

JOB SEEKING TIPS¹

Finding a job is a job. So treat it like one. Devise a plan of action and carry it out. Don't just spend an hour or two a day and then give up. No business could continue to operate if it were only open a couple of hours a day.

1. Begin with self-assessment.

The job search process begins with an identification of your values, interests, skills, accomplishments, experience, and goals.

How can you seek a position if you don't know what you want from a job and what you have to offer prospective employers?

Self-assessment, though a time-consuming process, provides invaluable information to facilitate career decisions and to prepare you to market your background effectively.

2. Research and explore career options.

The next step in the job search process is to explore the "matches" between your identified skills, interests, and values and the demands of career fields and organizations.

3. Choose a career field, and then target employers.

After thoroughly researching possible careers/jobs, several field options will emerge as most realistic and attractive. These options should become your career or job search goals.

It is probable that no single career will have the potential to utilize all your skills, allow you to develop all your interests, and incorporate a value system completely compatible with yours. Try to target one that will satisfy some of your high-priority needs.

4. Selecting target companies/Organizations

The next step is to compile a list of target companies—firms where you might like to work. The companies on the list may come from many sources.

These include:

- Information obtained by researching the job market
- Personal knowledge about a company/organization
- Information obtained through networking

Once you have decided on a small list of target companies upon which to concentrate, you are ready to get to work.

¹ Based on Marie Larsen's '[50 Top Job Seeking Tips](#)' (2011) and other similar pages.

5. Research the market

You'll want to scan Internet job search sites, newspaper ads and magazines. Try targeting a few companies in which you are interested (whether they are advertising or not) and calling to see if they are hiring in the near future.

6. Develop a contact network

Once you have targeted a career or specific position, you should acquaint yourself with professionals in that field or organization. These professionals offer you an insider's view and can constitute your contact network, which can open doors that might otherwise remain closed. Your network can also consist of family members, friends, classmates, and electronic discussion groups (Watsapp, facebook).

7. Prepare job search materials and develop job search skills.

Once your job goals have been targeted, resumes/CVs² and application letters can be tailored to reflect your qualifications as they relate to the interests of prospective employers.

8. Target your CV.

Make sure your CV is targeted to the employer who will receive it. Try to tailor your CV to each job you are applying for.

9. Contact Referees

Before you apply for any job, be sure to contact all of your references that you want to list and ask permission to do so. It's always good taste to do so but it can also prepare the individual for when it happens. In most cases, you will end up with a far better recommendation because the person isn't taken off guard, and they will have a chance to think of what they will say about you.

10. One step at a time.

Remember that your CV will not get you the job on its own. Its purpose is to get you the interview. Make sure your CV will pique the employers' interest so that you can get the interview and then that is where you will get the job.

11. Research.

Before you apply (but especially before you interview), be sure to find out as much as you can about your prospective employer. Be sure to understand what it is that they do, their market is, their competition, and things that they feel are important or exciting about their business. Remain current on any issues or developments in the field. Read trade journals or professional publications, and read the newspaper.

² See the sample CV template below.

12. Get involved

The more people you know, the better your chances of making helpful connections. Opportunities are all around you. Your family members and current friends are rich sources of employment referrals, of course, but try to actively seek out other connections. Get to know the people on your residential places, at your church, and extracurricular activities, and let them know that you are job hunting. No matter whom you meet try to weave it into the conversation that you are looking for a job.

13. Find out about potential job opportunities through multiple avenues

No job board will carry even a small portion of the possibilities that are out there, and some of your best alternatives may come through networking with friends and past co-workers.

14. Be persistent.

Job searching is hard work and there are times when you will get discouraged. But if you keep up with it, you can avoid feeling anxious and will actually have more energy. If your search is not producing the results that you would like, avoid blaming yourself and try a new strategy. Do not be reluctant to submit your credentials on more than one occasion to an organization for which you would like to work. This attitude demonstrates your enthusiasm and interest.

15. Be geographically flexible

If you are determined to remain in one particular area, you may be limiting yourself. Explore possibilities in other towns.

16. Clarify your career goals.

Use this time to evaluate what you want out of your career. What things would you like to be different at your new position? Write down a list of the issues that are important to you in a job, and keep these in mind during your search.

17. Be assertive and proactive.

Don't wait around for opportunity to come knocking on your door. While cold calling on potential employers can be intimidating, it remains a powerful strategy. It's important to get through the door first, before your competition.

18. Start your own business.

Don't rule out the possibility of [starting your own business](#). Many great companies have started because the owners could not find a good fit when looking for a job. Talk to other to other people who have started their own business. Make a business plan.

Name

[Contact address]

Mobile: [insert] E-mail: [insert]

Personal Profile

[Insert Personal Profile Statement]

[Insert Career Objective]

Education

[From – To] [Course] [Institution Name]
Grade achieved: [Grade]

[From – To] [Course] [Institution Name]
Grade achieved: [Grade]

[From – To] [Course] [Institution Name]
Grade achieved: [Grade]

Work Experience

[From – To] [Job Position/Title] [Company name]

Responsibilities, main duties and tasks performed:

[From – To] [Job Position/Title] [Company name]

Responsibilities, main duties and tasks performed:

[From – To] [Job Position/Title] [Company name]

Responsibilities, main duties and tasks performed:

Skills

Technical:

Interpersonal:

Other:

Achievements

- [insert achievement]
- [insert achievement]
- [insert achievement]

Hobbies and Interests

[Briefly outline your hobbies and interests (particularly those that are related to the job you are applying for)]

Referees

[Referee 1 full name]

[Job position / company name]

Address: [insert here]

Tel: [insert here]

Email: [insert here]

[Referee 2 full name]

[Job position / company name]

Address: [insert here]

Tel: [insert here]

Email: [insert here]

INTERVIEWING SKILLS³

In the current job market, you'd better have your act together, or you won't stand a chance against the competition. Check yourself on these basic points before you go on that all-important interview.

1. Do Your Research

Researching the company before the interview and learning as much as possible about its services, products, customers and competition will give you an edge in understanding and addressing the company's needs. The more you know about the company and what it stands for, the better chance you have of selling yourself in the interview. You also should find out about the company's culture to gain insight into your potential happiness on the job.

2. Look Sharp

Select what to wear to the interview. Depending on the industry and position, get out your best interview clothes and check them over for spots and wrinkles. Even if the company has a casual environment, you don't want to look like you slept in your outfit. Above all, dress for confidence. If you feel good, others will respond to you accordingly.

3. Be Prepared

Bring along a folder containing extra copies of your CV, a copy of your references and paper to take notes. You should also have questions prepared to ask at the end of the interview.

4. Be on Time

Never arrive late to an interview. Allow extra time to arrive early in the vicinity, allowing for factors like getting lost. Enter the building 10 to 15 minutes before the interview.

5. Make Good First Impressions -- to Everyone You Encounter

A cardinal rule of interviewing: Be polite and offer warm greetings to everyone you meet -- from gate keeper or receptionist to the hiring manager. Employers often are curious how job applicants treat staff members -- and your job offer could easily be derailed if you're rude or arrogant to any of the staff.

6. Show Enthusiasm

A firm handshake and plenty of eye contact demonstrate confidence. Speak distinctly in a confident voice, even though you may feel shaky.

³ Based on Carole Martin's '[10 interviewing rules](#)' and Randall S. Hansen's '[10 Best Job Interview Tips for Job-Seekers](#)'. More on interview skills can be found [here](#).

7. Listen

One of the most neglected interview skills is listening. Make sure you are not only listening, but also reading between the lines. Sometimes what is not said is just as important as what is said.

8. Answer the Question Asked

Candidates often don't think about whether they are actually answering the questions their interviewers ask. Make sure you understand what is being asked, and get further clarification if you are unsure.

9. Give Specific Examples

One specific example of your background is worth 50 vague stories. Prepare your stories before the interview. Give examples that highlight your successes and uniqueness. Your past behavior can indicate your future performance.

10. Ask Questions

Many interviewees don't ask questions and miss the opportunity to find out valuable information. The questions you ask indicate your interest in the company or job.

Studies continually show that employers make a judgment about an applicant's interest in the job by whether or not the interviewee asks questions. Thus, even if the hiring manager was thorough in his or her discussions about the job opening and what is expected, you must ask a few questions.

11. Remember Body Language, Avoiding Bad Habits.

While the content of your interview responses is paramount, poor body language can be a distraction at best -- or a reason not to hire you at worst.

Effective forms of body language: smiling, eye contact, solid posture, active listening, nodding. *Detrimental forms of body language:* looking off in the distance, playing with pen, fidgeting in chair, brushing back hair, touching face, chewing gum, mumbling.

It is important to appear confident and cool for the interview. One way to do that is to be prepared to the best of your ability. There is no way to predict what an interview holds, but by following these important rules you will feel less anxious and will be ready to positively present yourself.

JOB SKILLS

1. Learning Organization Culture

Organization Culture is the behavior of humans within an organization and the meaning that people attach to those behaviors.

It represents the collective values, beliefs and principles of organizational members and is a product of such factors as history, product, market, technology, and strategy, type of employees, management style, and national culture.

Culture includes the organization's vision, values, norms, systems, symbols, dressing, language, assumptions, beliefs, and habits.

It is a set of shared assumptions that guide what happens in organizations by defining appropriate behavior for various situations.

It is also the pattern of such collective behaviors and assumptions that are taught to new organizational members as a way of perceiving and, even, thinking and feeling.

Organizational culture affects the way people and groups interact with each other, with clients, and with stakeholders. In addition, organizational culture may affect how much employees identify with an organization. ([Wikipedia](#))

2. Office etiquette

- Courtesy
- Use appropriate Language
- Wear appropriate office attire
- Do not gossip about your co-workers private life
- Apologize when on the wrong
- Have your phone in silent mode in a shared facility

3. Adapting into new environment

- Make friends
- Learn about the new people and places
- Fit into existing teams within the organization

4. Managing transition (apprenticeship life to employee life)

- Taking full responsibility of your roles
- Social adjustments

-Economic adjustments

-Keeping the faith and spiritual commitments amidst job pressure

5. Managing time and deadlines

-Faithful implementation of work plans

-Accomplishing tasks in good time

-Managing work pressure

6. Understanding lines of authority

-Understanding organization management structure

7. Communication

-Be open in communication

-Use appropriate language

-Keep official communication in written form at all times

-Use the right channel of communication