



Job Searching – Tips of the trade...

So you want to change your job but you're not sure where to start? Whether you are an old hand accomplished at winking out that ideal job, a seasoned contractor who is used to finding new assignments or a relative novice in the job searching stakes, the tips offered herein should help you navigate through a veritable cornucopia of choice.....

Searching for a job today is virtually a job in itself because it is very easy to spend so much of your time and effort on it. Enthusiasm, excitement, anxiety, frustration and depression - all these emotions will be encountered during a job search. The key point is to take this phase positively and persevere till you get that pot of gold at the end of your job search rainbow- your dream job. In today's cut-throat working environment, looking for a job is not just about working hard but about working *smart*.

So, in order to raise yourself up from the pack, here are a few tips from the team at **Primesourcing Ltd.**

1) *Get your priorities right* – Know the sort of job you are looking for – the must haves and the nice to haves – the no go areas and the minimum technical environment required. Work up your aspirations – the type of employer you want to work for or the right contract assignment – which geographical area will suit and what won't – what's the minimum financial requirement – understand fully the reasons for moving on – the next role needs to positively address all of these points.

2) *CV writing* – Employers are busy people and they hardly spend more than 30-45 seconds on a CV when they may have dozens to scan through. They are not interested in your entire history as they just want to know what you are best at. So, make your resume to the point and clearly showcase your key skills. We would recommend 3-4 pages as a maximum - *please see our CV Writing Guide.*

3) *Self-marketing is the key* – When you are applying for jobs you are actually selling yourself. So, sound confident, positive and persuasive during an interview, but **DO NOT exaggerate about your achievements – *please see our Interview Techniques guide.***

4) *Tools of the Job search* – There are many ways of starting your search - scanning newspaper classifieds – either local or national (the Times and Daily Telegraph have specific sections on IT and on specific days), registering with Recruitment Agencies – *please see our guide on What to look for from your Agency* and logging on to job websites (job boards).

For an internet job search, visit some of the premier job boards such as www.jobserve.com, www.jobsite.co.uk and www.cwjobs.co.uk and you can, of course, log on to www.primesourcing.co.uk for our latest vacancies.

5) *Searching tips* – There will be many thousands of jobs on the various Job Boards at any one time and you may simply be swamped with opportunities just by entering (for example) Helpdesk or PC support. The trick is to refine and refine and refine. So be more specific about location (although don't stop at your tiny village!). Try your County or a large local Town or City. Be specific about the salary or rate range. Add other technologies that you have used that will tighten the specification. Study the summary job description and establish if it meets your criteria. Keep at it – you should be able to refine it down to half a dozen that look right for you and apply for those – keep a record of those applied for – nothing is worse than getting a call asking you about your interest in a role and have you struggling to recall it.

6) *Select the Employer/Company that is right for you* - You need to establish that the Company and the job/assignment are right for you. Two questions need to be asked —is the company stable or growing and will the new job help me acquire new skills and enhance my experience and career? Whether you are a candidate for a new permanent position or a contractor looking for a new assignment both of these questions are relevant. No-one wants to work for a Company that is heading downwards or is backwards in its technology – stable is one thing – stodgy is quite another.

7) *Consider the Company culture* – The Company's attitude to its employees will be important to you. Its management policies, welfare practices, teambuilding approaches, training policies, organisational structures, technical ambitions, social and pastoral care are all important. Look at their website for diversity policies, are they accredited as Investors in People (IIP), for instance, what “feel” do you get for them when you study their Website? Have you read anything about them in the press – do you friends or colleagues know them – better still have they worked there? Understanding the corporate culture, the vision and the values of a Company will help you select the right Company for you and this is true for a contract assignment as well as the next permanent job. Contractors can work on a project for a couple of years (sometimes longer) - that's a big slice of your life – you'll want to know that it is likely to be right for you.

8) *Monetary Benefits* - Money is magnetic, especially when you are contemplating a quit or stay decision. Nothing seems a better indicator of the rise in your career graph and your sense of worth! But actual satisfaction in your work experience will require you to dig deeper. How does your compensation compare with your peers in the organisation or outside? What is your present dissatisfaction about? Will the shift to a new job with enhanced monetary benefits eliminate the present dissatisfaction? Does the new job offer you greater scope? Does it capture your interest because it focuses on your area of expertise? Money alone won't necessarily do it for you – softer issues are important too – know the financial package that you won't go below and establish whether the Company's pay policies are flexible and reward hard work and success – remember – if they are offering a great deal more than you are getting now it could be because they are such bad employers that they can't get anybody to stay with them and must throw money at the problem.

9) *Networking* – It pays to know people in high places. Or, in a job seeker's world - people in the right place. Networking is an important tactic that can help you immensely during the job search. Track friends or contacts in organisations that you think will be right for you – talk to as many people as you can think of – one contact will lead to another – suddenly you'll find out that an old school pal is IT Director at a major Bank – just the sort of contact that could be useful to you (unless, of course, he was the school bully who you were

glad to see the back of!). Don't be afraid to ask friends and acquaintances for help – they'll be glad to because one day you may be able to help them.....

10) *Have patience* – ‘Patience is a virtue’. Being desperate and anxious does not help much, in fact it is likely to spoil your job search. So you are really keen to move on – but what do they say about frying pan and fires – you must be selective or you'll be going through the process again before you know it. If you are newly qualified and seeking your first job then you'll need tremendous perseverance but remember – you “freshers” have a lot going for you – energy, youth, drive, desire - all those good things that wane with people over the years. You are not world weary or cynical – corporations need fresh talent all the time or they stagnate – you are the fresh blood that invigorates business and industry.

11) *Don't jump in* - getting a job offer is immensely flattering – it says that you are valued and wanted and that is seductive. Consider carefully, though, if the job is right for you – don't get carried away by the fact that they want you – do you want them? And don't worry that another offer may not come along – you just got this one didn't you – so you can do it again and find not just a job but the right job.

12) *Withdraw carefully* - If you are already in a position then try to avoid leaving because you are unhappy. Happiness levels in a job will ebb and flow – managers move on, Companies are taken over, things change – show some “stickability” – employers are uncomfortable with people who hop around between jobs and don't seem to be able to tough out the difficult times. However, if your career is going nowhere and the boss doesn't seem to care and there's little prospect of positive change then it may well be time to move on – and that takes you back to where we came in.....

Good Luck.....

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