

# JOB SEARCH CHECK LIST

**One of the best things that you can do before starting a job search is to have a plan. This short exercise will help you fully understand what it is that you are looking for. This will give you direction and ultimately save you time and effort.**

In our experience, most people looking for a new career are unable to clearly articulate exactly what they require in their next career move. This exercise will take you just **THIRTY MINUTES** but could **save you 3 or more months of pain in making the wrong move**. The following check-list will not only provide you with what you are looking for but more importantly, what you're **not** looking for.

These 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 current job?**

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

*The adage in recruitment is the reasons why you are looking to leave your role will illuminate the most important things that you are looking for in your next role. Often it is money, but more usually it is emotionally driven – perhaps you do not agree with the company direction, you dislike the way that you are managed, you want a more ambitious culture.*

- 1)
- 2)
- 3)

## **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 CV, application letters, appendices to your CV, searching for jobs, follow-ups, preparing for interviews, attending interviews, putting together presentations, etc. is it possible to dedicate that time?*

## **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, qualifications and in what timescales*

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## What hours are you prepared to work?

What are your ideal working hours? Then, think of it in terms of when you leave your door to when you return.

## How far would you be 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 is the minimum total package that you would accept? (Including all commission, bonuses, etc)?

Think of the package as a total. If things like pension, private health are essential 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 meet your minimum total package?

## Are you looking for, or would you consider, a start-up, burgeoning business or a larger established organisation?

Would you look at a start-up business or one that's growing and are you willing to accept the bureaucracy of a larger organisation? Some direction - do you want to have real influence and impact within a business, do you want to be a 'pioneer' in a company with a great idea or do you want the stability and perks that a larger organisation offers typically.

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

Corporate, 'work hard-play hard', 'evangelical Google-like', etc. What culture are you most comfortable in? What values do you want the organisation to represent?

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## 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 progression and/or 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 an interview regarding the longer-term potential of the role

## Finally, the showstopper. What are the three most important things that I am looking for – what are my 'must-haves'?

Look through your answers and highlight of the 'must-haves'. At interviews, ensure that you interview the company to ensure that these criteria are going to be met.

Also, what are my 'red lines', what will I not accept, what will I not compromise on – this could be work/life balance, a company car, a non-direct train commute, or a myriad of things which to some would seem trivial, but to you, these mean *everything*.

**If you've completed this – well done!** You now have a plan and can articulate what you want (and don't want).

Keep this document somewhere safe, review it regularly throughout your search and amend as necessary. This information is also useful as a basis for your cover letters or formal application forms.