

HAYS Recruiting experts
worldwide

MY JOB SEARCH PLANNER

FOUR EASY STEPS TO TAKE CONTROL OF YOUR CAREER

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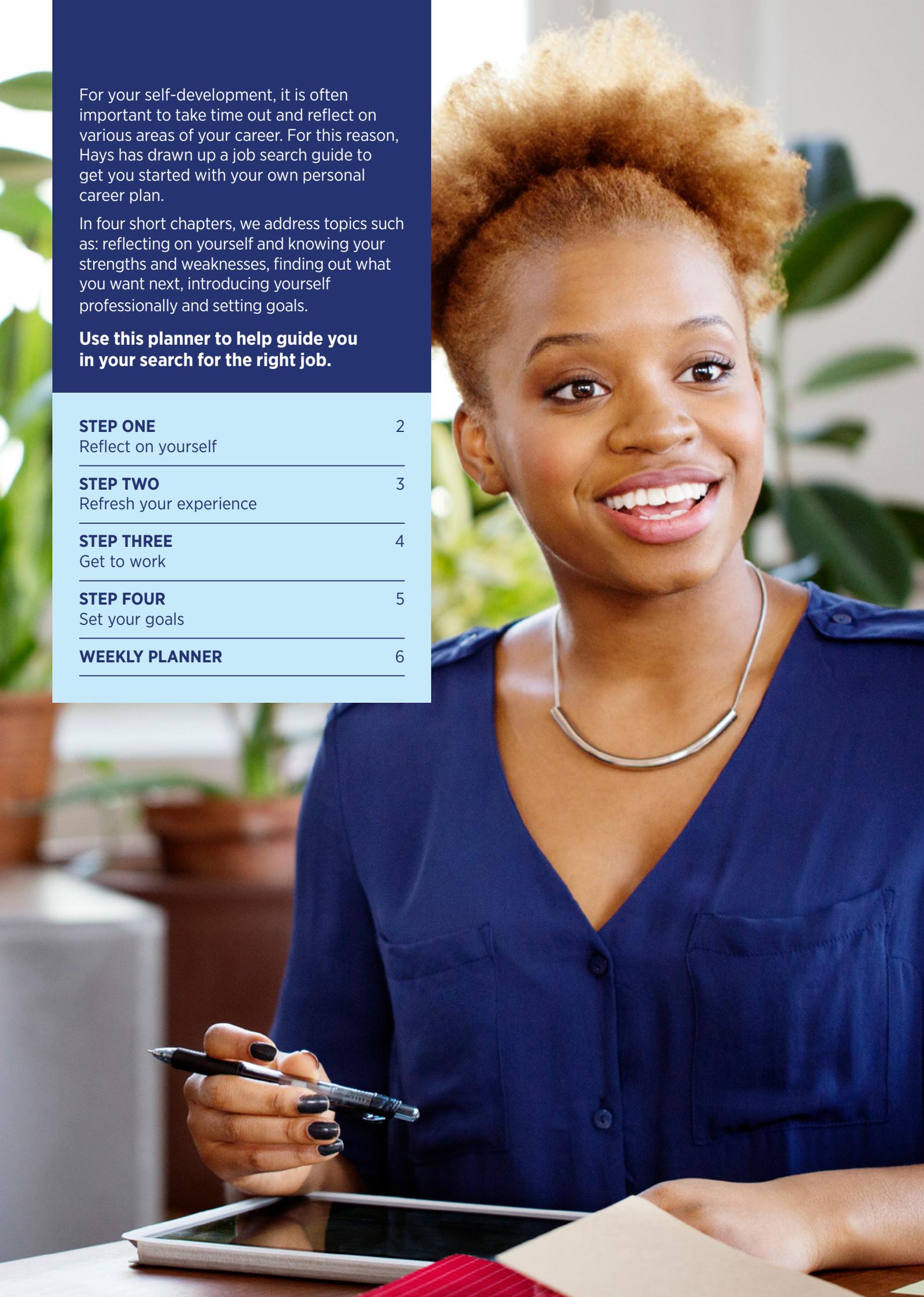


For your self-development, it is often important to take time out and reflect on various areas of your career. For this reason, Hays has drawn up a job search guide to get you started with your own personal career plan.

In four short chapters, we address topics such as: reflecting on yourself and knowing your strengths and weaknesses, finding out what you want next, introducing yourself professionally and setting goals.

Use this planner to help guide you in your search for the right job.

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STEP ONE

REFLECT ON YOURSELF

WHERE AM I IN MY CAREER?

Before any career navigation can begin, it is good practice to reflect on the current situation.

Step one invites you to:

- **Reflect on your current role**
- **Evaluate your strengths and weaknesses**

What steps did you take to get the role you're in now?
Could you replicate these steps or improve them further?

What are your strengths and weaknesses?

Strengths

Weaknesses

What role would these strengths best lend themselves to?

TOP TIP



Acknowledging your own strengths and weaknesses helps you identify the right job opportunities, rather than spending time on a job application that isn't right for you in the here and now.

TAKEAWAY



If you really are to move closer to reaching your professional goals, it's crucial to subjectively take stock of your current skillset, and then make concrete plans to plug any gaps you may have. Click [here](#) to learn more.

STEP TWO

REFRESH YOUR EXPERIENCE

MAP OUT WHAT YOU WANT FROM WORK

Now that you have reflected on your own capabilities, the next step is to get the criteria down in writing that you want associated with your ideal role.

Step two invites you to consider what you're looking for in a new role and a new employer.

What kind of role would represent a sensible step towards your long-term career goals?

What kind of culture and work environment would you like to join?

What salary and benefits package are you looking for?

What might your 'deal-breakers' be?

TAKEAWAY



Click [here](#) to find out why you shouldn't inflate your salary when looking for a new job.

STEP THREE

GET TO WORK

GETTING YOUR FOOT IN THE DOOR

The secret to grabbing a recruiter's attention with your CV is understanding that its direct purpose is not to secure you a job – that's the end goal – but for it to be enticing enough to take you through to the next step of the selection process.

A concise personal statement on your CV and LinkedIn profile provides employers with a snapshot of your key skills and work ambitions. It's the first place an employer is likely to look, so detail your proudest achievements succinctly here.

Step three invites you to write down an eye-catching personal statement to grab the attention of employers.

Write a personal statement for your CV and LinkedIn profile (500 words)

TAKEAWAY



Put yourself in the thick of the action. Remember that you are trying to sell yourself. Using phrases like “was involved in” and “assisted” implies that you were more of a bystander than an instigator. Use strong action verbs like persuaded, executed or established, and take credit where credit is due.

TOP TIP



For more tips on what to include and how to structure your personal statement, click [here](#).

STEP FOUR

SET YOUR GOALS

WHAT GOALS DO YOU WANT TO ACHIEVE THIS WEEK?

The job search is so much more than sitting at your computer, sending off CVs. Essentially, you want to stay active and create luck for yourself. Target the right companies, be focused in your networking efforts, and keep progressing your applications.

Goal setting is about deciding where you want to head in your career, and noting the steps required to reach that point.

Step four invites you to set goals for your job search this week

Identify at least five prospective employers

Revise, revamp, and improve your CV

Find and apply to at least one job opening

Sharpen your interviewing skills

Reach out to family and friends about potential job leads

Read a chapter of an educational/self-help book

Schedule a meeting with a career expert

Check at least two job sites

Find additional people to add to your career network. Search for and follow up on 10 potential contacts on LinkedIn

Follow-up all pending job applications

NOTES

TAKEAWAY



Don't be too hard on yourself. Look back on what you've achieved in your life so far and remember how capable you are. In particular, remind yourself of how far in your career you've come, the skills you've picked up along the way and the amount of knowledge you have. Doing this will help you to stay positive and realise what a great asset you will be to the right company – all you have to do is find them. Click [here](#) to find out how.

WEEKLY PLANNER

PAIR YOUR SHORT-TERM TASKS WITH THE LONG-TERM GOALS BEHIND THEM

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

CHECKLIST

M T W T F S S

NOTES

WEEK QUOTE/NOTE TO SELF