

THE MUST-HAVE JOB SEARCH CHECKLIST



Relaunch Me

www.relaunchme.com.au

Finding yourself unemployed can be a huge shock if you have had a stable job and haven't had to worry about searching for a job for a long time, or ever.

Job search can be an intimidating and overwhelming process so having a checklist to follow can help you focus on what you need to achieve and in what order.

Here are our

Top 10 tips to Kick-Start

your job search to get you job-ready as quickly as possible.

1. Get Clarity About What You Really Want

Spend some time working out what is most important to you. After having a family or spending time caring for a relative our values often change significantly. Returning to a role where your most important values are not being met will leave you feeling unhappy and resentful. Therefore, it is worthwhile spending the extra time clarifying what is most important to you, before you even think about looking for work.

2. Explore All Your Career Options

For some individuals who have been out of the workforce, they are very happy to return to work in the same capacity. For others, returning to the same role or organisation just isn't compatible with raising a family without extra support. This is often the case for mothers who have previously worked in demanding corporate roles requiring long hours, tight deadlines and extensive travel.

If this is you, then it is likely that you will need to consider other options, possibly leveraging off your previous work history, re-training for a new career or starting your own business.

To explore new options, it can be helpful to work with a career coach to identify careers that will be a great fit for your personality and interests as well as being aligned to your values.

3. Assess and Update Your Skills

If you need to consider alternative career options it is useful to document your key transferable skills. Do not underestimate the skills you have developed since raising a family – how about negotiating and influencing skills?

It is also hugely important that your IT skills are up-to-date to remain competitive. This means being able to confidently use the latest version of the most common computer applications, particularly Microsoft Office. The easiest way to identify your IT gaps is to review jobs on SEEK and other job search sites to identify the software skills that are most often included in the key selection criteria. You will then see a pattern emerging which will indicate whether you need to get busy studying some online courses. I recommend Coursera, Udemy, Alison and Udacity as a starting point.

4. Mind the Gap

You may have been out of the workforce for an extended period, but don't underestimate the value of part-time, casual or volunteer work that you have undertaken during your career break. If you are not planning to return to work for some time, now might be the time to think about how you can join a committee for your local community group, childcare centre or kindergarten. These roles will often extend your current skillset as well as your networks.

5. Get out into the Real World

You can't figure things out by writing pros and cons lists, Googling articles and reading blogs. This may give you some ideas but you also need to get out into the real world and test them. Get out and talk to people about your career change goals. Start with your immediate network and then move onto their networks.

It is also essential that you surround yourself with some great supporters and find an accountability buddy to keep you on track and keep you motivated when you hit some bumps.

6. Build your Online Presence

LinkedIn is a fabulous tool for researching your career options as well as expanding your networks. Spend some time creating or updating your LinkedIn profile and ensure that it appears professional (no family or wedding photos, no sunglasses).

If necessary, work with a LinkedIn coach to ensure that you have a strong profile that is keyword optimised for your future rather than your past.

Follow organisations of interest and join relevant industry groups. If you want to really make an impact, start writing some blog posts which you can publish on LinkedIn.

7. Stay Connected in your Industry

Whilst away from the workforce it is important to keep up-to-date with industry news, particularly if you are planning to return to the same organisation.

Attendance at the occasional industry event or conference will keep you current whilst also allowing you to stay in touch with industry contacts and build new networks. You never know when you might need them.

LinkedIn is also a great tool for keeping in touch with industry developments with the option to participate in forums and industry group discussions. Likewise, explore any options to freelance or complete some project work from home to keep your hand in and maintain your confidence.

8. Search for People not Jobs

If you have been out of the workforce for a long time, your resume is just going to highlight exactly that. You will have a much better chance of securing work if you look for people rather than jobs, where possible.

Re-connect with former bosses, old colleagues and anyone else who could be an advocate for you. A colleague hand delivering your resume to the HR Manager or a face-to-face meeting will get you much further than just submitting a resume along with hundreds of other candidates.

9. Update your Resume

Resume formats have changed significantly over the years so ensure your resume is current. The market is more competitive than ever so if you are going to submit a resume via SEEK, then you need to make sure you stand out from the crowd.

To get an interview in the current market you need a well-formatted, tailored resume that highlights key strengths and relevant skills rather than highlighting your time out of the workforce.

10. Master your Interview Skills

If you make it to the interview stage you really don't want to waste the opportunity. Study the position description and obtain a thorough understanding of the key selection criteria. Ensure you are able to respond to general questions such as 'Tell me about yourself?' as well as answering behavioural questions using the STAR format.

Behavioural interviews are very common these days so if you are not up to speed with using STAR then this could be a huge disadvantage. Likewise, you need to prepare and practise a lot. The days of 'winging' an interview are unfortunately well and truly over.

Finally, don't underestimate your time out of the workforce. A different perspective and a real desire to return to work are both highly desirable qualities that should be well received by potential employers.

If you need some assistance with your return to work,
email us at

enquiries@relaunchme.com.au

to organise a career coaching or job search coaching
consultation.

For further information about our Career Change or
Relaunch Your Career coaching programs, please refer
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