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BUILD AN EFFECTIVE JOB SEARCH PROCESS

Why?

The job search process involves much more than just writing job applications and preparing for interviews. In an ideal situation, the starting point of the job search is not responding to job advertisements but clarifying to yourself your hopes and strengths before you send out a single application. When you know what kind of work you are truly interested in and what you could excel at, you will find it much easier to get support from others and find what you are looking for.

The purpose of this assignment is to shed light on the job search process as a wider concept. It will give you actionable ideas for planning your job search in advance and for when your job hunt does not seem to be producing the desired outcome. You do not have to do all of the things on the list, but it is good to know that there is a lot that you can do!

How?

Below is a list of various elements that can be a part of the job search process. First read through the list and then organise the parts in a suitable order, for example, by numbering them. You are free to make your process chart into anything you like and to add new elements to the process. But where to start?

Start by thinking about your job hunting experiences so far. What parts of the process did they typically include? What parts did they not include? Why not? Consider whether your job search could be more effective if you switched some elements around or tried adding one or more elements that have been missing from your process so far.

Potential elements of the job search process:

- Tailor your job search documents to the position in question.
- Take a broad sweep of the job market: what kinds of opportunities are available?
- Interview people you know who work in an interesting role or organisation about their work.
- Create a LinkedIn profile or update your profile.
- Let others read your CV and cover letter and ask them for feedback.
- Find out what kinds of skills employers value.
- Conduct an information interview: interview someone in an interesting position or organisation.
- Research organisations in which you would like to work.
- Strengthen your expert role by writing a blog or sharing your work online in some other way.
- Sum up the core skills provided by your degree: what are they?



- Clarify to yourself what it is that you are good at.
- Compile your works and achievements in a portfolio.
- Assess your skills in relation to the job that you are applying for.
- Contact interesting employers.
- Review your online presence: which platforms are you on and what is your digital footprint like?
- Call the prospective employer after you have submitted your application.
- Build your career deliberately, one step at a time.
- Focus on the future: think beyond your first traineeship or job.
- Practise telling others about yourself and your skills in an interesting way.
- Identify what new skills and competence areas you may need.
- Submit your job application.
- Make a list of interesting employers: do google searches, try the LinkedIn alumni tool, etc.
- Set realistic goals and make a schedule for achieving them.
- Survey different job search channels.
- Find out whom you should send an open application to.
- Prepare for the job interview: think of answers to the most common questions, prepare your own questions for the interviewers, find out about the practical matters related to the interview situation, etc.
- Ask for feedback about the selection process and take heed of it.
- Think about why you were not chosen for the job and what might help you in future recruitment processes.
- Make sure you know your core skills and strengths.
- Find out what kinds of skills are required in jobs that interest you.
- Ask people in your network to be your referees or check if your previous referees are still available.
- Evaluate your own attitude to job hunting: how do you feel about looking for a job and how is this reflected in your actions?
- Look at your CV (especially the opening summary) and your LinkedIn profile: do they convey a clear message and is the message what you want it to be?
- Assess your past work experience: what did you like and what did you dislike? Based on this, what do you find important in your future duties?
- Look for interesting employers whose values align with yours.



- Find out about the salary level in positions that interest you and outline your own salary expectations.
- Send a thank you note to your interviewer after the interview and clarify anything that may have been left unclear in the interview.
- Tell your network about your job hunt and ask for tips and leads.
- Chart what opportunities you have to supplement your skills.
- Find out where and from whom you can get support and help in the different stages of the job search process if you need it.
- Think about and make a list of what your dream job would contain and what your ideal workplace would be like.