

10

WAYS TO IMPROVE YOUR JOB SEARCH



Before starting your job search, make sure you have done your research and are well prepared to manage the whole process. Getting a few things in place before you start sending out applications can help set you up for success and ensure the process ends with an offer in hand.

We've summarised a few key points which you should consider working into your job search process.

- Get your resume ready:** Have your resume properly prepared and formatted with all jobs listed with the correct start and finish dates.
- Manage job boards carefully:** When applying for multiple roles, take note which agency is advertising them and ensure all roles closely match your skillset.
- Be prepared for the call:** Recognise that the first phone call is a very important interaction where your first impression is crucial.
- Record every application you make:** Whether applying directly or through a recruitment agency, make sure you list all of the companies that your resume has been sent to.
- Don't underestimate the importance of agency interviews:** The best candidates, and the ones that agencies are willing to represent, are the ones who are in corporate attire and treat the meeting with the seriousness that it requires.
- Be available:** After meeting with an employer or a recruiting agent, make sure you are available to take calls and return messages quickly.
- Be flexible:** When you progress to interview stage, try to be as flexible as possible to accommodate your potential new employer's requirements for follow up meetings.
- Be transparent:** Be honest about anything that can affect you in your job search such as holidays booked.
- Manage your agency engagement:** Choose an agency that's a specialist in the type of work you're looking for as they will be more likely to understand your position and the marketplace.
- Have credible references ready:** It's a good sign for a hiring manager or recruiting agent when you provide your references up-front and they are from your current and previous job from your direct line manager.