

THE 11 STAGES OF GETTING A NEW JOB

You Want The Job, But, Ugh...The Process...

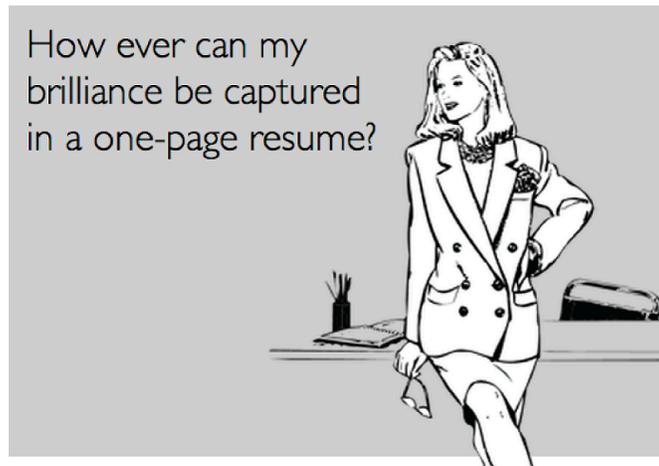
Whether you're ready to make your mark on the working world, or need a change of scenery with a new job, the application process can be a real drag. Filling out the same forms over and over again, wondering if your resume looks good, hoping you have enough experience, answering all of those interview questions. Can't they just give you the job and spare you the stress of applying? How can you get through the process alive? Here are the Stages of the Job Search.

1. Decide You Want A Job



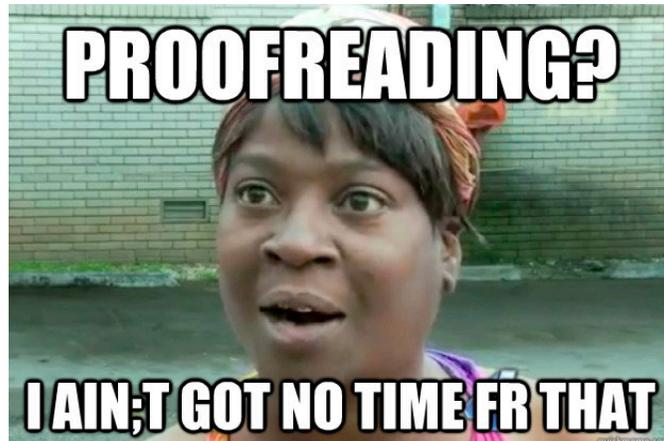
One day it just hits you – time for a new job. Whatever brought on the realization – a comment from Mom, a call from the bank, or an issue with your boss – when the time comes, it's back to the drawing board you go. That decision is the first step. Embrace it, and buckle up for a bumpy ride!

2. Write The Resume



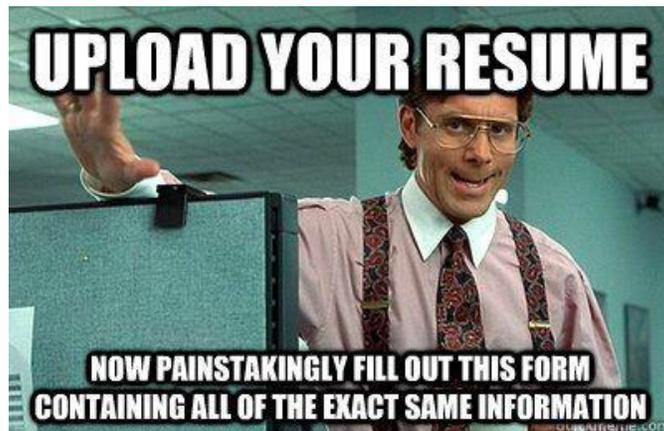
You might be dusting off an old resume, or starting from scratch, but the truth is that the resume is a huge thing. It's your opportunity to market yourself as the best! Don't be afraid to toot your own horn, but be sure you don't lie. Also, try to keep it to one page! This might be hard, but it's the best way to keep an employer's attention.

3. Check It Twice



You finished your resume and are in a hurry to get it out there...BUT WAIT! Check your work! Send it to a friend for a fresh set of eyes. Check your spelling and spacing. Make sure your dates are correct. You want to present yourself as the smart, detail-oriented candidate that your resume says you are, right? Don't skimp on the proofreading!

4. Create A Job Search Profile / Application



There are lots of job sites out there nowadays – Indeed, Zip, LinkedIn, and more – and each one will ask you to fill out an entire profile. THEN, there are a lot of candidate management systems out there – Workable, Jobvite, BrassRing, and more – and each one will ask you to fill out an entire profile.

Why can't you just upload your resume and be done with it??!! Good question! The answer is long and boring, and can be summed up with, "Because you can't."

Suck it up, accept that applying for jobs IS a full-time job, and fill out every inch of those profiles. The payoff could be your dream job!

5. Clean Up Your Act

Me posting on social media while I'm looking for a job vs. me posting after I've been hired



Yes, it's true...potential employers WILL check your social media sites. Be proactive and Google yourself first! Smart people lock down their social media – make sure FB, Twitter, and Insta are private, any old diary blogs have been scrubbed, Snap is hidden, dating profiles on the DL, etc. Also, delete any rants you posted on public forums or other people's pages. You want to present a clean, professional online image.

6. Figure Out What To Wear To The Interview



Yes, you have to wear a suit to the interview. The office may be super casual, but, unless they specifically say otherwise, they still expect you to be dressed for business. Even if it's 100 degrees out...even if you're interviewing on your lunch hour and your current office is casual. Dress in business attire. The end.

7. The Questions!



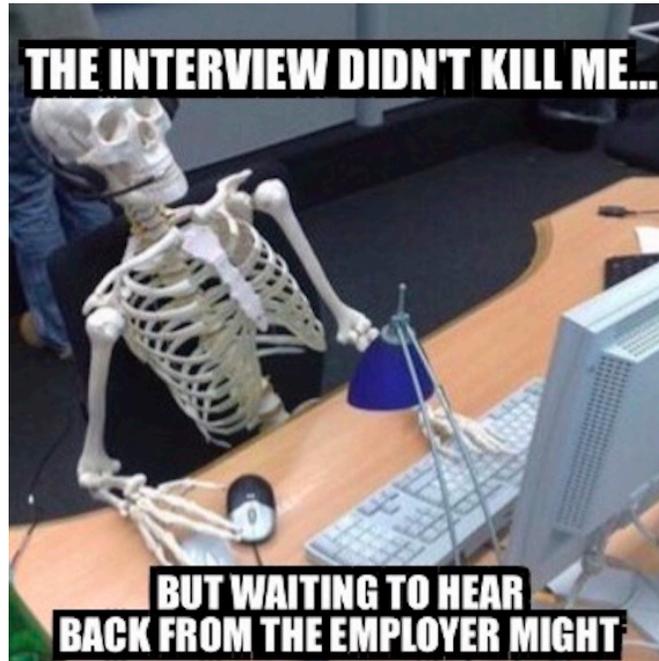
Interview questions are notoriously horrible. Practice makes perfect. Google a list of popular interview questions and treat it like homework by writing out an answer to each potential question. Practice in the shower, practice in the mirror, practice in the car, practice on video and watch the replay. The more comfortable you can get answering the hard questions, the more comfortable you will be in the interview!

8. The Cliché Questions



Some interviewers are uninspired and fall back on the clichés – “What’s your weakness?” “Where do you see yourself in 5 years?” “What kind of tree would you be?” Yes, they still happen. Add the answers to those kind of questions to the list you’ve made in #7.

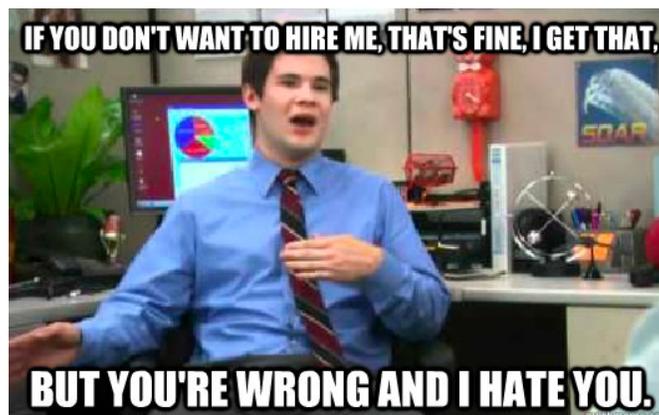
9. Waiting To Hear Back



It may take time to hear back from an interview – or you may never hear anything at all. There are two things you can do, though – and these are MUSTS for every interview.

- (1) Write a Thank You note to the person you met. Thank them for their time and tell them you want the job. You would be surprised to hear that very few candidates do this simple thing. It sets you apart.
- (2) Follow up after a week. “Just a quick note to touch base and let you know that I’m still interested in the job. Please let me know if there is anything else you need from me.”

10. The Rejections



Sometimes you will get a rejection letter. It will sting.

It will sting even if you didn’t really want the job...even if you already got your dream job. No one wants to be rejected. Pro Tip: Just delete, and move on.

11. SUCCESS!!!



Just when you thought there was no hope left, the day will come when you will get that job offer! Congratulations! You have a wonderful opportunity to learn, to grow, and to advance in your career. Plus, you've had really good practice, so that when the time comes to make another move, you'll know what to do!

