

SESSION 3

Setting the objective

Need to decide on what you want

- Type of company
- Job titles
- Other aspects eg part time, salary...
- Could be the only aim, but may be a step towards a long term goal

Write it down

- *I want to do a job that allows me to do A and B and C....
...in an organisation that's doing X and Y and Z*

Ideas may come from exercises

- Understanding you skills, knowledge, interests, values, constraints
- Previous experience

Not cast in stone

- Should refine in the light of experience
- Could plan when to review the target

Key components of the search



Scanning for possible jobs

- Online job boards
- Emails
- Local listings eg Cambridge News



Applying

- Putting together good quality applications
- Getting them checked



Developing your story

- Building up examples of achievements
- Expanding your lists of skills
- Updating your CV



Making contacts

- Face to face meetings
- Networking



Tracking your activity

- Keeping you spreadsheets up to date
- Keeping the filing under control
- Tracking your targets



Building profile on social networks

- Posting on LinkedIn
- Adding contacts



Learning about your target field

- Reading news stories and articles
- Studying target companies websites
- Talking to people



What else?

Where to look - Local

	www.cambridgenetwork.co.uk/recruitment-gateway/ Mainly technical (IT and pharma) companies in the Cambridge area
	cambridge.jobsnow.co.uk/ Local newspaper – good for general job searching
	www.jobs.cam.ac.uk/ Listings for jobs in university and colleges
	www.hr.admin.cam.ac.uk/hr-services/tes Where you can register for temporary or casual work in the university
	cuh.healthjobsuk.com/select_sector Listings for jobs at Addenbrookes Hospital
	www.graftoncentre.co.uk/jobs.aspx Various jobs on offer in the Grafton centre, there is also a board inside the centre

Agencies

Company	Website	Address		Telephone
The One Group	www.theonegroup.co.uk	Endurance House, Vision Park	Histon	01223 237888
Tate Cambridge	www.tate.co.uk	Unit 1, Trust Court, Vision Park	Histon	01223 324433
Ann Pettengell	www.annpettengell.co.uk	Stirling House Business Centre Denny End Road	Waterbeach	01223 35023
Manpower UK Ltd	www.manpower.co.uk	59 St Andrew's St	Cambridge	01223 323133
Office Angels	www.office-angels.com	53-54 Sidney St	Cambridge	01223 365165
REED, Cambridge	www.reedglobal.com	65 Regent St	Cambridge	01223 462872
Select Appointments	www.select.co.uk	50 Regent St	Cambridge	01223 324744
Interaction Recruitment	www.interactionrecruitment.co.uk	1 City Rd	Cambridge	01223 314988
Bee Recruitment	www.bee-recruitment.co.uk	35 Regent Terrace	Cambridge	01223 364646
Badenoch and Clark	www.badenochandclark.com	53-54 Sidney Street	Cambridge	01223 417000
Robert Half	www.roberthalf.co.uk	1010 Cambourne Business Park	Cambourne	01223 930400

National Job Boards

Indeed www.indeed.co.uk

Adzuna www.adzuna.co.uk

Jobs24 www.jobs24.co.uk

Reed www.reed.co.uk

Monster www.monster.co.uk

Total Jobs www.totaljobs.com

Every Jobsite www.everyjobsite.co.uk

Jobsite www.jobsite.co.uk

Fish4Jobs www.fish4.co.uk/jobs/

Neuvoo www.neuvoo.co.uk

Joblift joblift.co.uk

Job Search Engines

jobs.trovit.co.uk good filtering options
including part time

jobbydoo.co.uk filtering options include part
time

jobijoba.co.uk Limited sorting and filtering
options

Choose a good place to work

Try to have a specific place where you go to job hunt

- Dictated by individual circumstances
- Could use possibly the library

Set it up for the task

- Keep the workspace clear of everything that's not job search-related - helps focus on the task at hand
- If possible have space where you can spread out your notes and documents

Have some filing space

- While most things are online you will accumulate some paperwork
- Make sure there is somewhere to put everything
- Tidy up at the end of the “working” day

Remember - if you're in that space, you are working on the job hunt

Getting Organised

Setting up a system

Find your preferred technique to keep your status with each company up to date

- Spreadsheet
- Mind map
- Colour coded filing system

Make sure you file EVERYTHING

- Categorise your email responses into folders
- Take a local copy of the job description from the web as they disappear (Copy and paste into Word)

Use available tools

- Address book for all contact details – so you can find them again
- Save searches and sign up for email updates
- There are a number of apps that you can use to help with your jobsearch

Getting Organised

Find a consistent routine

Decide on a start time and stick to it

- If you are more productive in the mornings then use this time for the more challenging tasks.
- The mornings are also a good time to make follow-up calls to the companies you're targeting
- If you are an evening person make the most of this time by filling in online applications

Take regular breaks

- Get up from the desk and do something else every hour or so
- Break for lunch
- Make sure you plan time to get some exercise during the day

Set up a To-Do list and work through it

- Plan for what you want to do that day

Finding a job is a full time job

Keep track of your progress

For each opportunity you will need to track

- What company or agency
 - If through an agency add the company when you know
- Which job
 - Job title and any reference number
 - Remember to keep a local copy of the description
- Who you applied to
 - Name and any contact details
- When you applied
 - If possible when you expect to hear back
- What you sent
 - Remember to keep a copy
- Interview
 - Date, location, contact person details
- Follow-up
 - Any next steps
- Result
 - The final conclusion
 - Useful for understanding what works best

We suggest using a spreadsheet for this

- Great for lists and sorting
- Can produce dashboards

Update as soon as a reply comes in or a status changes

- Need to rely on this for where you are up to
- Keep track of the count against your targets

Highlight who needs to be followed up on when

- Make sure that no opportunity is lost
- Includes sending a thank you note after each interview you attend

Example spreadsheet

Local link
– See
next
slide

_1, _2 so
you can
keep several
roles
tracking

It helps to
keep latest at
top (Alt-Ent in
Excel)

Company	Role	Link	Applied	Method	Response	Actions	Chased
Sentec via polytec	Product Engineering Manager	C:\Job_search\Sentec_1	11-Oct-11	Via Polytec	too late as applications closed		Closed
Frontier Silicon	Senior Eng	C:\Job_search\Frontier_Silicon_1	14-Nov-11	Cambridge Network	3-Not wanting to progress on this occasion 2-Phone interview next week 1-decisions due 30 th Nov	1_ Swat up on FS products	Closed
Alphatec	Test Manager	C:\Job_search\Alphatec_1	21/11/11	via Gary S, direct email	2- Job Offer £xxk 1- meeting Monday 28 th Nov arrive 10 to 11am.	1_Send LinkedIn invitation to Mahmood	3- Sorted! 2- talk again 8/12/11 1- spoke 5/12/11
Alphatec	Test Engineer	C:\Job_search\Alphatec_2	24/11/11	Applied on spec.	2- agreed to discontinue as test manager more appropriate 1-email acknowledgement		2-Closed 1-I called 5/12/11

Use your free time well

Outside of your “working” time – make use of the free time

- Don't let the pressure of job hunting and the work involved overwhelm you
- Take regular breaks, and the evenings off
- Enjoy some time with your family and friends.
 - They are the ones that should be supporting you
- Get some exercise

This is a good time to start something new

- Learn a new skill
- Visit places during the day eg museum or gallery
- Volunteer - Helping others is very positive and motivating

Networking for Softies

Most people hate the idea of networking

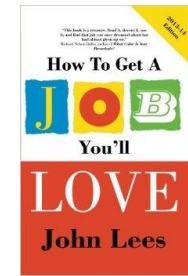
- Feels pushy and unnatural
- Worry that it exploits friends
- Makes you look desperate

So don't do “networking” in the negative sense

- Not about “working the room”
- Surprisingly it is not about getting a job

Try to build a chain of helpfulness

- Look for “*who do I know that could tell me something interesting*” rather than “*who could I exploit*”
- Perhaps start by thinking “*who could I help*”



Choosing a Direction
based on John Lees
“How to get a job you’ll love”
johnleescareers.com

Make it easy and social

Start with people you know well so you

- Never have to start a conversation with *“you don’t know me but....”*
- Don’t need to think carefully about how to open the conversation
- Can feel comfortable about saying *“this is going to come out all wrong, but could I try this out with you...”*

Helps to build up skills

- Meeting people face to face - helpful for job interviews
- Asking rather than telling
- Finding out about them not selling yourself

But always remember the most important connecting question

- *Who else should I be talking to?*

Informational Interviews

Information interviews are about

- Discovery and learning
- Deciding if you like the job or sector and how you match it
- Picking up vital information like the language used and trends
- Note it is NOT about getting a job

Things you may find out:

- What kind of roles exist
- What organisations are there out there
- Would I find the job interesting
- How do people get into this field or occupation
- How can you match yourself better if a role come up in the future

REVEAL interview technique

R ecap	<i>"I am here because..."</i>
E xplore	<i>"I am here to find out as much as I can about...."</i>
V ision	<i>"What changes do you see in this sector in the next two years?"</i>
E nter routes	<i>"How do people normally get into this line of work?"</i>
A ction	<i>"What should I do to find out more?"</i>
L inks	<i>"Who else should I be talking to?"</i>

Managing the process

Start with people you know

Build up your contacts methodically

- Keep records and allocate time to the process

Practise the skill of approaching people and meeting with them

- Learn how to do an informational interview

Get people you know to introduce to other people

- Never cold call

Ask yourself what value can I add to this network

- This is a social process so it is two way

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