

CAREER SEARCH AMERICA

CAREER TRANSITION TOOLBOX WHITEPAPER

SUCCESSFUL JOB SEARCHING:

THE FOUR BUILDING BLOCKS TO A
SUCCESSFUL SEARCH



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INTRODUCTION

THE THREE BUILDING BLOCKS OF ALL SUCCESSFUL JOB SEARCHES

Job searches are work. There's no other way to put it. Especially when you're just getting started, it's going to feel like an uphill climb.

It's easy to get discouraged, after all there's really no way to know how long it will take or what the final result will be.

Even so, you can be sure that if you remain focused, stay organized and keep at it, those results will come, and they may turn out to be better than you could have imagined.

You can give yourself a winning edge, however, if you remember the three building blocks of all successful job searches:

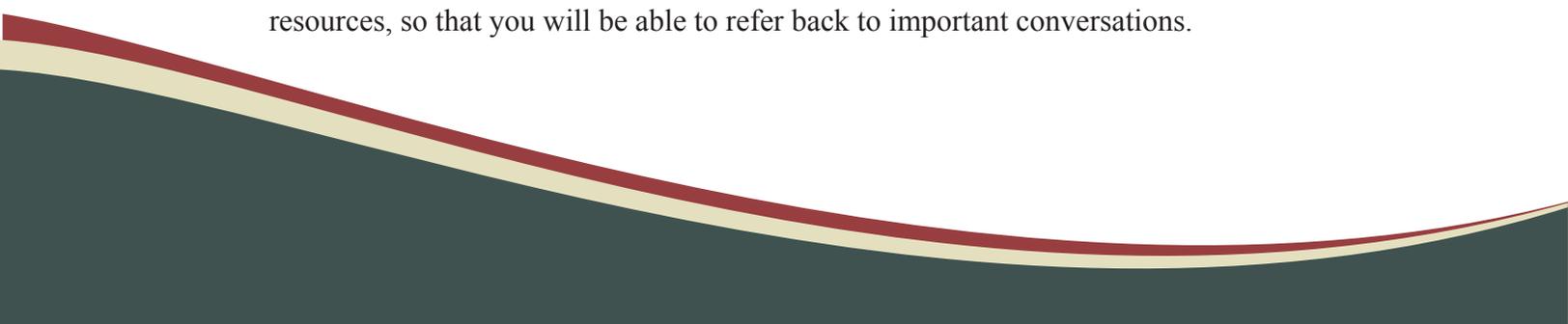
- Focus
- Organization
- Persistence

THE BUILDING BLOCKS IN GREATER DETAIL

FOCUS

- Increase your effectiveness by working from a written plan. This document must relate explicitly to your career goals and the specific elements you are seeking in your next job. Finish every day by compiling a list of activities to tackle the next morning. Celebrate whenever you successfully complete a milestone or empty your To-Do List.
- Eliminate Distractions. Protect your work time! Don't let distractions, such as watching TV or running errands distract you. Those hours are for job searching only.
- Stick to the Schedule. When you've exhausted all the items on your daily list, invest time in research. Check out the various job search websites, create lists of keywords to use on job search engines, go surfing for opportunities and see what turns up.

ORGANIZATION

- Stay organized to avoid repeating your efforts to keep being effective and efficient. Recognize this reinforces a powerful personal image.
 - Keep track of the jobs and companies you have applied to. Create an excel spreadsheet indicating date of application, follow-up action required, type of follow-up action. It's also a form of visual reinforcement that you are putting in the work. Some companies take time to contact candidates, so this list keeps you on track.
 - Maintain a contact list. Have phone numbers, email addresses, job titles and names of the people with whom you have spoken. When the company contacts you for a phone screen or an interview, you will always know where you are in their process.
 - Create notes for every conversation you have, whether it's with the hiring manager or human resources, so that you will be able to refer back to important conversations.
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PERSISTENCE

- Follow up after your interview or initial conversations with a written note or letter. Email or phone messages are not enough. All your competitors will send email. Set yourself apart. This is just one more way to differentiate yourself from other job candidates.
- Be prepared to follow up again...and again, if necessary. And always remain patient and courteous.
- Keep the door open. Even if you get an initial rejection, ask for feedback. Learn what it was they were looking for that they didn't see so that the next time you may be even more prepared. Also ask to know when they may be hiring again.
- Continue to network. Make contacts at every turn. Never stop.
- Stay on the lookout for opportunities even if they come unexpectedly and "off plan."
- Don't let lack of communication, disappointments or rejections deter you. Keep your eye on the prize. Develop a laser-sharp focus and a positive attitude.

SECRETS OF SUCCESSFUL CAREER SEARCHERS

There are those who seem to land their ideal jobs effortlessly. What are their secrets? These superstars are constantly working –behind the scenes.

They monitor feedback, in interviews, in phone conversations, from job search websites, from recruiters. They measure the results against their plans of action. If there is a wide disparity between achieved results and their plan, they tweak their plans.

So, if you get feedback that your resume doesn't reflect your accomplishments, fix it. If interviews are falling flat, practice answers to anticipated questions.

SUMMARY

NO MATTER WHAT, EXPECT SUCCESS

Often job searches produce unexpected results and may lead in directions you never considered. But if you keep your goals in mind, continue to focus on what's important, and pay attention to feedback you can be confident that the destination will be well worth the journey.

KEY TAKE-AWAYS

- Never lose sight of your goals
 - Don't begin your job search until you've completed the earlier steps: Understanding Transition, Self-Assessment, and Research
 - Remember the 3 keys to success: focus, organization and persistence
 - Always work from a written plan
 - Stay on-task and business-like
 - Use online resources such as Job Search Websites
 - Keep all papers, contact lists and correspondence organized and up-to-date
 - Consider options such as self-employment or purchasing a franchise
 - Investigate a career with the Federal Government
 - Stay creative and be open to unexpected opportunities
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