

Job Search Helpful Hints

Email:

- Create a separate email account dedicated to job searching and responses

LinkedIn:

- If you haven't already, click the "Open To" button on your LinkedIn profile and select open to work. This will spread the word quickly and recruiters will begin reaching out to you.
- Once you find a position on LinkedIn, connect with an HR person, and other persons in that department, as well as the leaders, in that company
- Create static messaging for initial contact, follow up and connecting with folks
- When using the job search on LinkedIn, be sure to mix up your criteria and job titles. For example, search Business Continuity and Resiliency. Those 2 searches landed very different results.
- When you apply for a job, look in the job description and find the job title of the person that the position reports to. Find that person on LinkedIn and send them your static message with your qualifications and PDF resume. This bypasses the applicant system and presents your information to the hiring leader directly
- Even though you may want 100% remote, apply for in-person jobs as well, including those that are outside of your area. If they like your qualifications, they may be willing to allow remote work, considering the current work location trends.

Interview process:

- The average cycle time from job application to offer is between 6 and 8 weeks.
- Email HR and hiring managers frequently, to keep the application/interview process moving
- Create an elevator speech listing qualifications with my resume for quick reference and usage.
- Always, Always, Always save and use PDF, for your resume. LinkedIn and many employment systems do not process Word documents well and they end up looking like an unsolved puzzle, when opened by someone else.
- Create work samples. Some prospective employers ask for them and you can send them as an attachment with your resume, to boost job opportunities.

Job Tracking:

- Keep a tracking spreadsheet where you list the job, description, job ID number, where you found it and anyone that you speak with, etc. Once you come to the interview process on them, you will want to document who you spoke with, their contact information and follow up details