



Recruitment Success Group

# A Guide to finding the right job

Tip Sheet



Recruitment Success Group Pty Ltd

**Address:** 90 Mount Street, North Sydney NSW 2060  
**Telephone:** (02) 8113 2900 **Fax:** (02) 9922 7115  
**Website:** [recruitsuccess.com.au](http://recruitsuccess.com.au)  
**ABN:** 74 101 424 140



# Things to consider when you are 'job hunting'

Some say that looking for a job is a full time job in itself!

Whilst it can be a time consuming process there are some guidelines that you can follow which may help you secure that next great opportunity.

Here are some steps for you to consider when you are thinking about searching for a new job.

## 1. Work out what you want to achieve and what your skill-set is

- It is important that you ascertain what types of positions you are looking for as many people fall into the trap of searching for positions that sound appealing but don't necessarily match up to their skill-set or the desired cultural fit.
- Another thing to consider is looking at what your medium to long term goals are from a career and personal perspective. You must be working to an end goal, but sometimes there are a few steps before you can reach that goal so it means mapping out what those steps might be.

## 2. Work out what your motivation is and what's important to you

- Look at where you are in your career right now and what you want out of your next role. It's important to look at this from all angles i.e. professionally what you would like to achieve, the type of company culture that you think would be most suitable for you, whether the company offers some flexibility etc.
- The list could cover many factors depending on what's important to you, so once you know what these factors are, put this on your criteria when searching for your next job.

## 3. Consider past jobs and the aspects of those jobs you enjoyed

- Look back to jobs you have had and think about the aspects you enjoyed most. Are these aspects relevant to the kinds of positions you are considering?
- In most cases the aspects we enjoy most in our jobs are the aspects we are good at. It makes sense and this should help guide us in the right direction for our next role.
- Consider the challenges you have had in previous roles as well.

## 4. Research and explore your options

- Research the market.
- Start researching the kinds of companies that appeal, if there are some you are interested in.
- Spend some time researching the kinds of positions that are being advertised and look at whether it fits your skill set and the other factors that are important to you.

## 5. Talk to people and get their perspective and advice on certain question marks you may have regarding your next career move

- There is never any harm in asking people who know you professionally or personally what they think about a certain opportunity or company, if you are unsure. It's always good to have sounding boards and people you can rely on for advice, but the decision will ultimately be up to you and you need to feel comfortable with this.
- Recruitment Consultants are often good people to talk to if you are seeking some guidance on whether a position would be right for you.

- It's important to find work with a recruitment consultant you trust and who understands the roles and industries you are seeking.
- Recruitment Consultants can also give you advice on your career path if you need some additional help here. This could apply to people looking at a change of career/direction.

#### **6. Have a timeframe in mind**

- Give yourself an approximate timeframe to work to, but be realistic.
- If you are already employed you may want to give yourself more time as you won't have as much disposable time on your hands to search.
- If you have just left a position and you are keen to find work quickly, be diligent with your job hunting.
- Dedicate a certain amount of hours each day and discipline yourself by writing a list of what you hope to achieve each week.

#### **7. Use the resources readily available to you in searching for your job i.e. Seek, MyCareer, LinkedIn etc**

- Search with your specific job criteria on the online job portals.
- Keep an eye out for how long jobs have been posted for. In many cases jobs that have been on Seek or other job portal internet sites for two to three weeks have already been filled, so the earlier you send your application in, the higher chance you will have in receiving a positive response, and hopefully an interview.

#### **8. Check daily to see if there are new jobs that have been posted on the online job websites and recruitment websites**

- It goes without saying to check daily for any response you are expecting and any new job postings there might be. You never know that the job most recently posted could be the perfect job for you!
- Set up relevant JobMails from sites like Seek so that jobs go direct to your inbox for you to consider. This is an efficient strategy you can put in place and can save you some searching time.

#### **9. Social Media and your network**

- It's important as part of your career plan that you continue to network. You never know when an opportunity could arise out of a relationship you have had in the past.
- You can't put a price on contacts!
- LinkedIn profiles are essential for senior professionals. LinkedIn provides an excellent opportunity for you to help promote your experience by using the LinkedIn network.
- As LinkedIn is a forum where you can be noticed and head hunted, it's important to use a professional photo on your profile and to make sure that your experience is up to date.
- If you have a facebook profile be careful what you post - what's appropriate amongst your friends can be completely inappropriate professionally.

#### **10. Look for recruitment agencies that work across the relevant industries you are seeking work in**

- When engaging a recruitment consultancy do your due diligence and check that they specialise in the area you are looking for work in.
- Make your calls and explain your position.
- Don't engage every recruiter you know that works in your industry of expertise as this is not an efficient or effective approach.
- Work with consultancies you trust.

#### **11. Make calls and ask questions**

- Call advertisers of positions and ask questions around the type of company culture and any other factors that you are interested in learning more about that will help you to form your opinion on whether it could be right for you.
- Have your top 5 questions you would like to ask about the company in the case you are talking to an HR department.
- Have your top 5 questions you would like to ask a consultant if you have engaged one.

#### **12. Update your CV and ensure it looks professional**

- Once you have identified a job that fits your skill-set, and the details on the company and opportunity meets your search criteria, prepare your CV.
- One of the biggest downfalls you can make as an applicant applying for a position is having a CV with no logical structure, one that has typos through it, one that doesn't have your contact details on it clearly and one that is not relevant to the job you have applied for.
- Check all of these things before submitting your CV and ask some friends or old colleagues (not in your current job) to check it for you as they may pick up certain things you have missed.

#### **13. Follow up if you haven't had a response within a week**

- Just because you haven't received a call doesn't mean you have not been successful, so take action and follow up so that you know where you stand as the recruiter will be able to give you some indication of what the status is.
- If you find out you have not been successful, make sure you find out why as this will help you with your next application. Most recruitment consultants will inform you as soon as possible if you are not successful so that you can focus on other opportunities.

#### **14. Make sure you are honest and open with your consultant and explain to them what is important to you**

- This is critical in the communication done on your behalf and ensures a better fit for both you and your new employer.
- Be upfront with what is important to you in your next role but also be realistic.
- Share information such as planned holidays, notice periods as it all helps to make the process as seamless as possible.