

STEPS TO FOLLOW WHEN LOOKING FOR A JOB

Before you start searching for a job, to be more efficient it's key to:

know where you are heading for
prepare your » service offer »
establish your action plan.

Important too is to take time to breath and accumulate positive energy, have the right mind set and structure your time.

MANAGING YOUR TIME:

Looking for a job is a full time job; it is a long distance race, and you'd better be prepared for it.

Plan for moments to make a pause, activities that will fill you up with energy. And to stick to it, put it in your weekly agenda, while remaining flexible and able to improvise when the need for a break appears.

- Define the day on which you will start working on your search
- Put in place your organization to be in the best conditions to work
- Set realistic and reachable goals, with deadlines
- Split them in « to do list » i.e. precise and detailed actions.
- Small steps policy:
Fragment a task in several small tasks that you can handle easily and quickly. If too ambitious a goal it can discourage you and lead to procrastination. On the contrary, each time you finalize a task and tick it on the to do list you will feel like you move forward and will gain confidence.
- Allocate a timing to each task
- Start the day, when you are full with energy, by the more difficult task(s) – instead of postponing it to the end of the day, and finally not do it...
- Share your success and progress

3 MAJOR STEPS WHEN LOOKING FOR A JOB:

1. Define your professional project
2. Develop search and communication tools
3. Implement search campaign

1. DEFINE YOUR PROFESSIONAL PROJECT

➤ A PROFESSIONAL PROJECT: WHAT FOR?

Your professional project set the direction and where you want to go thus enabling you to define “how” to get there.

It gives you a clear and precise goal in terms of:

type of job - area of activity - type of company / organization - geographical area

➤ HOW TO BUILD IT

Your professional project is built on your personality and your experience. 1st step is to identify:

- your **drivers**: values, motivations, tastes => what you like to do
- your **resources**: talents, hard & soft skills => what you know how to do.

Crossing you drivers and resources will result in your “strengths profile”, meaning the actions for which you are skilled and that you like to handle.

In a 2nd stage, you will confront your ideas to the market, so that your project is realistic.

➔ Tools: *Motivations*
Career curve
Realizations sheet
Project summary

2. DEVELOP SEARCH AND COMMUNICATION TOOLS

Your communication tools are strategical supports to your search, expressing your positioning and your added-value with regard to your project and goals.

- Pitch
- CV
- LinkedIn profile

➔ *see specific document for each tool*

3. IMPLEMENT SEARCH CAMPAIGN

Once your direction is fixed and you are armed with adequate tools, it is time to go into action!

- networking approach (*see document*)
- head-hunters approach
- job boards
- job interviews (*see document “questions for interviews”*)