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Step-By-Step Guide For Job Seekers : How to organize my job search?

CREATING MY PROFILE



Clarifying my career plan

- Before starting a job search, it is essential to be clear about your preferred profession. Define your target profession.
- You must be immediately employable for this profession. This means that you possess all the knowledge and skills needed to carry it out and that you are available to accept a position immediately.
- If your profile permits (training, experience…), your career plan may cover several professions you have found for which you are immediately employable. Our advice: be careful not to overextend yourself across too many professions. Prioritize a maximum of three on which to focus your searches.

Preparing my profile

- What can you offer an employer?
- In the labour market, the contractual relationship between an employer and an employee resembles a business relationship. The company wants to purchase skills that will enable it to efficiently create products or services.
- Successful job seeking requires that you know yourself well and are ready to talk about yourself.
- The various job-seeking tools – CV, letters and others – will help you to communicate what you want to say. Before creating these tools, it is important to do some preparatory work by listing all the "bricks" that make up your profile.

Explaining what motivates me

- Your motivation is one of the issues that it is useful to clarify at this preparatory phase of your job search. It is important to be clear about your search objectives.
- This will enable you to target companies accurately, sort out the job advertisements to which you wish to reply, and prepare for your interviews.
- Question: What do you expect your future job to bring you?



JOB-SEEKING TOOLS AND TECHNIQUES



The CV

- CV is the abbreviation denoting curriculum vitae, a Latin term which means "life path".
- An indispensable tool in job seeking, the CV is intended to catch the attention of the recruiter so that he or she selects you for a job interview. The CV is a medium of communication.
- The CV must convince an employer that your profile matches the position which he or she is seeking to fill.
- A recruiter spends between 30 sec and 2 min reading a CV. It must therefore be clear, concise, easy to read and highlight only items that will make the employer want to meet you.
- To help you create your CV, you will find useful advice below on all aspects of form and substance. Of course, depending on the country and the culture, there will be differences to take into account.

The nine golden rules for an effective CV:

1. One position for one CV : The CV must show the employer that your profile matches the position to be filled. It is thus essential to adapt the contents of your CV to each application. Identify the employer's expectations and ensure that your CV emphasizes aspects which correspond to them.

2. Use the key words from the job advertisement: Take the important words from the text of the advertisement and use them in your CV to describe your profile and experience. Some employers use software to screen out CVs which stray too far from the text of the advertisement.

3. A clear heading : At the top of the CV, state the position for which you are applying. Never write "CV" or "Curriculum vitae" as the heading.

4. A CV in your image : Your CV must reflect you in its content and presentation, both of which must also be consistent with your profession.

5. No false or embellished information : You are not obliged to say everything in a CV. The main idea is to include items which enhance your profile in relation to the position to be filled, but you must not lie. It is important to start your relationship with the employer on a solid and healthy basis.

6. Easy and pleasant to read : The recruiter must be able to quickly identify the main sections and important information in your application. The layout should be appropriate, with not too many colours, and, especially, no spelling mistakes.

7. Reverse chronological order : To make it easier for the recruiter to read, start with your most recent experience or training, then go back in time.

8. Length: One page, maximum two for very experienced people.

9. CV by email or online : Save your CV in pdf format with a file name that the recruiter will easily recognize: Surname, name, position for which you are applying



The cover letter



- The cover letter is the second most frequently used written medium in job seeking. Be careful not to confuse it with the spontaneous application.
- The cover letter accompanies the CV to explain your application made in response to a job advertisement. When the employer reads it either before or after the CV, it must capture the attention and help to persuade him or her to offer you an interview.
- Be careful that the cover letter does not duplicate the CV. It must augment the CV by presenting points (experiences, achievements and results) to match what is required in the job advertisement.
- Basic rule: One job vacancy = one cover letter. On reading the letter, the employer must feel that it is unique, written especially for him or her in connection with the job being offered. Conversely, a generic cover letter which is not customized or adapted to the company is highly likely to result in your application being thrown into the rubbish bin.



PREPARING FOR AN INTERVIEW



- You've been asked to come for a job interview – well done. This means that your application (CV + letter) has caught the interest of the recruiter.
- The aim of the interview is to convince the employer to hire you rather than your rivals.
- For certain management positions, you may be asked to attend several successive interviews with different company individuals: the future N+1, the head of HR, the company head. The aim of the recruiter is to exchange points of view to ensure that sound choices are made when it comes to sensitive posts.
- Other tools which can be used in the recruitment process to complement the interviews include profiling tests, simulated case studies or group interview.
- You should also know that it is more and more frequent for recruitment interviews to be conducted remotely, by telephone, but also especially by videoconference.

Advice on how to approach an interview :

1. Understand what the position entails:

- Before sending your application (CV + letter), you will have read the job advertisement. Go through it again so that you thoroughly understand what is being offered.
- Ensure you identify the recruiter's expectations.
- Prepare to show the recruiter that you understand what the position entails.

2. Inform yourself about the company :

- Sources: internet, press, company employees.
- Take particular care to explore the company website and the social networks (LinkedIn, Viadeo, Facebook, Twitter).
- Company history, name of its head, activities, products, current events, projects.

3. Prepare your arguments :

- Reread the CV that you sent in.
- For each of the employer's expectations, prepare one or several responses based on your own experience, with arguments, figures, results, etc. …

4. Practise for the interview :

- With a friend or family member, simulate the interview a few times.
- Some internet sites offer interactive simulation programs.

5. Locate the place :

- A few days before, make the journey to the location. This will prevent you getting lost or arriving late on the day. Otherwise, plan your journey in advance.
- If the interview is to be conducted by video, test the equipment beforehand. 6. On the day of the interview :
- Dress: clean, appropriate for the profession and the working environment.
- Give a good impression from the moment you arrive at Reception.
- From the start of the interview, be cordial, cheerful, polite, attentive, receptive.
- The recruiter often comes to a decision after the first few minutes of the interview.



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