-career-navigator/ . Display the current edition and publication date, last verified links, correction log and an optional feedback form. Do not collect unnecessary personal data. Verify reader reports before changing factual guidance.

Feedback category	Editorial handling
Broken link or changed feature	Verify and fix in a minor update
New prompt / career specialism	Evaluate evidence and fit for next edition
Legal or factual concern	Escalate and correct rapidly after checking
Ease-of-use issue	Include in user testing and accessibility review
Experience report	Request consent before quotation; minimise personal data

Companion Excel tracker: optional, not required

The Word booklet remains fully usable without an Excel workbook. Readers who prefer a dashboard may request an optional local, macro-free tracker. Avoid adding private or sensitive details; give dates and figures a clearly labelled verification status.

J1 Build my optional Career Navigator Excel dashboard

COPY-READY CHATGPT PROMPT

> Create an actual editable Excel workbook if file creation is available. Include Dashboard, Career Objectives, Job Opportunities, Applications Tracker, Recruiters, Employer Due Diligence, Networking, CPD/CPE, Interviews, Offers, Action Planner, Career Development Plan and Settings/Instructions. Use Excel Tables, dropdowns, appropriate formulas and clear simple charts for applications, interviews, actions and learning. Use British English, DD/MM/YYYY dates, accessible white/navy design and no macros, paid extensions or login. Include verified versus estimated fields and simple privacy instructions. Test formulas, blanks and filters. If an actual file cannot be created, say so and provide a manual template instead.

Reader action. Save the results privately, check material facts against reliable sources, then record one practical next step.

Image-ready editorial plan

Eleven landscape matte 3D CGI illustrations are integrated alongside their relevant content. They support navigation, privacy, professional research, interviews and career decisions. Each illustration includes descriptive alternative text. The final thank-you image uses a generated QR code that links to the official edition page; verify the page and scanning before publication.

Research basis and references

Primary editorial basis: The Security Professional's Career Navigator: Research Foundation and Publication Blueprint (69 pages, supplied by Avsec Resilience Ltd, November 2026), and the earlier Version 1.0 working draft. The following links are starting points for verification, not a claim that all topics have been independently re-researched in RC2.

Reference	URL
OpenAI Data controls	https://help.openai.com/en/articles/7730893-data-controls-in-chatgpt
OpenAI Temporary Chat	https://help.openai.com/en/articles/8914046-temporary-chat-in-

Reference	URL
	chatgpt
OpenAI Memory	https://help.openai.com/en/articles/8590148-memory-in-chatgpt
UK employment agency guidance	https://www.gov.uk/employment-agencies-and-businesses
Employment agency Conduct Regulations guidance	https://www.gov.uk/government/publications/conduct-regulations-2003-guidance-for-employment-agencies-and-employment-businesses/overview-of-the-conduct-regulations-2003
UK Information Commissioner	https://ico.org.uk/
National Careers Service	https://nationalcareers.service.gov.uk/
UK Cyber Security Council	https://www.ukcybersecuritycouncil.org.uk/
ENISA ECSF	https://www.enisa.europa.eu/topics/education/european-cybersecurity-skills-framework
NICE Framework	https://niccs.cisa.gov/workforce-development/nice-framework
Companies House	https://find-and-update.company-information.service.gov.uk/
Internet Archive	https://web.archive.org/

Release gate: required before public Version 1.0

☐ Independent legal and copyright review (including any Creative Commons licence).

☐ Verify all live links, free-access descriptions and employer/recruiter legal statements.

☐ Check current OpenAI UI and feature descriptions against official documentation.

☐ Run document accessibility checks, including Word headings, table headers, contrast and screen-reader navigation.

☐ Test at least eight readers across career stages and security specialisms; collect feedback on actual worksheet completion.

☐ Confirm the version webpage is live and feedback privacy notice is accurate.

☐ Proofread all prompts and eight worked examples for consistency and usefulness.

Thank You for Using The Security Professional's Career Navigator

Thank you for exploring this free professional development resource. Whether you are entering the profession, considering a new direction or preparing for your next opportunity, we hope the guide helps you ask better questions, find credible information and make informed decisions.

Your career is your journey. The decisions remain yours.



Thank you for using the Career Navigator. Check the latest edition using the official website.

Access the Latest Edition

Future editions, updates, corrections and feedback information are intended to appear at the permanent webpage below. The URL must be checked before the booklet is released.

The QR code in the illustration above leads to the permanent edition webpage. The full URL is provided below for accessibility.

https://www.avsec-resilience.com/security-career-navigator/

We welcome suggestions, corrections, broken-link reports and ideas for future editions.

Optional professional learning: https://www.youtube.com/@AvsecTv

Published by Avsec Resilience Ltd | Release Candidate 3 | Editorial review copy