

# Getting Started Top 10 Mistakes

ReadySet  
**HIRED!**

10 Easy Steps  
to get the  
Job You Want!

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- 1. Not having a plan.** Your plan doesn't have to be elaborate. Whether you capture notes in a spreadsheet or on the back of a napkin, write down your job search goals and objectives. Be sure to include actions and timelines.
- 2. Not having a resume.** You need to spend time capturing your credentials and experience in a well-crafted resume. Chances are you'll be revising it throughout your job search, but you have to start from somewhere.
- 3. Having a poor attitude.** You have to approach your job search in a positive frame of mind. A defeatist attitude will hinder your progress, preventing you from taking action and making a good impression.
- 4. Not asking for help.** Talk to friends, family, colleagues, recruiters, counselors – anyone who can give you advice and leads in your job search. Don't be too proud to ask for help and guidance – use all the resources available to you.
- 5. Not taking action.** If you're waiting for the perfect job to fall into your lap, you might be waiting a long time. The job market is competitive – you have to be proactive and get in the game. Being passive won't get you hired.
- 6. Not knowing your market worth.** Do some research to validate your market worth. Doing this up front will help focus your job search and help you later in the interview and job offer negotiation stages.
- 7. Not having references.** Start organizing your references early. Make sure you speak to them and get their support well in advance of needing to supply their names and contact information to the hiring manager.
- 8. Not developing your network.** Networking will help you access the hidden job market. Don't limit your opportunities by focusing on only known jobs. Establish your network now and continue to build it throughout your career.
- 9. Being inflexible.** Be open to considering opportunities that may not exactly fit your criteria. You don't want to compromise too much, but you also don't want to discount potentially great jobs with rigid notions of what you're looking for.
- 10. Not committing time and effort.** Looking for a job is a job in itself. What you put in is what you get out. As with anything in life, you have to be prepared to make a commitment of time and effort if you want to see results.

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