



Ten Keys for a Successful Job Search

- Be open to different types and sizes of organizations.
- Hunt for interviews using the aid of your network and your recruiter, because a successful job hunt requires casting the broadest net possible.
- **PREPARE.** Do your homework prior to an interview. Practice interviewing and thoroughly research the organization.
- Leverage your network to get introduced to the people who are responsible for the hiring decision on the positions you covet.
- Go to the interview with your own agenda, your own questions and curiosities about whether or not this job fits you. If you do not ask good questions, the interviewer will think you are not interested.
- Be prepared to talk about yourself and the value proposition you offer to the organization with regards to the organization's needs and/or their challenges.
- When answering a question of theirs talk only between 20 seconds and 2 minutes at any one time. Be conscious about providing content rich and concise answers. *This needs to be practiced to be done effectively.
- Always present yourself professionally and positively throughout the process regardless of whom you are speaking with, including admin staff. You are being evaluated the moment you step into the building until the moment you leave.
- Always write a thank you note the same evening of the interview and mail or email it by the next morning at the latest. Proofread all written correspondence.
- When filling out a job application, ALWAYS represent yourself honestly. Do not exaggerate previous compensation levels, degrees or designations and always put the exact dates of employment on the application. If you get to the offer stage with any company, they will check and verify all of this information and you would never want to have an offer rescinded because you were dishonest!