

## Steps to Succeed

#### Step one: preparation - [My Strengths](http://www.myworldofwork.co.uk/mystrengths-loggedout)

Before you start frantically searching through your local paper and applying for any jobs going, it is a good idea to think about what you really want to do. Make a list of your interests, skills, achievements, experiences, goals and values. Ask yourself - What is important to you? What are you enthusiastic about? What do you want from an employer? It is these things that can make you stand out as the ideal candidate for a job. Knowing what you want to do gives you much more focus when applying for jobs - saving you time and energy.

Think about:

* what you want from work e.g. training/9am-5pm working hours
* where you want to work
* an appropriate and realistic salary

Realistically, no job is going to be perfect.

#### Step two: get organised - [Job search Templates](http://www.thecareercoach.co.uk/job-search-templates.php)

It is best to think about job-hunting as a job in itself. Set aside time to:

* make phone calls
* research different jobs, companies and vacancies
* write and send out letters, CVs and application forms,
* prepare for and attend interviews

This is all perfectly manageable if you get yourself into a daily routine.Plan the days and times that you are going to work on your job search. Set yourself deadlines for each task.

#### Step three: get motivated - [Motivational Tips](http://career-advice.monster.co.uk/searching-for-jobs/planning-a-job-search/how-can-i-stay-motivated-during-my-job-search/article.aspx)

Do not wait around for your perfect job to fall into your lap - it is unlikely to happen! Ringing up potential employers can be intimidating, but it is a good strategy. They will be impressed that you have taken the initiative to call and it is important that you get through the door before your competition. Remember, job openings often exist long before they are advertised. If you can show that you are the perfect candidate at this early stage an employer will snap you up - you have just saved them time and money.

Job searching can be overwhelming. Take one step at a time.

#### Step four: networking - [How to Network](http://www.helpguide.org/life/job_networking_how_to_find_job.htm)

* ask your family and friends/ex colleagues if they know about any opportunities
* sign up to job search newsletters/websites and email alerts.
* attend job and recruitment fairs.
* Join professional organisations.
* talk to people who are currently doing the type of work you are interested. Ask how they got into the industry and if they have any tips.

#### Step five: be flexible -

You may get a job very quickly. Great! However, it can take several months and it is a good idea to consider doing some temp jobs, part-time work or volunteering while you are job hunting. You will learn skills, gain experience and earn money while looking for a permanent position. Plus, if you get a temporary or part-time job in your area of interest it is a good chance to prove yourself and be first in line when a full-time position opens up.

#### Step six: record keeping – ([Step two](#_Step_two:_get))

This may sound tedious, but you will be glad you have done it in the long run. You need to keep a detailed record of all the jobs you have applied to. You can use a Spreadsheet/Universal Jobmatch/template/Diary/Journal to make a note of:

* the company you applied to
* the name and contact details of the person you applied to
* the job and the date you applied
* any responses you got back
* interview dates
* follow-up actions

Keep copies of the Application Form or CV you sent to each employer, you will need them if you get an interview.

This allows you to keep going back to your records and track your progress. If you are not getting calls for interviews, ask for feedback on your CV or try changing the time you send in your applications (for example, if you are emailing an application it may be better to send it late Sunday evening or first thing Monday morning so that you are at the top of the pile). If you are getting interviews but no offers, practice your interview skills –

Remember that an employer may be able to give you feedback on your performance.

#### Step seven: be persistent - [How to keep trying](http://www.careerfaqs.com.au/careers/job-hunting-tips/coping-with-rejection-while-job-hunting/)

Job searching is hard work, but do not give up. If you have not heard anything after a week, follow-up with a phone call. Employers are busy so they may not have got to your application yet. Giving them a call will help them to remember you. If the position has already been filled, it could mean they will think of you when more vacancies come up.

Do not let negative experiences get you down. Focus on what you have gained and learned from these experiences and how you can use that to your advantage.

**Tips:**.

* Stay on top of the latest news for information on companies to which you are applying.
* Carry on managing your career even after you get a job. Record your achievements and update your CV regularly while the thoughts are fresh.

**Using social media for your job search can also be very effective but make sure you follow these simple rules (if you are unsure of what you need to do your Job Centre Work Coach can help you.)**

**Remember a prospective employer could check you out on a social media site like Facebook or Twitter so your profile should be professional, your settings made private and checked regularly.**

**Many employers now also use these sites to advertise jobs so make sure you access employers’ sites that interest you.**

**A professional profile on a site like Linked in can also help your search**



**Useful Websites for Highland Jobseekers**

**GENERAL JOB WEBSITES**

[www.gov.uk](http://www.gov.uk)

[www.getmeacooljob.com](http://www.getmeacooljob.com)

[www.universaljobmatch.co.uk](http://www.universaljobmatch.co.uk)

[www.gumtree.com](http://www.gumtree.com)

[www.jobrapido.co.uk](http://www.jobrapido.co.uk)

[www.S1jobs.co.uk](http://www.S1jobs.co.uk)

[www.topjobs.co.uk](http://www.topjobs.co.uk)

[www.stvjobs.tv](http://www.stvjobs.tv)

[www.scotcareers.co.uk](http://www.scotcareers.co.uk)

[www.jobsite.co.uk](http://www.jobsite.co.uk)

[www.fish4jobs.co.uk](http://www.fish4jobs.co.uk)

[www.jobs.ac.uk](http://www.jobs.ac.uk)

[www.indeed.co.uk](http://www.indeed.co.uk)

**NEWSPAPER JOB WEBSITES**

[www.yourjob.ajl.co.uk](http://www.yourjob.ajl.co.uk)

[www.jobs-north.co.uk](http://www.jobs-north.co.uk)

[www.jobs.telegraph.co.uk](http://www.jobs.telegraph.co.uk)

**GRADUATE WEBSITES**

[www.faststream.gov.uk](http://www.faststream.gov.uk)

[www.prospects.ac.uk](http://www.prospects.ac.uk)

**SPECIALIST JOB WEBSITES**

[www.inretail.co.uk](http://www.inretail.co.uk)

<https://jobs.scot.nhs.uk/>

[www.royalmail.com](http://www.royalmail.com)

[www.planetrecruit.com](http://www.planetrecruit.com)

[www.efinancialcareers.co.uk](http://www.efinancialcareers.co.uk)

**VOLUNTEERING.**

[www.signpost-inc.org](http://www.signpost-inc.org)

**CV/APPLICATION-HELP**

[www.getmeacooljob.com](http://www.getmeacooljob.com)

[www.gov.uk](http://www.gov.uk)

[www.cvtips.com](http://www.cvtips.com)

[www.jobinterviewquestions.org](http://www.jobinterviewquestions.org)

[www.application-form.org](http://www.application-form.org)

**AGENCY WEBSITES**

[www.bluearrow.co.uk](http://www.bluearrow.co.uk)

[www.hays.co.uk](http://www.hays.co.uk).

[www.driver-hire.co.uk](http://www.driver-hire.co.uk)

[www.orioneng.com](http://www.orioneng.com)

[www.globalhighland.com](http://www.globalhighland.com)

[www.cprecruitment.com](http://www.cprecruitment.com)

[www.brookstreet.co.uk](http://www.brookstreet.co.uk)

[www.primetime.co.uk](http://www.primetime.co.uk)

[www.reed.co.uk](http://www.reed.co.uk)

**SELF-EMPLOYMENT**

[www.princes-trust.org.uk](http://www.princes-trust.org.uk)

[www.hmrc.gov.uk](http://www.hmrc.gov.uk)

**MISC**

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

**EMPLOYMENT AGENCIES**

**BLUE ARROW** **BROOK STREET**

Strothers Lane Suite A, 1st Floor

Inverness 3 Union Street

IV1 1SG Inverness

IV1 1PP

**Tel**: 01463 240590 **Tel**: 01463 729213

**E Mail:**Inverness@bluearrow.co.uk

**Web:** www.bluearrow.co.uk **Web:** www.brookstreet.co.uk

(Office and logistics)(All types of recruitment)

**CASTLE VIEW PERSONNEL** **DRIVER HIRE**

11 Post Office Avenue 20 Longman Road

Inverness Inverness

IV1 1QA IV1 1 RY

**Tel**: 01463 230200 **Tel**: 01463 226666

**Web:** www.castleviewpersonnel.com **E Mail:**Inverness@driver-hire.co.uk

**Web**: [www.driver-hire.co.uk](http://www.driver-hire.co.uk)

(Driving & miscellaneous)

**GLOBAL HIGHLAND** **HAYS CONSTRUCTION**

19 Academy Street Moray House,

Inverness 3rd Floor, 16-18 Bank Street

**Web:** www.qlobalhighland.com Inverness IV1 1QY

(All types of recruitment) **Tel**: 01463 214282

**Web** www.hays.co.uk (Construction)

**ORION PROJECT SERVICES**

Orion House, Castle Heather

Inverness, IV2 6AA

**Tel**: 01463 251215

**Web**: [www.orioneng.com](http://www.orioneng.com)

(All types of recruitment)

**C & P RECRUITMENT**

1 Post Office Avenue

Inverness

IV1 1 DN

**Tel**: 01463 701080

(Construction based recruitment)

**E-Mail**: Inverness@ cprecruitment.co.uk

**Web**: www.cprecruitment.com