

## **The Job Search Process - Essential job search preparation:**

### **Self-Knowledge:**

Before contemplating applying for a new position you should be clear about your next career step, know your capabilities, personal characteristics, skills and achievements. Know your weaknesses and be comfortable with them. Practice talking about yourself to give language to what you know and have experienced to gain confidence.

### **Network thoroughly to understand the market and build your contacts and opportunities:**

Networking in a job scarce market is critical for accessing information about where the opportunities are. If you network well, with integrity, and are focused on information gathering rather than getting people to help you find a job, you will find that people are willing to help. Also the information you gather in the process will make you a well-informed candidate and potential employee.

### **Practice-write your information:**

Writing down the information about your working life brings clarity to your delivery. The act of writing things down commits them to memory.

### **Analyse the job requirements thoroughly:**

Evaluate what are the essential requirements and the 'nice-to-haves' as stated in the vacancy information. Ask yourself – "where", or "how", "have I demonstrated this requirement?"

### **Practice answering potential interview questions:**

Again; writing down answers to questions likely to be asked is a sure way of committing your answers to memory. Giving examples of actual experiences is the key to good interview question responses, but first you need to recall experiences – use the SARB process as explained in previous workshops.

### **Research the company and the likely scope of the role:**

The internet can now provide much needed information about organisations. If it is an internal role you are applying for talk to others about what they know about the role, its manager and the people you might work for.

You can never prepare enough for an interview. Your central aim should be to find out as much as possible about the company interviewing you, including:

- Its products and/or services
- It's people
- The industry sector in which it operates

- The value chain and distribution channels
- Competitors

In addition to the briefing you might receive from your recruitment consultant or someone who knows the role, it is always a good idea to do some leg-work of your own. Ideas include:

- Visit the company's retail or service outlets or department concerned
- Talk to suppliers, distributors and customers
- 'Experience' the product or service if this is practical
- Source annual reports
- Scan newspapers, libraries, the internet and info search sources.

### **Know your market worth and remuneration expectations:**

Before you apply for any role, either internal or external, gain some insight into what your current role pays in the general marketplace. You can do this by accessing salary reviews (Labour Department) or speaking with a recruitment consultant who is experienced recruiting at your level and discipline.

### **Prepare thoroughly for the interview questions**

Interview preparation is essential. Based on what the role requires prepare your interview answers according to the skills and competencies they want. Also plan the questions you wish to ask based on what you know and don't know about the role and the organisation.

Selecting and informing referees is an important part of the planning process – keep them well informed and make sure they will represent you well when reference checked.

### **Be clear about your own expectations and role requirements.**

Create a Job Criteria list and use the Values Job Criteria Gap Analysis as a measuring tool to ascertain alignment of your needs with what the role is offering. (You Career Coach will help you to create the Job Criteria Gap analysis)

**Psychometric test:** This is typically an OPQ (Occupation Personality Questionnaire which identifies your work related personality and tendencies. There are 32 factors tested for and you can practice the personality and aptitude tests for free via the SHL website:

[http://www.jobtestprep.co.uk/jtptest/content/English\\_UK/3/chooseTrial.aspx](http://www.jobtestprep.co.uk/jtptest/content/English_UK/3/chooseTrial.aspx)

**Good Luck and Good Management!**

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