

6 Ways to Optimize Your Time In a Job Search

MAJT Meeting

Key Objectives of a Job Search

- Best Job
- Shortest Time
- Job Security
- Good Benefits/Salary
- Right Work Environment
- Opportunity to Learn
- Have some “Fun”

Job Search

Question: Is the Best Way to Get a Job is Start Firing Out Applications with a Less Than Optimal Planning/Resume, Resulting in Best Job Search Frustration?

OR

Define and Adopt a Well Thought Out and Time Directed Job Search?

Job Search – Time Hints

- Full Time Job
- Use Your Best Personal Time to Do Most Difficult Things (i.e., Networking, Interviewing)
- Use Your Non-Optimal Time to Do Routine Things (Internet Search, Fill in Activity Tracking Charts, etc.)
- Stay on a Normal Work Routine Schedule
- Take Breaks During Day – “Recharge Batteries” (Exercise, Visit Friends, Personal To Dos)

6 Job Search Time Sequenced Action Steps

1. What are Your Goals – Short & Long Term
2. Define What You Need Personally
3. Define What You Want in a Career/Job
4. Look for Ways to Improve Skills
5. Prepare Key Tools Needed for Job Search
6. Structures Job Search Strategy

Result: Best Job is Shortest Period of Time

Step 1 – Setting Goals

Premise: Job Transition is One of the Few Times in Our Busy Lives Where We Can Have an Opportunity to Think About What is Important to Us and What We Want to Accomplish!!!

Concepts

1. A Job is a Means to an End – Means We Accomplish What is Important to Us.
2. Achieving Goals Builds Confidence – Set Some Very Achievable Short Term Goals

Personal Goal Sheet

Criteria

Short Term

Longer Term

Short Term Steps

Personal

Family

Financial

Career/Job

Review: Set Dates and Measure How You Did – Why/Why Not

Step 2 -Define What You Need Personally in a Job

Criteria

Answers

1. Income and Benefits
2. Location
3. Travel Restrictions
4. Overtime Limitations
5. Family Considerations
6. Long or Short Term
7. Vacation
8. Other

Step 3 -Define What You Want in a Career/Job

Criteria

Answer

1. Opportunity for Advancement
2. Working Environment
3. Type of Supervision
4. Job Security
5. Schedule
6. Type of Company
7. Other???

Step 4 – Ways to Improve Marketability/Skills

Question: What New Skills/Capabilities Can Make Me a Better Fit/Preferred Candidate? (Job Descriptions)

- General Education – Computer Classes, Building Codes, Welding, New Health Coding,
- Special Skills – Computer Programming, New Accounting Rules, Nursing Regulations, New Software Versions, Work Skills Classes
- Reading Industry Updates – Trade Journals, Biographies/Blogs, National Events, Government Regulations and Trends

Step 4 – Ways to Improve Marketability/Skills

Question: What New Skills/Capabilities Make Me a Better Fit? (Job Descriptions)

- Certifications (“Proven Skills”) – Microsoft Office, IT Certifications, Master Tradesman, Green Initiatives, Lean/6 Sigma, Professional Certs
- Volunteering – Way to Demonstrate Skills; Dane United Way, Non-Profits, Church, Community Programs, Conservation Programs
(Great Networking Opportunity)

Step 4 – Ways to Improve Marketability/Skills

Value Statement:

Does Doing These Type of Things to Improve Skill
Help You Answer the Question of “What Have You
Been Doing During Job Transition”

Step 5 – Prepare Tools Needed For Job Search

1. Understand What Makes You Unique – Use Various Assessments (Personal & Professional). Ask People!
2. List Key Examples of Your Work History – Focus Not on Duties BUT ACCOMPLISHMENTS (Problem - Action- Results)
3. Do Transferrable Skills Assessment if Interested in Career Change
4. Resume Development – **Tailor** to Specific Job
5. Get on LinkedIn – Identify/Obtain Recommendations & How to Use Job Search Tool. Learn How to Connect

Step 5 – Prepare Tools Needed For Job Search

6. Identify and Contact References
7. Practice Writing a Cover Letter – 3 Paragraph Rule
8. Begin Your Networking List – See Reference Tools;
Begin to Practice Talking About Your Job Search
9. Get Up Job Tracking Tool – MAJT File Available
10. Select Internet Search Engines – MAJT Handout
11. Consider Getting a Business Card
12. Most Important – **ATTITUDE RIGHT**

Step 5 – Career Search Activity

Date	Contact	Company	Activity	Notes	Next Steps	Follow Up Comp
May 10th	HR	ABC Company	Applied for Adm Asst Positions		Network - More Company Info	
May 12th	Joe Smith - Former Worker (LinkedIn)	Now at XYZ Co.	Advised he liked co. but found better job good comments about possible boss - likes independent workers	Joe Recommended I contact Fred Jones inside company - additional resource	Contact Fred	Advise Joe of Fred Conversation
May 13th	Fred Smith	ABC Company	Fred has been there 5 years	Positive comments about company culture: Organization growing, good benefits, Reviewed by skills/ experience; Fred made offer to mention me to HR	Follow Up with Joe Smith	Left V/M for Joe
May 14th	HR - Sally Fields	ABC Company	Sent Email to Sally regarding what I had learned about co. - Advised that I would be very interested in interviewing for job		Mail Follow Up Letter directly to Sally Fields	

Step 6 – Structured Job Search Strategy

– Path to Fastest/Best Success

Concept

Completed

1. Get the Word Out – Begin to Use Your Network and Stay in Contact with Family, Friends, Past Co-Workers, Acquaintances, Association/Group Contacts,
2. Research Potential Industries/Employers – Understand Challenges, Culture, Business Trends, Etc.
3. Identify Opportunities – Use Network to Learn About “Qualified Opportunities” – Try to Identify Inner Company Sponsor
4. Phone Interview Practice – 3 Key Points (HR Emphasis)

Step 6 – Structured Job Search Strategy

– Path to Fastest/Best Success

Concept

Completed

5. Initial Meeting – Interview Preparation –
“How Can You Help Them Meet Their
Challenges” and “Fit Within Their Culture”
6. Follow Up Letter – Why You Are a Great
Candidate – “Do For Them”
7. Final Interview – Apply What You Learned
in 1st Interview – Opportunity to Ask Your
Questions.
8. Offer – Negotiation; Pick Most Important
Point(s)

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