

## **The 5 R's of Managing your Job Search Effectively**

Our resident Executive Coach, Michelle Lucas of greenfields offers some top tips for managing your job search. With more people in the market and fewer jobs, you need to ensure you are as "slick" as possible to place yourself in poll position for your next move.

**Are you READY ?** Don't wait until you are out of a job to prepare yourself to look for a job. Its not enough to have your CV up to date, you should also be clear about what your "Unique Selling Point" is, know what your development needs are, have identified your Career Goals and have a handful of real examples that highlight your strengths. You should also have a list of target organisations you'd like to join and a list of key job search resources e.g. profiles on job websites, at your fingertips

**Do you have a ROUTINE ?** I always advise people to treat their job search as they would a job and remind them that they need to allow time for fun things too ! Develop a routine for doing all the essential activities – plan in time for locating job adverts, researching companies, tailoring CV's, and for interview preparation as without routine your hours will simply disappear down a hole as you surf the internet willing the perfect job to appear.

**Who can you RING ?** Allocate some time for calling people that can help you. Keep in regular contact with agencies, ensure you know when new vacancies arise and get feedback if you have applied for a role. Think of who you know who may know something about a company you are thinking of applying to – if you are well- informed you could make yourself a stronger candidate than the next person. Don't let your network go cold as it's great to keep in touch with old colleagues - if they are still working they may know of vacancies and if they are not then it will good to share each other's news.

**Do your RESEARCH ?** If you are applying to a company you do not already know, you will need to do some research. A typical opening interview question is "So tell us what you know about ABC company?" - do some homework and get off to a good start. More importantly you may find out from your research that they are not the kind of company that you would want to work for, so it could save you time and energy that would be better spent on something else.

**Have you made a RECORD ?** Job searching in a difficult climate can often mean you will make many applications before you are successful. Keeping track of when and where you saw the advert, when the closing date is and what version of your CV you sent them can be difficult. Create a log and closely track how each application progresses. This helps you present a professional approach to respondents and ensures you keep a record of the reasons for your success and failure. You'll soon discover what works for you and what you may need to change.

For further information please contact: Michelle Lucas at [www.coachU4success.co.uk](http://www.coachU4success.co.uk)

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