

Plan before you start

Decide what you are aiming for

- Preferred role
- Industry
- Type of company
- Location
- Salary

Set some realistic targets.

- How many applications you want to send each week
- How much time each day or each week you want to dedicate to your job search
- How many sources you want to consult (websites, newspapers, job boards)
- Hitting your targets will increase your motivation and provide a sense of achievement

Getting Organised

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

Job Search Apps

Social apps

- Linked-In – all your contacts and job listing
- TweetMyJob – employers tweet out opportunities

Organising the search

- Jibber Jobber – managing contacts with different companies
- Evernote – filing system for web pages

Interview Skills

- Interview Skills from Barclays – free app with example videos

Apps from main job sites

- Indeed
- Career Builder
- Jobcentreplus
- ...

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

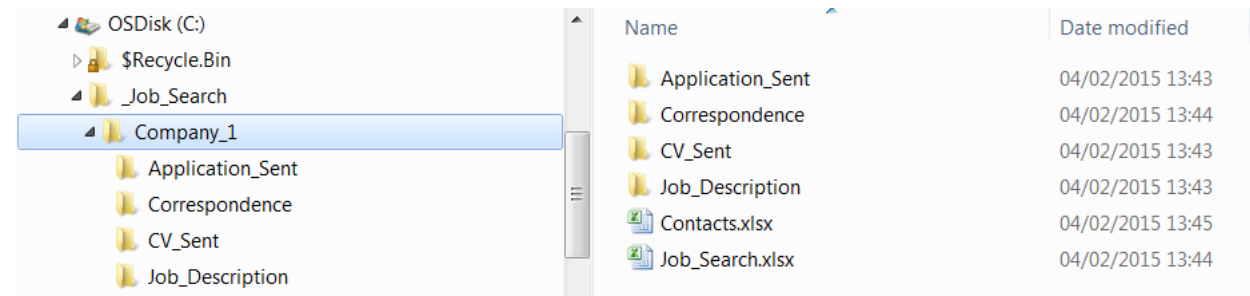
Example Folder system

C:\Job_Search/ (Top level folder)

Job_Search.xlsx (Job Search spread sheet – common to all Roles)

Contacts/xlsx (List of Company web addresses , people, emails and phone numbers – covers all roles and recruitment agencies etc)

- Sentec_1/ (Example 1 for this company – keep all Roles separate to avoid confusion later)
 - Job Description/ (Folder title)
 - Snapshot of web page
 - Photo of newspaper advert etc.
 - Any relevant information you discover - research!
 - CV Sent/ (Folder title)
 - PDF cop (as sent!) so can't accidentally edit it
 - Application Sent/ (Folder title)
 - PDF copy if you created it
 - Screen prints if WEB application
 - Screen photos otherwise
 - Correspondence/ (Folder title)
 - Emails
 - Notes of any phone calls types as .txt files
- Note – any Recruitment Agency or web-based job tools (e.g. Reed, Monster.com) should be treated as a Role and have their own folder and contents as above where applicable. Just so you know what you were 'selling' yourself as!



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

Be Careful of Possible Scams

Safer-Jobs, the recruitment industry's counter fraud forum, provide free advice to ensure that people have a safer job search. They suggest several steps which any other job-seeker should take when dealing with a potential employer:

1. Never part with money – employers should pay you, not the other way round. If asked to pay for security checks, visas, training, or anything else, you should research the job, the company, and never use any associated company suggested to you without conducting independent thorough research.

2. Never take it on face value– have you received an 'out of the blue', 'too good to be true' job offer? Be sceptical and ask questions. Why and how have you been contacted, what is the job, did you apply? Be wary of any non-business, generic email address (such as hotmail and yahoo), poorly written job adverts or job descriptions, and emails or contact at unusual times of the day (unless pre-arranged).

3. Never do everything online – whilst technology is a great enabler to help people find work, at some point your job discussion should lead to an interview or a meeting. Hiring agents who keep the relationship solely on email must be treated extremely cautiously.

4. Never fail to do research – find out about the company that the job is with and do your research! Check landline telephone numbers and call the end employer to check the job exists. Use social media and sources such as Companies House and LinkedIn to dig deeper into the organisations and people you are interacting with.

5. Never phone them for an interview – premium rate phone scams are common. This is where an individual calls a pay-for number thinking it's an interview, when actually they are paying for every minute they stay on hold. If an employer wants you to work for them, they will call you.

6. Never accept money for nothing – with money mule scams on the increase, beware of any employer promising 'get rich quick' or 'earn thousands working from home'. When cheques begin arriving it is easy to be fooled into being used as a money mule.

7. Never provide personal details– be suspicious of any requests for personal data ahead of an interview or registration meeting (if an agency). Until you have the job, keep bank details safe and only provide identity details once you have met face to face.

For more information visit:

www.actionfraud.police.uk/node/288

www.getsafeonline.org

www.safer-jobs.com

Action Fraud
National Fraud & Cyber Crime Reporting Centre
0300 123 2040

Action Fraud is not an emergency service
dial 999 if you are in immediate danger.