

JOBSMANSHIP

Rules for Effective Job Hunting

Finding a job is a full time job. Remember that you are responsible for your career but do connect and communicate with others.

1. Use both traditional/non-traditional (ads and hidden job market techniques).
2. Invest the most time in those methods that work best.
3. Don't count on your resume to get you a job. Paper is not a conductor! People connect! Go face to face with people in the workplace – don't insert a piece of paper (your resume) or an instrument (the phone) between you and them.
4. If getting an interview for a job is a problem, you will have to work harder on alternate methods of the job hunt, since this ignores the question of whether or not a place has a vacancy. Have a plan B: Finding an unmet need – a job still in someone's head (the hidden job market).
5. If you get interviews, but nothing comes of them, work on your interview techniques.
6. If you are at the desperation gulch/survival level, take a temporary or contracting job, continue with your career focus search.
7. If no job is surfacing and you are up a valley of despair run- don't walk- to agencies and centers, which are experienced in counseling survivors. Search out these agencies and pick their brains
8. Know what job hunting is “no,” “no,” “no,” “no,” “yes!!!”
9. Pay particular attention to your main relationships – family and others – during the whole period. Under the strain of job hunting, and the preoccupation of survival, some good relationships get neglected, and go down the drain – unnecessarily.
10. When you get a job, don't assume the issue of survival is all taken care of. Expend energy on doing quality work and keep lines of communication open.
11. Know yourself – skills, interests, values, motivation skills, and success criteria.
12. Develop a Career Contingency Plan. If you weren't doing this job/career, what could you do? Have occupational matches/opportunities in mind. Know their current and future needs/directions.
13. Genuinely communicate and connect with people in your focused fields on a continuing basis.
14. Know your Safety Valve for handling your Valleys of Despair and improving your rate of recovery!