

The Job Search Process

Let's talk about time...

- The average person should spend 30-35 hours per week in job hunting activities
- Full time employees or students should expect to spend about 15 hours per week
- It takes the average person 6 months to find a job

A Full-Time Activity

- Keep records of daily job search activities
- Set aside a space at a desk or table for all supplies you might need
- File copies of all correspondence sent and received, application forms, letters and C.V.s, and employer and organisation info

Getting to Know Yourself

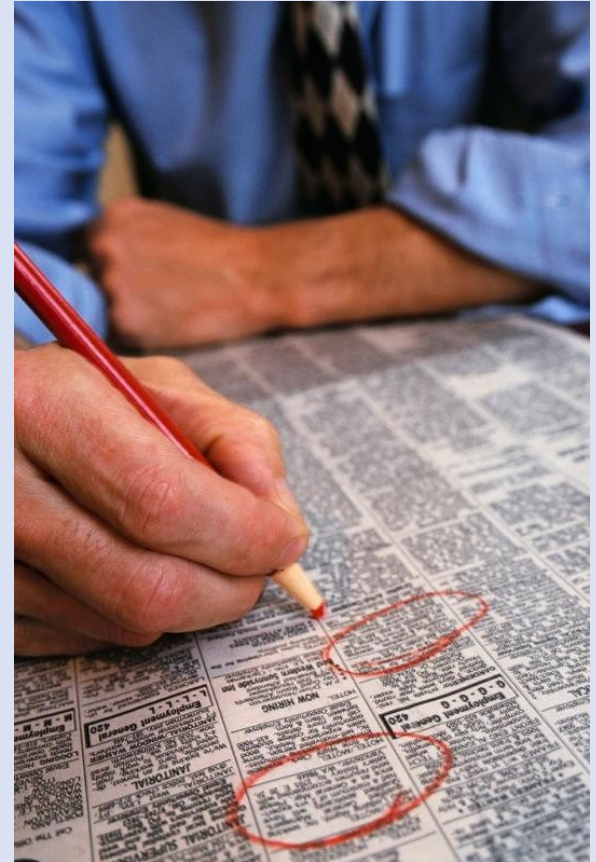
- Identify your skills, abilities, and interests with a career assessment
- Schedule a career counseling appointment

Explore the Job Market

- Research occupations and employers using.
- Know conditions of employment such as salary, hours, and working environment

Identify Job Opportunities

- Job Search Websites
- Career Fairs
- On-Campus Recruiting Program
- Networking
- Professional Organisations



Most Successful Ways of Job Searching

- Network
- Visit employers
- Search Employers
 - Yellow Pages
 - Internet
 - Kells Chamber of Commerce directory

Use Your Networks

- Two Types of Networking:
 - Informal
 - Formal



The Formal Networking Process

- Make a list of people you know
- Contact the people you want to meet
- Call to set up an appointment
- Prepare for the meeting
- Conduct an informational interview
- Follow-up with a thank-you note

Informational Interviewing

- Another great way to network!
- Be prepared with questions, you are the interviewer
- Gather as much information as possible about the interviewee's job and career path
- Conduct company research prior to the interview
- Ask for another name of someone at the organisation that you can meet with

Preparing for an Interview

- Participate in a mock interview
- Dress in professional attire
- Bring cover letter, C.V., and references
- Arrive early
- Be aware of nonverbal communication during the interview
- Ask questions

Follow-Up After an Interview

- Send a thank-you note
- If you were interviewed by more than one person, send each interviewer a thank-you note
- Follow-up with the employer
- Be persistent, but always remain professional

Analyse Your Job Search Progress

- Remember:
 - Stay positive!
 - The job search process takes time
 - Be persistent! Get something done each day

Closing the Deal

- Complete salary research – monster.ie is a great place to start!
- Interview the company
- Get the job of your dreams!

