



Resource

Top Tips for Job Search

Resource

1. Consider the employer/employee relationship

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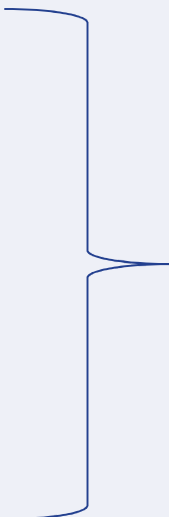
Focus on

- what you want from your job/career
- what employers want from you in return

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What are employers looking for from you?

- Behaviours
- Experience
- Knowledge
- Qualifications
- Skills
- Values

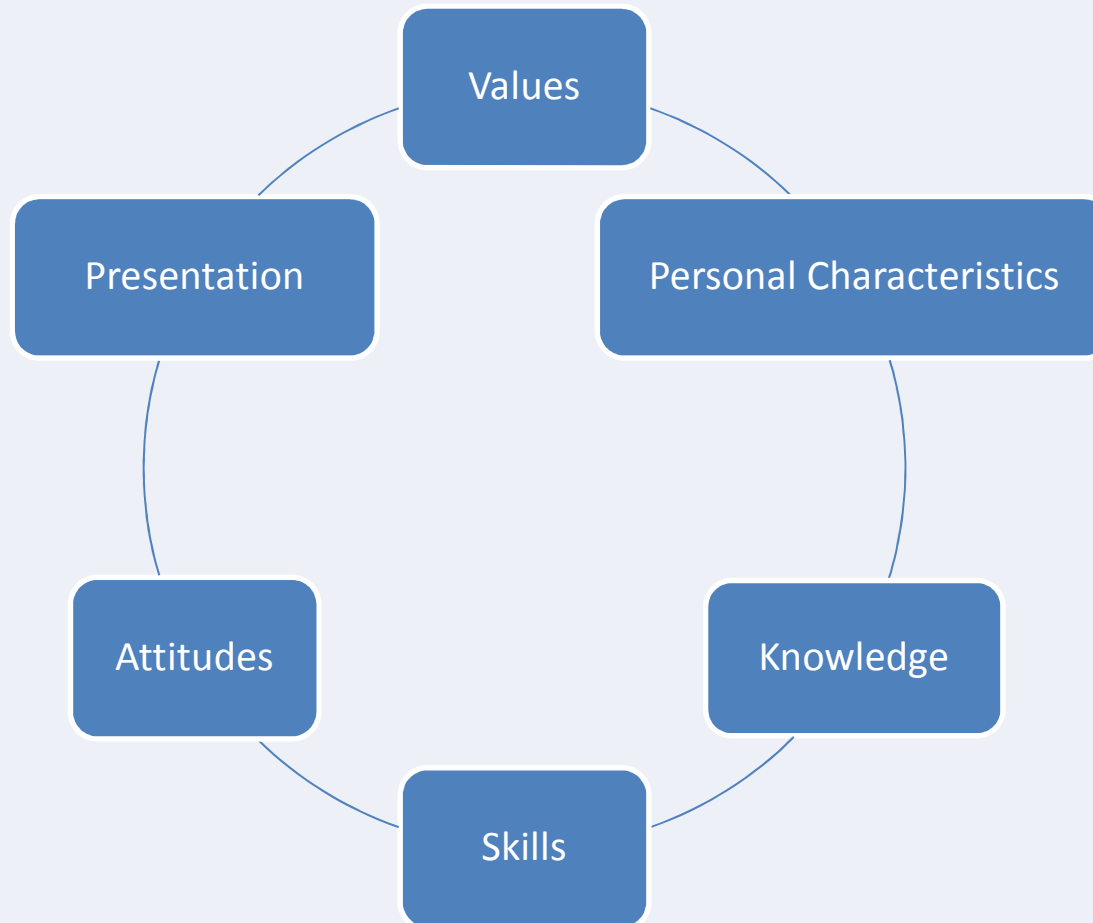


that fit the role they are recruiting for

2. Identify what you have to offer

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A competency is a behaviour that
is a combination of



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**3. Volunteer whilst job searching
to help increase both your skills
and your network**

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Volunteering will:

- Increase your networking opportunities
- Develop your skills & add to your experience
- Demonstrate to prospective employers you have a good work ethic

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4. Have a prepared and practiced statement that you can use to introduce yourself

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- Sometimes called an 'elevator pitch'
- Enables you to answer positively when someone asks 'What do you do?'
- Adapt it to fit differing circumstances

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5. Networking is your most important resource when you are looking for a new job

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Your network

- Networking accounts for around 65% of jobs found
- List of the people you know – ex colleagues, customers/clients/suppliers, people you have met through education/extra curricular activities can help you identify opportunities
- Add to your list people that you know your contacts might be able to introduce you to and your potential opportunities increase

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To support your networking develop a presence on social media e.g.

- LinkedIn
- Facebook
- Twitter
- Follow blogs and even blog yourself

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To summarise

- knowing what you are looking for
- understanding and being able to articulate your competencies
- adding to your skills and experiencing volunteering
- a good introductory statement
- a winning CV
- maximising social media
- actively networking

= that new job/next stage in your career