

THE JOB SEARCH



Halecroft Recruitment
Executive Search & Selection

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THE STAGES OF JOB SEARCHING

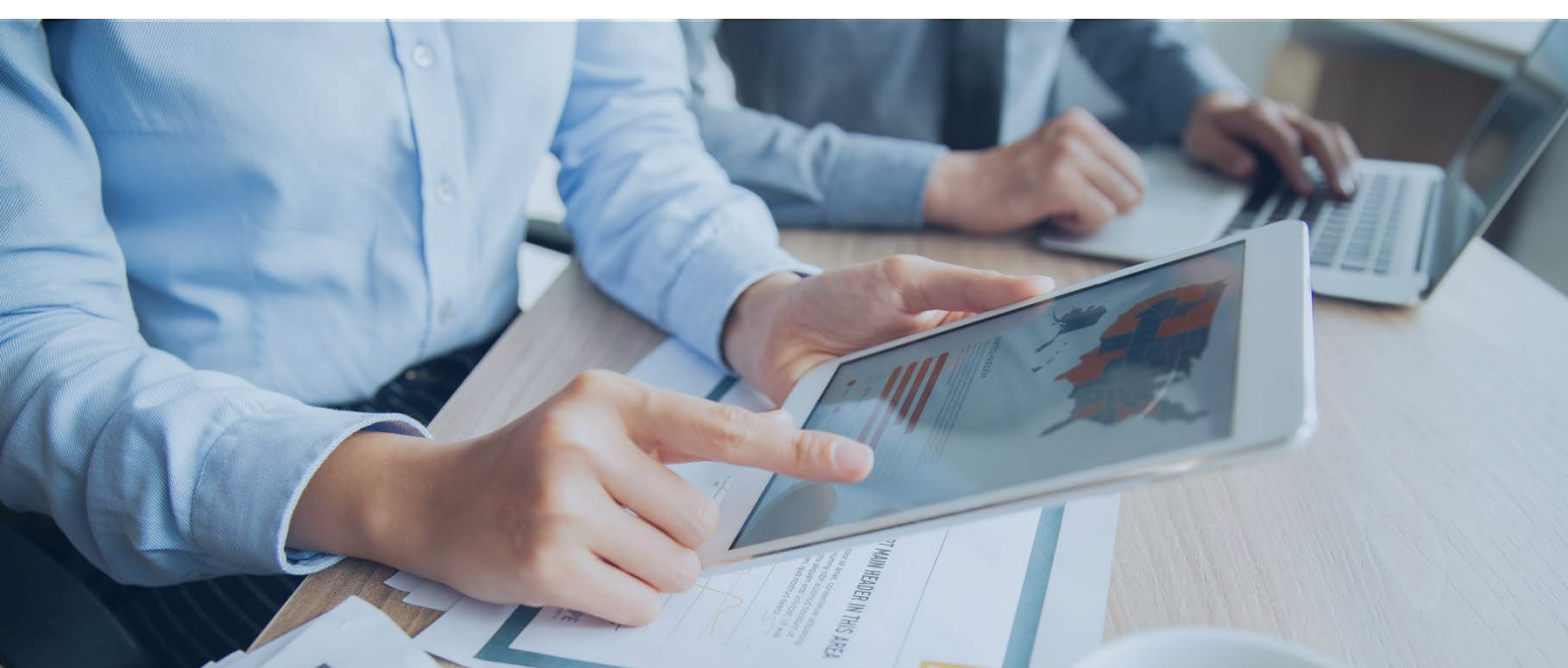
When you make the decision to search for a new role there are some things which will help to make your search more successful.

First you will need to acknowledge and accept that there will be a change in your life. Change can be challenging, exciting, scary and for most of us we will experience a range of emotions when faced with change. The booklet [Dealing with Change and Transition](#) provides more information on this aspect.

There are six phases to your job search.

- Phase 1: Self Analysis
- Phase 2: Creating your CV
- Phase 3: The Job Search
- Phase 4: Making the Application
- Phase 5: The Selection Process
- Phase 6: Getting an Offer

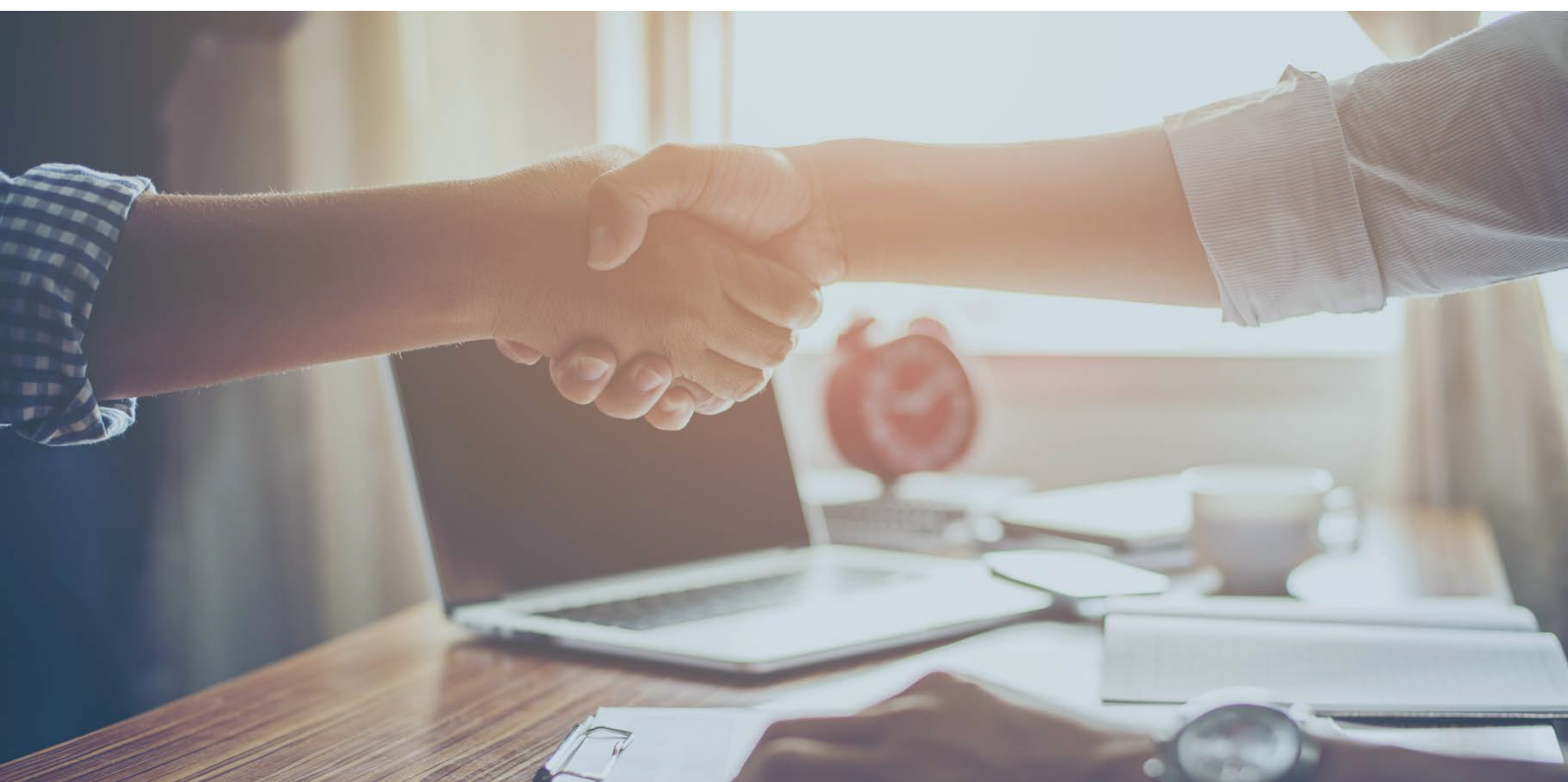
Within this booklet we will cover the self-analysis and Job search phases.



SELF-ANALYSIS

Before beginning your job search, it is important to assess yourself and your current situation. Take time to evaluate your interests, personality, values, skills, preferred work environments and future goals are crucial to the assessment process. Some questions to ask yourself at this point are:

- What are your hobbies and interests?
- How do you spend your spare time?
- What would your ideal job or career be?
- Do you prefer to work independently or as a member of a team?
- What are your strengths and weaknesses?
- Are you willing to relocate?
- What salary do you need to earn to maintain your lifestyle?
- Are you willing to modify your lifestyle to adapt to a different salary?
- What working hours are you willing to consider – part-time, shifts, weekends?
- Are you willing or able to commute? If so, how far?
- How much time do you want to spend at work?
- Would you consider full or part-time education or retraining?



PERSONALITY PROFILE

Often the way in which we perceive ourselves and the image we believe we portray to the world is different to how other people see you. It is important to understand if there are differences between the image which you think you are projecting to others and what they actually see. There are exercises in the booklet [Personal Brand](#) which can help you to identify any differences.

JOB ANALYSIS AND YOUR ACHIEVEMENTS

This element is vital for you to understand your strengths and development areas, what you do and don't like about past roles. This will inform your job search. It is also helpful in generating content for your CV.



Consider your current/last role and fill in the following table:

Job Title:	
Key Areas of Responsibility and Main Duties: <ul style="list-style-type: none"> • E.g. Responsible for a team of 5 Administrators. • E.g. Responsible for handling client complaints. • • • • • 	
What I do well in this role:	Areas I could improve on in this role:
What I like about this role:	What I don't like about this role?

You should also make a list of any achievements within your current/last role. Think about examples where you contributed to a positive outcome which could be measured and would be of interest to a future employer. For example, you may have implemented a more efficient customer call handling process which reduced customer complaints about waiting time by 15%.

Write down up to 5 key achievements for your current/last role indicating what you did, the outcome or results and what it meant for you, your team or organisation.

1	
2	
3	
4	
5	

Think carefully about your past contributions where you may have:

- designed or implemented something
- recruited or trained someone
- took responsibility for something
- managed a project
- made a suggestion that was adopted
- improved productivity
- improved quality
- planned or developed something
- improved something
- reduced or eliminated something e.g. waste, time

You will need to do this for any other roles which you have had. You can use this information when creating your CV and it will help inform your job search going forward.

TARGETING A ROLE OR EMPLOYER

You may have a very clear vision about what your next role will be, you might have a few ideas or none. The key to developing a focus on the type of role you would like to target is self-knowledge. Without this you cannot decide what type of opportunities to explore or understand how to market yourself to potential employers.

Make a list of examples of jobs or types of opportunity you could search for:

You may wish to target organisations which suit you best by thinking of characteristics of your ideal employer and assess opportunities against the criteria. Some examples would be size or organisation, location, products they produce or services they provide, are they ethical, levels of responsibility, organisational culture.

Make a list of the characteristics of your ideal organisation in the box below.

By identifying organisational characteristics you will be able to research opportunities from various sources and select organisations close to your profile that would provide an environment and job which suits you.



SOURCES OF JOBS

There are several sources of jobs which you can exploit. You can work with a Recruiter or Agency to market you to prospective employers. They will promote your strengths, skills and match you with suitable organisations and roles. You can also search online for opportunities, contact an organisation directly and use your own network as a source of opportunity.

JOBS VIA THE INTERNET

The internet is the way most organisations advertise their vacancies. This may be on their own company website or a job board.

A selection of internet job boards are listed below:

- www.totaljobs.com
- www.reed.co.uk
- www.fish4.co.uk
- www.jobsite.co.uk
- www.monster.co.uk
- www.indeed.co.uk

There are many general jobsites and there are several specialist sites. You can search the jobsites for suitable opportunities by keyword, location, job title. You can also post your CV on the sites which allows potential recruiters to find you. Some job sites have a CV builder tool that you can complete and other tools like email alerts which you should take advantage of.

A company will often have a careers section on their website where they list current vacancies and provide information on how to apply. If this is an organisation close to your ideal company then even if you do not meet all the requirements of a current role or they do not have a suitable position currently, submit your details and CV as your details will be entered in to their database and may contact you when a suitable position arises.



DIRECT APPROACH

You may wish to consider making a speculative approach to one of your target organisations. You should do some careful research and identify the person whom you need to contact. This may be the HR or Recruitment Team, or the Head of Function. This may be via email or phone call. Do follow up any email with a phone call to check your email has been received.

You should be concise, relevant and interesting. Introduce yourself as someone with recent experience within your industry. Follow with three impressive points about your skills or experience which would be of interest to the listener. Ask if there are any current opportunities which would utilise these skills.

You can tailor the approach to your own personal style. If you do not feel confident practice with a friend.

NETWORKING

By networking you can often find out about a vacancy before it is advertised. Make a list of everyone you know, ideally 50 or more names. This will act as your primary network. These could be friends, family, neighbours, acquaintances, teachers, professors, career counsellors, even your hairdresser. Everyone they know will act as your secondary network. You can also build your network by attending events or networking opportunities related to your sector. Check online what opportunities there are near you.

When approaching a contact, do not ask for a job but instead ask for advice, guidance or suggestions as people are usually very happy to help. Let them know about your situation. Thank your contact for listening and any information they have given.

THE 'GIG' ECONOMY

This term is a very recent term which covers freelance and self-employed individuals. Consider if this is an opportunity you can exploit with your skills. 'Gigs' can be a single piece of work, for example you get paid to copy type something, or a long-term opportunity like managing a project. This can be a good opportunity if having control over what you do, when you work and who you work for is important to you. Take some time to research this if you think this could work for you.

