



# Career Services Quick Tips

## JOB SEARCH PROCESS

### JOB SEARCHING IS:

- ✓ A process involving organised steps.
- ✓ A lifelong route of making the right decisions.
- ✓ A process guided by your career objectives.
- ✓ A process that requires preparation, planning and perseverance.

### STEPS TO TAKE BEFORE EMBARKING ON YOUR JOB SEARCHING JOURNEY:

#### DETERMINE YOUR DESTINATION:

First, you need to know where you want to go. Your job search will be much more effective if you have a goal and career objective in mind.

#### DEVELOP YOUR PLAN:

The next step is to develop a good job search plan based on your career objective. Make sure the plan has specific tasks with deadlines for completion. Networking is a critical part of any job search, so be sure it is a major part of your plan.

#### IMPLEMENT YOUR PLAN:

The final step is to implement the plan. Schedule time each week to complete the specific tasks you have pinpointed in your plan. Keep a record of every job search.

### THE JOB SEARCHING PROCESS:



#### JOB SEARCH SITES:

YourCareer	– For UJ students (ULink)
The Job Centre	– <a href="http://www.thejobcentre.co.za">www.thejobcentre.co.za</a>
Pnet	– <a href="http://www.pnet.co.za">www.pnet.co.za</a>
CareerJunction	– <a href="http://www.careerjunction.co.za">www.careerjunction.co.za</a>
Careers24	– <a href="http://www.Careers24.com">www.Careers24.com</a>
Indeed	– <a href="http://www.indeed.co.za">www.indeed.co.za</a>
Jobs	– <a href="http://www.jobs.co.za">www.jobs.co.za</a>
Simply Hired	– <a href="http://www.simplyhired.com">www.simplyhired.com</a>
Job Mail	– <a href="http://www.jobmail.co.za">www.jobmail.co.za</a>
Careejet	– <a href="http://www.careerjet.co.za">www.careerjet.co.za</a>

## LET'S DISCUSS

### SELF – AWARENESS KNOW YOUR:

Interests; Career and Personal Goals; Strengths and Weaknesses; Skills; Culture - Norms and Values; Personal Situation and Circumstances; Achievements and Accomplishments; Skills; Qualifications; Characteristics and experience/s.

### PLANNING ASK YOURSELF:

What type of job am I looking for? When do I need to have a job by?  
How many hours a week am I going to dedicate to my job search?  
How many applications will I complete each week? How will I keep track of this information? When am I going to contact my references? When will I follow up on an application? How am I going to apply?

### RESEARCH FIND OUT:

Which companies are role players in these industries?  
What is the service they offer? Their size, structure, image and reputation?  
How long have they been in business?  
What is their mission statement and philosophy?

### CREATE YOUR CV

Ask one of our Career Consultants to assist you create a top-notch CV in order to get noticed by the company of your dreams! Also have a look at our Career Services Quick Tips: CV Writing for further guidance.

### DEVELOP YOUR INTERVIEW SKILLS

Make an appointment with one of our Career Consultants to practise your interviewing skills! Also have a look at our Career Services Quick Tips: Interview Skills for further assistance.

### TAKE ACTION

Send out your CV; Participate in contemporary job search by creating a professional LinkedIn profile and through having an appropriate online profile. Follow up on leads and create networks for further career development. Participate in mock interviews; Promptly reply and follow up on interviews; Actively seek feedback; Learn from your mistakes.

### KEEP THE BALL ROLLING

Follow up on all applications; Seek and incorporate feedback; Stay positive and focused; Keep fit and stay motivated; Continually apply for new jobs while following up on recent applications.

### CLOSE THE DEAL

Consider and evaluate the offer:  
What does the job description entail? What salary is offered? What are the benefits associated with the job offer? What does the company culture entail?  
What are the working hours and is travel associated with this position? Negotiate and accept if you are satisfied with the offer.