

BRAINSTORM

Brainstorming should be the very first step of every job search. Identifying your strengths, weaknesses and interests will help establish a clear direction on where to begin your job search. It also helps in preparing you for your upcoming interviews. In order to convince others that you are a valuable candidate, you must first know what you have to offer.

Personality

Work Experience

Education

Skills – both job-related and interpersonal

Work ethics

Past accomplishments and failures

Hobbies

CAREER INFORMATION

Before deciding on a specific career, make sure you are aware of its pluses and minuses. Use the following worksheet to help you examine every aspect of your intended field. Then, study the job market by learning about growing and declining occupations. Also, read about job on the website www.careersportal.ie. This will help you make an informed choice about your career future.

Career Name

Daily Activities

Positive and negative aspects of the job

Level of education/experience/skills needed and methods of gaining entrance to the field

Typical entry-level position in the field

Typical career path and future outlook for the field

COMPARE OFFERS

Company Name:		
Position Title:		
Salary:		
Benefits:		
Bonuses:		
Stock Options:		
Job Security:		
Advancement Opportunities:		
Further Education:		
Challenging Position:		
Matching Background:		
Matching Goals:		
Recognition for Hard Work:		
Company Size:		
Company Reputation:		
Work Environment:		
Commuting Distance:		
Travel Requirements:		
Relocation Requirements:		
Community Involvement:		
Comments:		

DEFINE GOALS

In order to determine which position is right for you, you must first know what you are looking for. Figure out which aspects of a job you find appealing as well as defining your goals. The following worksheet was designed to facilitate this process.

Define the type of industry and position you want to work for.

Which aspect of a job is most important to you?

Which aspect of a job is least important to you?

How far are you willing to commute?

Would you be willing to travel?

Do you prefer to work for a large or a small organisation?

How important is a company's reputation to you?

Do you feel you need to be professionally challenged in order to stay with a job?

Do you need to be recognised if you do good work?

How important is job security to you?

What would you like to accomplish in your next job?

What skills would you like to develop?

What type of additional training would you like to obtain?

What new challenges would you enjoy?

Do you prefer to work by yourself or with others?

Describe your ideal work setting.

What types of salaries and benefits are you looking for?

Where do you want to be in 5 years? In 10 years?

NETWORKING

Networking is extremely effective when it comes to landing a job. Use the following worksheet to make a list of possible contacts. Consider these sources when composing your list:

- Friends and relatives
- Job fairs
- Recruiters/agencies/consulting firms
- Internet job listings
- Newspaper job listings
- Job listings in magazines
- Job listings in trade journals

THANK-YOU LETTERS

Despite their effectiveness, thank-you letters are often underestimated and overlooked. They can be used to express your sincere appreciation for the interviewer's time, and to cover information not mentioned or unsatisfactorily presented during the interview. Thank-you letters should be sent within 24 hours to everyone you interviewed with.

Heading

Body
