

CANDIDATE RESOURCES

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FOR TODAY'S LEADERS



Preparing for Your Job Search

Create Your Personal Budget

We place a great deal of emphasis on planning. Your personal financial needs are a critical element to consider in your job search. Simply put, you have to pay the bills. You cannot focus on doing a good job if you are worrying about making a car payment. You need to prepare a personal itemized budget to determine how much income you need. Be realistic. Understanding your income needs will help you target positions or industries that can meet your requirements.

Determine Your Job Search Objective

You must have a job focus to conduct an effective job search campaign. You cannot set out on a quest for employment looking for just anything. If you do, you will waste a lot of effort. Employers will quickly recognize that you do not know what you want. This is comparable to a salesperson trying to sell a product without knowing its features. Salespeople know what their product can do and they know the market for their product. In the same manner, you need to target your job search campaign to those employers who need your skills and can offer you the opportunities you are seeking.

Simply saying that you are looking for a good job that pays well is not enough. Identifying the specific types of jobs for which you are qualified will focus your effort to those employers who match your employment objective. Furthermore, when you approach an employer, describe your skills which will tell them what it is you can do. Tell them the kind of work you are looking for. Do not expect them to analyze your qualifications and tell you where you might fit into their organization. Skills sell the product--you!

Take the time to think about what you want from that next job. Conditions of employment, wages, location, hours, and benefits are important considerations. You may also be looking for job security or advancement potential.

Look for ways to expand your opportunities. This means you may have to make some choices. Goals should be realistic and achievable. Keep this in mind when considering your expectations. A good strategy is to write down all the conditions that you would like in a job, then categorize them as "required," "desired," and "optional." If you find that you are not getting interviews, or that you are not finding jobs that meet your expectations, reevaluate your criteria for employment.