

"The Job Hunter's Toolkit: What Do You Need to Get a Job?"

By Gail Frank, Frankly Speaking: Resumes That Work!
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If you aren't sure what you need to launch an effective job search, here's the toolkit for you! Assembled by a certified resume writer and job coach, it will help you make the jump to a new job or career-- FAST!

Covers the 4 main tools you need to get the job hunt started:

1. Materials For Job Search
2. Resume Distribution
3. Effective Job Hunting
4. Interviewing & Negotiation

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SUMMARY

How did people find jobs before the Internet? Has the Internet created a generation of "armchair job seekers" who hide behind mouse clicks? If you are relying on the Internet to "find you a job," you may be dismayed to discover that the majority of jobs are earned the old-fashioned way: through connections with people.

The key to finding a job is to use your budgeted search time wisely, develop effective job search materials, and get them into the hands of people who have the power to hire you.

Many clients focus on resume development, to the exclusion of all the steps that follow. Completing your resume simply gets you to the starting line for your job search!

Use this handy checklist to help you plan your goals and steps for a successful job hunt. Please ask for help if you need it, the consequences of a poorly executed job search are a loss of time and money, as well as lost opportunities as your "perfect job" gets awarded to someone else!

1. MATERIALS FOR JOB SEARCH

You need essential marketing materials for the job search, but you also need some basic organizational supplies to keep your search going!

<u>Done</u>	<u>Help</u>	<u>Items</u>
<input type="checkbox"/>	*	Targeted Resume that supports your next position/career
<input type="checkbox"/>	*	Email Resume versions--ASCII/text and PDF versions
<input type="checkbox"/>	*	Cover Letters
<input type="checkbox"/>	*	Reference Presentation Summary
<input type="checkbox"/>	*	Networking Resu-Cards
<input type="checkbox"/>	*	Salary History and Research on market salaries
<input type="checkbox"/>		Professional Email address
<input type="checkbox"/>		Calendar/PDA/day planner
<input type="checkbox"/>		Thank you notes and stationary
<input type="checkbox"/>		Portfolio with pad and pen

Done Help Items

- 3 ring binder with alphabetical tabs
- File folders for company/field research

Job Search Organization forms:

- * Networking tree of contacts and planned calls
- * Resumes sent log
- * Phone call log
- * Interview review forms
- * Goal setting forms

** Services and items available from Frankly Speaking!*

2. RESUME DISTRIBUTION

Get your resume into the right hands. No one can hire you unless they know you are available! Do you have a plan to get your resume out there?

Done Help Items

Job Search engines:

- * Submit manually
- * Submit to Top 25, Top 50, Top 75 or Top 25 Executive
- * Submit to specialty job engines
- * Submit to executive recruiters
- * Submit to growth industry companies
- * Submit to venture capitalists
- * Submit to regional job boards

- Submit to local want ads
- Submit to local professional association job boards
- Send copies to references
- Send copies with letter to initial networking list

** Services and items available from Frankly Speaking!*

3. EFFECTIVE JOB HUNTING

Do you have a plan to find your next job? Too many people fail to understand how jobs are really found. You need to take time to develop a search strategy and develop a plan to run the project.

An effective job search does not consist of, "I am going to post my resume on Monster.com and see what happens." For perspective, Monster.com has about 18 million resumes posted on it, and about 1 million open jobs at any given point.

How many of those jobs will be in your industry, for your type of position, in your city, and at your salary range? Not many. Therefore, posting on the job boards is only one small part of a productive job search.

If you can't check off all the items below, take your own private, customized workshop from Frankly Speaking called "JOB HUNTING STRATEGY: MYTHS AND TIMEBUSTERS."

Get 2 targeted ninety-minute sessions given over the phone with special proprietary workbooks included. In our sessions you can learn how to most effectively search for a new job. Don't waste your time on methods that will not produce results. Once you understand the process and the best ways to search, you will craft your own plan to get a new job fast!

Done Help Items

- Do you:
- * Know the top 5 ways of job hunting and their success methods?
 - * Understand the difference and types of passive job hunting versus active job hunting?
 - * Have a plan to allocate your weekly job search time and track your results?
 - * Feel comfortable networking and know how to do it effectively?
 - * Understand the positive and negatives of each type of job hunting for seekers & employers?
 - * Feel comfortable finding and using recruiters and employment agencies?
 - * Have a plan for working job fairs?
 - * Understand the strengths and pitfalls of looking for a job on the internet?
 - * Have a plan to stay organized throughout the job search?

** You can take the workshop ""JOB HUNTING STRATEGY: MYTHS AND TIMEBUSTERS" " to get all this information and more!*

4. INTERVIEWING & NEGOTIATION

How strong are your interviewing skills? Do you understand types of interviews, types of interviewers, different types of questions that are asked? Do you have a strategy for correctly answering tough questions, inappropriate questions and salary questions? Have you ever successfully negotiated a salary offer?

If you can't check off all the items below, take your own private, customized workshop from Frankly Speaking called "ACE THE INTERVIEW: SKILLS TO GET THE JOB!" Get 3 targeted one-hour sessions given over the phone with special proprietary workbooks included.

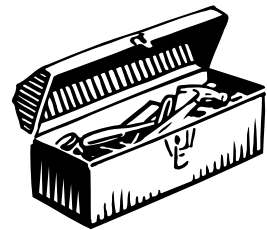
Do you:

- * Feel comfortable in all 10 Types of Interviews?
- * Know and can identify the 6 Parts of An Interview?
- * Have a list of questions to ask in an interview?
- * Understand the theory of the "Real Question" behind interview questions?
- * Have written answers to the Top 25 questions?
- * Know what to wear to interviews?
- * Understand behavioral interviewing techniques and why interviewers use them?
- * Know how to handle inappropriate questions that may be asked?
- * Have developed a targeted answer to "Tell me about yourself"?
- * Have a 30 and 60 second elevator commercial?
- * Have a strategy of how to handle salary questions?
- * Know how to write effective thank you notes after an interview?
- * Have prepared your Top 5 complete advantages versus other people they are interviewing?
- * Have a strategy to handle both structured and unstructured interviewers?
- * Have a strategy to handle both experienced and inexperienced interviewers?
- * Know how to ensure the interview is collaboration not an interrogation?
- * Have a history of negotiating more money when offered a job?
- * Have a plan and feel comfortable negotiating and then accepting an offer?

** You can take the workshop "ACE THE INTERVIEW: SKILLS TO GET THE JOB!" to get all this information and more!*

SUMMARY

Don't hesitate. Looking for a job needs to be managed the same way you would manage a work project. You have to convey professionalism, timeliness, and know all the tricks and traps along the way. We can help!



Best of luck to you in your search, and please let us know if you need help.

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Gail Frank is a Nationally Certified Resume Writer and Certified Job Coach who offers outplacement workshops, resume writing and interview training for small companies and individuals. She is a Harvard graduate with a background in Brand Management and Marketing with Fortune 500 companies. She is also a trainer and consultant for top outplacement firm Drake Beam Morin. See her website: <http://www.CallFranklySpeaking.com>