

The St. Catherine's Support Circle

Best Practices for Successful Job Seeking

1. Have a Clear Job Search **Focus** - what is your objective?
 - Title
 - Type & size of business or organization
 - Their needs
 - How your key **skills** can address their needs
 - Establish your digital profile – LinkedIn
 - Tip: Create a personal sounding board of advisors

2. Conduct a primarily **Pro-Active** Job Search
 - Reactive job search: responding to published jobs, job boards, recruiter search assignments.
 - **Pro-active job search**: use a target company and contact list, conduct networking for referrals to target contacts. Most people land jobs via networking.

3. Use smart **time management**
 - **Networking**: **70 %** of your time
 - Responding to **recruiter, published or job board** jobs: **10%**
 - Conducting online **research** on target companies and contacts, as well as for interview preparation: **20 %**

4. **Take care** of yourself
 - Find ways to manage job search stress
 - Do volunteer work – helps strengthen your self worth, expand your networking
 - Stay in shape – or get in shape – with regular exercise
 - Involve family members, those closest to you. Let them know how and what you are doing.