



"Moving
Futures
Forward"

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Career Checklist

10 Tips for Success In Your Job Search

Most people have never been taught how to find a job. However, research shows that the average worker only spends 4 years in a job — and you'll have as many as 12-15 jobs over the course of your career.

Here are 10 things every jobseeker can do to be successful in your job search.

Follow these checklists to learn how to find your new job faster. Remember, you only need one company to hire you.

Instead of focusing your efforts on making dozens or hundreds of contacts with prospective employers, be selective!

- Start with the end in mind. Take the time to think about what kind of job you're targeting. What job title, functional roles, and industry are you interested in? Any specific companies you'd like to work for? If your ideal job was available, how would you describe it?
- Take time to organize your job search. Outline a strategy and then use your plan to create a weekly list of activities.

- Create a schedule each day for your job search activities. Make a list each day of the activities you want to complete. However, if an interview or networking opportunity comes up, of course you will rearrange your schedule to fit it in!
- Set aside a workspace for your job search. Designate a specific area to use when conducting your job search. This should be an area free of distractions.
- Devote sufficient time to your job search. The more time and energy you devote to your job search, and the more aggressively you network, the faster your job search will proceed. If you are not currently working, commit yourself to a minimum of 40 hours per week devoted to your search campaign. If you are currently working, devote 10 hours per week at a minimum.
- Recognize that your motivation is going to increase and decrease, depending on the success (or lack of) you are having in reaching your job search goal. Reward yourself for effort, not for results.
- Get the support of a team to help you. You don't have to go it alone in your job search. Ask your family and friends to support you. Join a job club. Use the services offered by your local / state employment office. If applicable, contact your university alumni association. Hire a [resume writer and/or career coach](#).
- Enlist an accountability partner. (Really can make a lot of difference.) Recruit one person to support, encourage, and motivate you in your job search. This can be a friend, another job seeker, or a coach/counselor. (Choose someone who can be objective with you — and critical of your efforts — when they need to be. That role might be too difficult for a spouse/partner.)

- It can be easier to get a job if you have a job (even if the job isn't related to the job you want right now / longer term). Employers sometimes see hiring someone who is unemployed as "riskier" than hiring someone who is already working.
- If you are having difficulty finding a job in your area, consider relocation. If you live in an area with high unemployment — especially in your industry — consider whether moving to another city, state, or region would improve your chances of getting hired.

We hope you have found this information of assistance.

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