

Job Search Strategies



Wellbeing and job search planning

It's important that you consider your wellbeing at all stages of your job search because it can be a challenging time. Take time to actively consider your wellbeing by keeping a balance of activities, having support around you and caring for your mental and physical health. Be kind to yourself, manage your expectations and keep perspective.



What can I do to maintain my wellbeing?

Know yourself

We all have things we're better at and others we don't feel so comfortable or capable doing, and this can flow through into job search as well. Knowing your strengths and working with them will help in your job search process. Awareness and understanding of what may hold you back, and consciously considering strategies to manage them, will help in your job search process.

How do I deal with change?

Which of my strengths are useful for my job search?

What might hinder me or hold me back?

How do I stay motivated?

Plan your time

- ① When do you have the most energy?
- ② What other things do you want to include in your day that will re-energise you?
- ③ How do you want to keep others in the loop about your progress?

Using a visual planner can help keep you on track and help keep others informed.

How can I organise my day? (job search, down-time, physical activity, etc.)

What other things do I want to include in my day that will re-energise me?

How will I keep important others in the loop about my progress?

Preparing for your job search – Checklist

AREA	ACTIVITY
Wellbeing	<ul style="list-style-type: none"> <input type="checkbox"/> Plan for self check-in <input type="checkbox"/> Consider what support options available if needed
Positioning	<ul style="list-style-type: none"> <input type="checkbox"/> Consider marketable strengths, transferable skills, experience <input type="checkbox"/> Think about preferred job parameters (geography, salary package, industry, etc.) <input type="checkbox"/> Research potential jobs and/or target organisations <input type="checkbox"/> Create list of ideal or potential jobs/target organisations
Messaging	<ul style="list-style-type: none"> <input type="checkbox"/> Have 'why I left' story prepared, short and simple <input type="checkbox"/> Have clarity on 'why' (Why am I interested in this role/organisation, why am I a strong match)
Collateral	<ul style="list-style-type: none"> <input type="checkbox"/> Complete base/starting point resume <input type="checkbox"/> Update LinkedIn profile, clean up social media profiles if needed <input type="checkbox"/> Identify and engage with referees
Pathways	<ul style="list-style-type: none"> <input type="checkbox"/> Determine job search strategies for the relevant pathways (advertised roles, networking, recruiters)
Application & Interviewing	<ul style="list-style-type: none"> <input type="checkbox"/> Logistics of file names and system to store, for easy retrieval and reference <input type="checkbox"/> Process for preparation

Job search pathways

Tick the activities you commit to completing as a next step in each job search pathway.

Advertised

- ☐ Explore Job Boards:
LinkedIn, Indeed, etc.
- ☐ Check other social media:
Facebook & Instagram
Local network groups

Network

- ☐ Make a list
- ☐ Research
- ☐ Make a goal for number
of requests/meetings

Recruiter/Search

- ☐ Identify who
- ☐ Prepare your pitch
- ☐ Keep in touch/update

Advertised job market

What steps will you take to optimise your job applications in the advertised market?

What steps will you take to optimise opportunities with your network?

What steps will you take to connect with recruiters?