

JOB SEARCH CHECK LIST

Before starting your job search you must complete this exercise

Before embarking on a job search it will be useful to start with some initial planning by thinking about exactly what it is that you are looking for. This will give you direction and ultimately save you time and effort.

This exercise will take you just **THIRTY MINUTES** but could save you 3 or more months of pain in making the wrong career move. The following exercise will enable you to articulate exactly what you are looking for in your next career move, and in fact, what you're **not** looking for! The exercise will also enable you to search more succinctly for the right role.

Theses are the type of questions that you will be asked by every sales recruiter, including Aaron Wallis:

Firstly why are you looking to leave your existing job?

Think of at least 3 reasons, including reasons that you will give at interview. What's the story?

In what timescale do you expect do be starting your new role?

By what date do you intend to start your new job? What's the deadline that you're putting on yourself?

How much time are you committing to your job search?

Job seeking is a time consuming task. Think about the time it will take to write your CVC, application letters, appendices to your CV, searching for jobs, follow ups, preparing for interviews, attending interviews, putting together presentations, etc.

What is your job search plan? What job sites to search and recruitment agencies to join?

What is your approach going to be? Are you going to 'scatter gun' or be more targeted in your approach?

Describe your ideal industry sector or sectors?

Are you going to stay in your existing sector or are you looking for something different?

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What career level are you now looking at?

Are you happy at your current level or are you looking for the next step forward? Think in terms of job title that you are seeking? Do you have the skills, qualifications and experience to attain the next step up the career level?

Do you require any additional skills, training, experience, qualifications to attain the career level that you are ideally looking for?

If not, plan how you are going to gain the required knowledge, experience, skills, qualification and by what timescales

What hours are you prepared to work?

What is your ideal working hours. Think of it in terms of from when you leave your door to when you return.

What is the minimum total package that you would accept? (Including all OTE, bonuses, etc)?

Think of the package as a total. If things like pension, private health are important to you then how much more would you need to earn to cover them yourself if your future employer does not offer them within the package. Think of this figure as a 'bottom line' rather than an ideal – something that you would accept.

What is the minimum basic salary you would accept to achieve the minimum total package above?

To achieve the minimum package above what is your 'bottom line' figure for basic salary. What is the absolute minimum that you would accept to achieve your minimum total package.

How far are you willing to commute and how much time are you prepared to spend away from home?

If an internal role or one requiring you to work from a base how far will you commute each day. If field based what is the maximum sized patch you would consider – a few postcodes, a few counties, a country, a continent, global?

What size of company are you looking to work for?

Think in terms of minimum number of staff and the minimum turnover of the business.

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Start up, burgeoning company or larger established business?

Would you look at a start up business or are you willing to accept the bureaucracy of a larger organisation? i.e. do you want to have real influence and impact within a business or do you want the stability and perks that a larger organisation normally offers.

What sort of corporate culture do you want to work in?

Corporate, 'work hard-play hard', 'evangelical', etc. What culture are you most comfortable in?

How do you want to be managed?

Micromanaged or left alone? Are you actively looking for a mentor. Do you want an autonomous role or one where you will be actively managed?

What sort of team do you want to work in? Is this important?

Full on team environment – tribal – all fighting towards a common cause or one that works well together but doesn't live in each other's pockets. Is this important to you either way?

What is your ideal working environment?

In terms of the physical environment – plush corporate suite or a back of town industrial estate. Is this important to you either way?

What sort of role and responsibilities are you looking for?

What sort of progression and opportunities will the ideal role have to offer?

Think in terms of 12 months, 3 years and 5 years. This will help you ask the right questions at interview regarding the longer term potential of the role

If you've completed this – well done! You now have a plan and can articulate what you want (and don't want). Keep it somewhere safe, review it regularly throughout your search and amend as necessary. Use this as the basis for your covering letters.

You may even find it useful to review again in two to three years to see whether you are on course to achieving your career ambitions. **GOOD LUCK!**