



Job Search Tip Sheet

1. Focus...focus...focus

If you don't know what you're looking for, any job will do. Don't dilute your job search by jumping at the first thing that 'seems okay'. Even in a tough economy, you should seek out work that is right for you.

2. Identify your personal values

Knowing what is important to you is essential to finding a job that will be a good fit.

3. Work from your strengths

Learn more about yourself every day. What kinds of jobs and work environments are positive for you?

4. Recognize what motivates you

Identify the passions and interests that get you up in the morning and make you keen to learn more.

5. Name your 'must haves'

Define 3 non-negotiable criteria for your next job based on your values and strengths and assess each job opportunity against these criteria.

6. Assess your KSAs

Take an inventory of your knowledge, skills and abilities. Identify the areas you have learned about through education, through hands-on experience, by training others, and by supervising others.

7. Build your brand

Decide how you will introduce yourself to others. What can you offer employers? What makes you unique? Practice saying your introduction out loud until it feels comfortable.

8. Set goals

Determine what you plan to accomplish in measurable terms each day. Include at least one goal that 'stretches' you beyond your comfort zone.

9. Spread the word

This is not a time to be shy. Tell every person you meet what you are looking for. You never know who they might be able to connect you with.

10. Remember: hope is a choice. And there is help for the path ahead.

Contact me for a complimentary assessment to see if coaching is right for you.

A COACH FOR ALL SEASONS

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