

The Ten Stage Job Hunt

ReadySet
HIRED!

10 Easy Steps
to get the
Job You Want!

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1. Getting Started

Get to know yourself, your skills, and your passions. A bit of reflection will lead you to better understand which job or industry is right for you. Some internet research can help you find jobs which appeal to you. From there you have to set SMART objectives (specific, measurable, attainable, relevant, timely) to ensure success!

2. Résumés & Cover Letters That Work

Sell your strengths with a carefully worded cover letter and résumé. These documents are your persuasive marketing tools so take your time crafting them. Use action words, quantify and qualify your accomplishments, and above all be brief—2 pages max. Using a clean and simple layout, detail your experience first to have the best impact. Finally, edit your documents and have someone else read them for grammar and spelling errors.

3. Interviews

A good interview is dependant on two things: preparation and performance. Prepare yourself by researching the role and company fully. Write down thoughtful and insightful questions to ask the interviewers, and most importantly, practice, practice, practice. During the interview develop a rapport with the interviewer. Take time to answer and ask questions with confidence and show genuine interest in the opportunity and the company. Don't forget to ask for a business card!

4. Follow up, Follow up, Follow up

It's important to follow up right after your interview. Send a thank you note to your interviewer that very night reiterating your interest in the role - but be brief. This distinguishes you from other applicants. You should enquire about a tentative decision date as well, and ask if it's okay to follow up on that date. The trick to following up is to be politely persistent to stay top-of-mind.

5. Job Boarding

Internet job boards are a good resource for job seekers, but with so many options and opportunities out there, how do you concentrate your efforts and get the most out of job boards without spending hours surfing them? Active job hunters benefit by searching through dozens of new job postings daily. Passive job seekers rely on having their résumés posted free, letting companies find them. However, job boards offer more than job postings. They can offer career advice from newsletters to detailed articles, even lists or rankings of companies.

6. Working with Head Hunters

Recruiters can help experienced job seekers find their next career. They are hired by organizations to search for hard-to-find candidates, usually in a specialized industry or role. Meeting with a professional recruiter has benefits for the savvy job hunter. They can give you valuable advice regarding your résumé, your interview techniques, and your industry of interest. Good recruiters offer their experience. As always, do your research to find a reputable recruitment firm.

7. The Job Hunters' Network

"It's not who you know, it's who knows you." Getting your name out in the market place is vital to your job search. Work your network and let them know your intentions for a new job or new career. Your aim is to tap into the "hidden" job market—a pool of jobs which don't get posted. Create and practice your "elevator speech" or a 30-second spiel on your experience, skills and interests.

8. Negotiating the Job Offer

Again, start with research. Know your worth by researching how others are being compensated for your job of interest. Remember, however, that there is more to negotiate than just dollars. Other benefits can include bonuses, flexible working hours, home office options, company car, health insurance, RRSP contributions, or increased vacation time. While negotiating, determine what you want, carefully consider the offer, and talk it over with family, friends and others you trust. Every negotiation should be a win-win scenario, so be persistent but realistic!

9. When and How to Resign

Resigning can be stressful-but it doesn't have to be. It is most professional to resign in person, with a resignation letter in hand. Before you resign, put yourself in your supervisor's shoes and realize that from their point of view, they are losing a valued colleague. When you do resign, express sincere gratitude for your experiences. Do not burn bridges because old bosses make great references.

10. Your First Day

On your first day, arrive early and make a great first impression on your new colleagues. Take lots of notes even if you have an excellent memory. Smile often, introduce yourself and don't be shy! The people you meet today will be the ones you'll be spending eight-hour days with, five times a week, so make friends often and early. Make sure to ask questions if you have any. Be proactive and seek feedback from your boss on your progress. This shows initiative and interest in your new role - both of which are impressive traits in a new hire.

As a final note, when you're in a new job or a new career, remember to enjoy yourself. Exciting times are here and ahead!