

PROMOTION CAREER SOLUTIONS

YOUR JOB SEARCH CHECKLIST

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10 TIPS FOR SUCCESS IN YOUR JOB SEARCH

Most people have never been taught how to find a job.

Research shows the average worker spends 4 years in a job. You may have as many as 12-15 jobs over the course of your career.

What you need to know to be successful in your job search.

Follow these checklists to learn how to find your new job faster. Remember, you only need one company to hire you. Instead of focusing your efforts on making dozens or hundreds of contacts with prospective employers, be selective!

ONE



Start with the end in mind. Take the time to think about what kind of job you're targeting. What job title, functional roles, and industry are you interested in? Be specific. What companies would you like to work for? If your ideal job was available, how would you describe it?

TWO



Get organized. Take time to organize your job search. Outline your strategy then use your plan to create a weekly list of activities.

THREE



Plan ahead. Create a schedule each day for your job search activities. Make a list of each activity. Outreach, networking, contacting, following up, writing – each of these elements are part of your success. Plan for and keep track of your activities.

FOUR



Be intentional. Find and set aside a workspace for your job search. Designate a specific area to use when conducting your job search. This should be an area free of distractions.

FIVE



Work. Devote time to your job search. The more time and energy you invest in the right activities, the faster your job search progresses. If you are not currently working, commit to a work schedule of 20-30 hours per week. If you are currently working, decide what time you can afford to invest, knowing your competition may be investing as much as 30+ hours per week.

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SIX



Be Gentle with Yourself. Your motivation is going to increase and decrease, depending on the success you experience in reaching your job search goal. Reward yourself for effort, not for results.

SEVEN



Lean on others. Seek out and enlist the support of the people closest to you. They want to help. Ask your family and friends to support you. Join a job club. Use the services offered by your city, county, or state employment office. Contact your university alumni association. Hire a résumé writer and/or career coach. **You don't have to go it alone in your job search.**

EIGHT



Motivate one another. Enlist an accountability partner. Recruit one person to support, encourage, and motivate you in your job search. This can be a friend, another job seeker, or a career professional. **Choose someone who can be objective with you — and critical of your efforts — when they need to be. That role might be too difficult for a spouse/partner.*

NINE



Prepare for questions. It can be easier to get a job if you have a job (even if the job isn't related to the job you want). Employers sometimes see hiring someone who is unemployed as "riskier" than hiring someone who is already working. Use this information to prepare for questions about your current employment situation.

TEN



Consider remote work. If you are having difficulty finding a job in your area, consider remote work before considering relocation. If you live in an area with high unemployment — especially in your industry — consider whether remote work versus moving to another city, state, or region would improve your chances of getting hired.

Reward yourself for effort, not for results.

“YOU DON’T
HAVE TO SETTLE.
IT’S A CHOICE
YOU GET TO
MAKE EVERY
DAY.”

Seth Godin

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