



C H A N G E M A T T E R S

## **SUCCESSFUL JOB HUNTING**

### **AIMS**

If you are seeking a new job, whether you are in employment or between jobs, it is essential that you are able to both find and secure the job that is right for you. For many the process of job hunting is a daunting prospect. It is such an infrequent activity, that the key skills are never fully developed. In today's competitive employment market, it is important to have the edge over other candidates. This is particularly important for those who have been made redundant as not only is it essential to develop effective skills in this area, it is also important to maintain your self-esteem and approach the process with a positive frame of mind. Therefore the aim of this programme is to help individuals:

- To identify and assess the suitability of job vacancies
- To prepare a CV that has impact and is targeted at the vacancy
- To develop effective interview skills

### **PARTICIPANTS**

This programme was developed as part of a support programme for redundant managers.

### **CONTENT**

- Identifying Job Opportunities
- Networking
- Researching the Job and the Organisation
- Writing a Powerful CV
- Job Applications
- Speculative Approaches
- Preparing for the Interview
- Handling the Interview
- Reviewing and Developing Your Approach
- Managing the Administration
- Maintaining a Positive Attitude