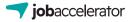


Job Search Strategies



YOUR WORKBOOK jobaccelerator.com



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

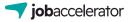
We all have things we're better at and others we don't feel so comfortable or capable doing, and this can flow through into job search as well. Knowing your strengths and working with them will help in your job search process. Awareness and understanding of what may hold you back, and consciously considering 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 car	n I organise my day? (job search, down-time, physical activity, etc.)
What of	her things do I want to include in my day that will re-energise me?
How wil	ll I keep important others in the loop about my progress?



Preparing for your job search – Checklist

AREA	ACTIVITY		
Wellbeing	Plan for self check-in Consider what support options available if needed		
Positioning	Consider marketable strengths, transferable skills, experience Think about preferred job parameters (geography, salary package, industry, etc.) Research potential jobs and/or target organisations Create list of ideal or potential jobs/target organisations		
Messaging	Have 'why I left' story prepared, short and simple Have clarity on 'why' (Why am I interested in this role/ organisation, why am I a strong match)		
Collateral	Complete base/starting point resume Update LinkedIn profile, clean up social media profiles if needed Identify and engage with referees		
Pathways	Determine job search strategies for the relevant pathways (advertised roles, networking, recruiters)		
Application & Interviewing	Logistics of file names and system to store, for easy retrieval and reference Process for preparation		



Job search pathways

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

Advertised	Network	Recruiter/Search
Explore Job Boards: LinkedIn, Indeed, etc.	Make a list Research	Identify who Prepare your pitch
Check other social media: Facebook & Instagram Local network groups	Make a goal for number of requests/meetings	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?
That eleps this year take to optimise appointment with year method.
What steps will you take to connect with recruiters?