



MODULE 13

Where is your next Job?

Tips to Navigate

Your Job Search



Where is your next job?

Method #1: Networking – Get a referral from a friend as “bridge” into a target company

Method #2: Responding to published opening job boards

Method #3: Working with recruiters

Method #4: Contacting companies directly

Finding a new position is a full time job.

Yes, finding a new position is a full time job. Plan to work at it with the same discipline you would work in any position. Keep regular hours and develop ways to measure what you do.

This section, we focus on how to work with recruiters and writing to potential employers directly.

In addition, communicate with your family members that this is not the time for you to paint the house, take a vacation or remodel the basement. Help them understand that if you work half-time in job search, you will be unemployed twice as long.

The planning aids that follow will help you schedule your time and evaluate your results. Keeping track of what you do keeps you honest about how hard you are working. Remember, careful planning and hard work make a big difference in the length of your search for next job.



Weekly Contact Goals

Throughout your search you will be adding names to your master list of contacts. Use the Weekly Contact Goals form to determine who, among your master list, you will contact each week.

Weekly goal and activity planner

Use this form to set weekly goals for your job search and to plan regular family activities. Setting targets while job hunting helps you feel momentum and accomplishment.

Maintain balance

Managing your job search, family activities and emotions can be a delicate balancing act. This is why goal setting can be so helpful in the process. Work diligently at your job search, but do not ignore your family's needs. They too can become frustrated with your job loss. Communicate with them, respect their needs and emotions. Plan activities together.

During your period of transition, you will experience emotional highs and lows. Keep things in perspective. Allow yourself time for relaxation, quiet and introspection. Be sure to exercise and maintain a healthy diet.

Your weekly contact goals
Weekly, add to your master list of
contacts.

 Make copies of this form and use to set weekly contact goals

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Working with recruiters

With realistic expectations of what they can and cannot do for your search, the selective use of recruiters can be a major asset to an overall job search campaign.

There are three types of recruiters

- Retained recruiter
- Contingency recruiter
- Temporary/Interim recruiter



Retained search firm/retained recruiter

Retained recruiters are firms hired by companies to recruit usually upper-middle to senior level executives.

They generally concentrate on placing professionals with six figure salaries. They are “retained” by a company, which means they are paid most of their fee up front before any candidate is hired or interviewed.

To be effective with retained search firms, start by identifying firms that are active in your field of expertise. The next step is to send your resume to as many retained firms as possible. If a firm is conducting a search for an executive with your specific background, you may be seen as a suitable candidate.

Because a retained recruiter will most likely call you only if your background fits his or her specific set of criteria, follow up on your part is not necessary. Exceptions may be recruiters who have contacted you in the past, or recruiters who have been specifically mentioned by networking contacts.



Contingency Recruiters

Contingency recruiters usually seek a broader range of recruits from lower mid-level through and including senior level executives.

They generally concentrate on placing professionals whose salaries are USD \$75,000 and below. However, many contingency firms place individuals in positions with salaries of \$100,000 and above.

Contingency recruiters are paid “contingent upon a placement” or only after their candidate is placed in a job. For this reason, companies may contract with numerous contingency firms to “find the right hire.”

As with retained search firms, you want to start by identifying those firms that are experts in the fields and industries you have targeted. Begin by calling the recruiting firm first, obtain a contact name, describe your background, and then send your resume to that contact person. Follow up shortly thereafter and again, periodically.



Temporary or interim recruiter

Temporary or interim recruiters are a rapidly growing segment of the personnel placement business and may operate on either a temporary or executive-to-hire on project basis.

Many companies have made decisions to remain at lower levels of full time positions and increase their workforces with interims or temporary workers when they experience peaks in their workload. Many economic experts see this arrangement as a permanent change in today's job market as gig and work-from-home work culture remains post-COVID.

Many temporary or contract recruiters specialize in particular industries (banking, automotive, advertising, etc.) or job functions (sales, engineering, administrative, etc.). In order to maximize your results, you will want to research and seek out those agencies that specialize in the function and industry related to your background.



General points in working with all recruiters

- Recruiters are in the business of providing a service to client companies; companies with a specific need for (usually narrowly defined) skills will hire a recruiter, either retained or contingency, to find an individual to fill those needs. In other words, you are not their customer.
- You will be of interest to a recruiter if you meet the rather precise needs of the position he or she has been hired to fill.
- Do not give any contingency firm an exclusive “right” to work on your behalf – you may limit yourself.
- There is no correct number of agencies with which to work; the quality of the relationship you have with your recruiters should guide you in selecting the number you work with.
- Select the firms you will work with carefully—research directories and networking contacts are considered excellent sources of recruiter information.
- While conventional wisdom would suggest the initial contact with a recruiting firm ought to begin with a telephone call, many firms now have extensive websites where you can submit your resume and other employment related data. Nonetheless, you may want to contact the firm to determine whether there are any immediate assignments that pertain to your background.
- You may wish to include a cover letter when forwarding your resume to a recruiting firm. Unlike responses to job advertisements, you will want to include salary history as it is one of many criteria used by recruiters when assessing the match between your skills to their clients’ needs.



10% to 20% of all jobs are obtained through working with recruiters