Career Labs: Pro Active job Search Model

Your Host

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Learning Outcomes

- Will have a greater understanding of how to use the proactive job search model

- Understand how to leverage your network

- Increased awareness of personal brand and its impact

- Greater awareness of the components of building a career strategy

What do we mean to use the Pro active job search model?

Response in the chat or come off mute
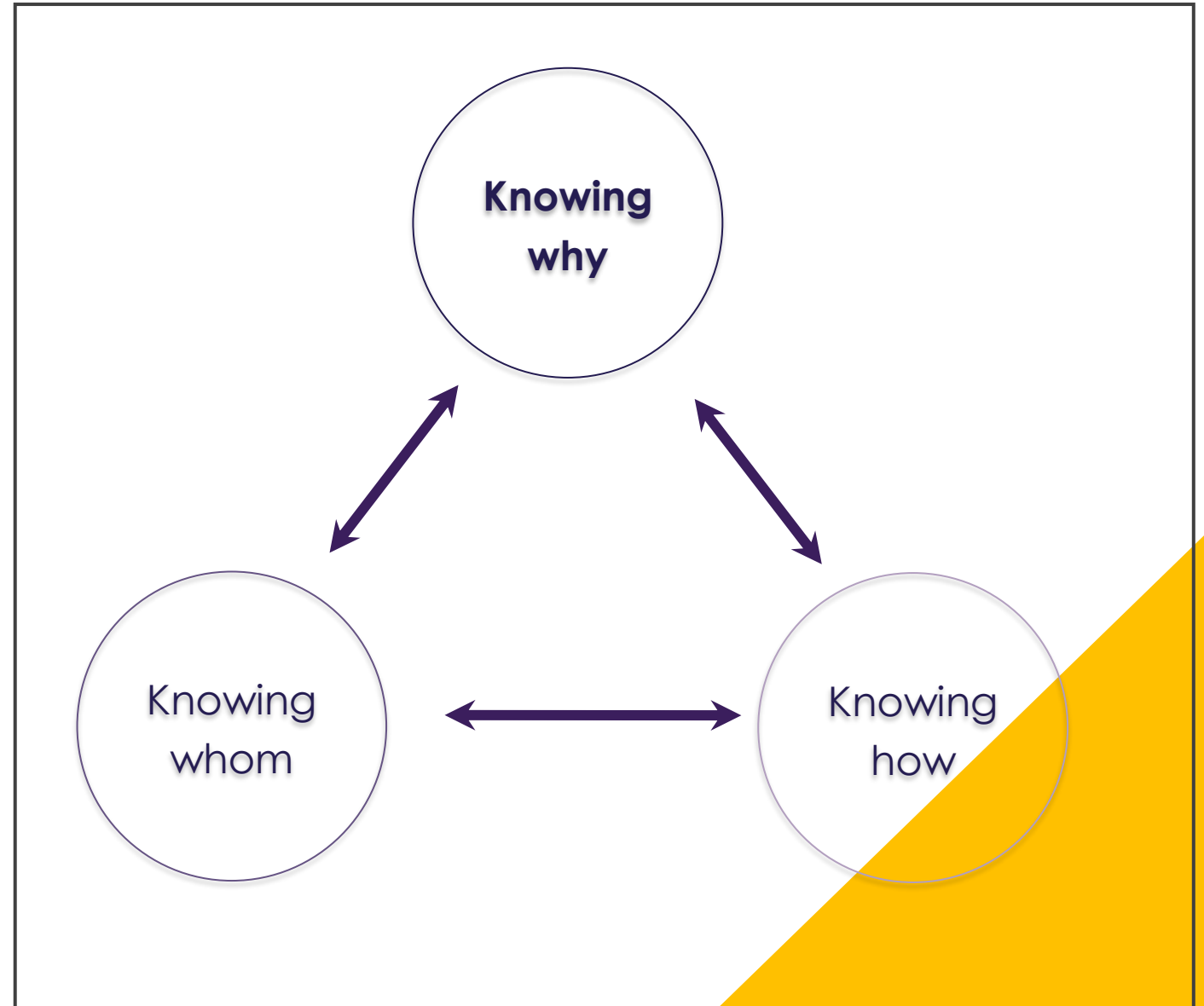
Poll Question
Are you managing your career?
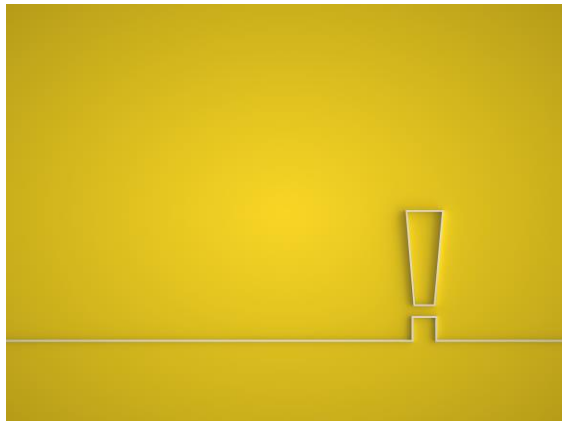
A. Yes
B. No

Please share with us in the chat how?

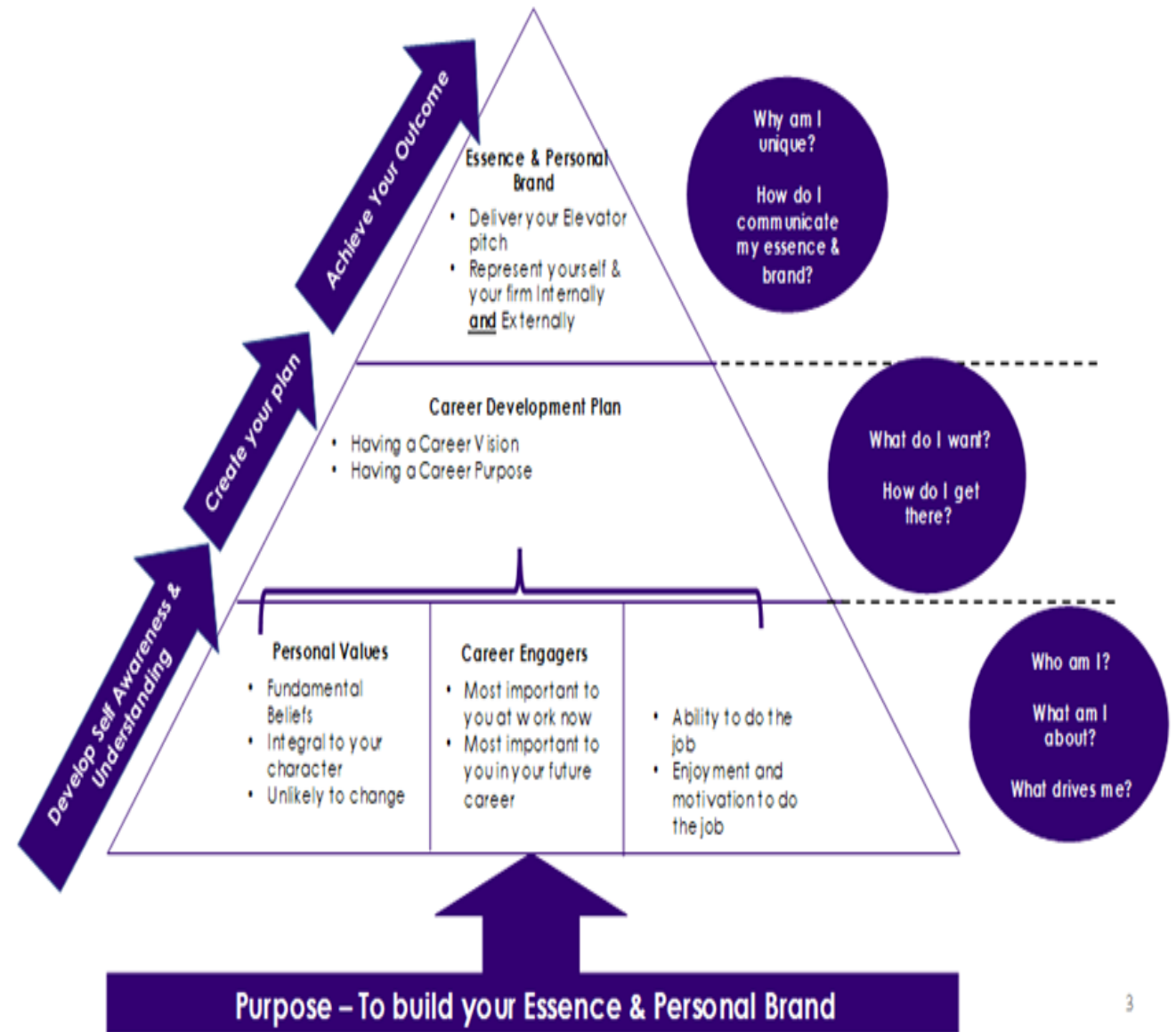# The Intelligent Career Model

(Arthur, Claman and DeFillippi 1995)

- Knowing why: Your personal and career values, what motivates you
- Knowing How: What you like to do and are good at
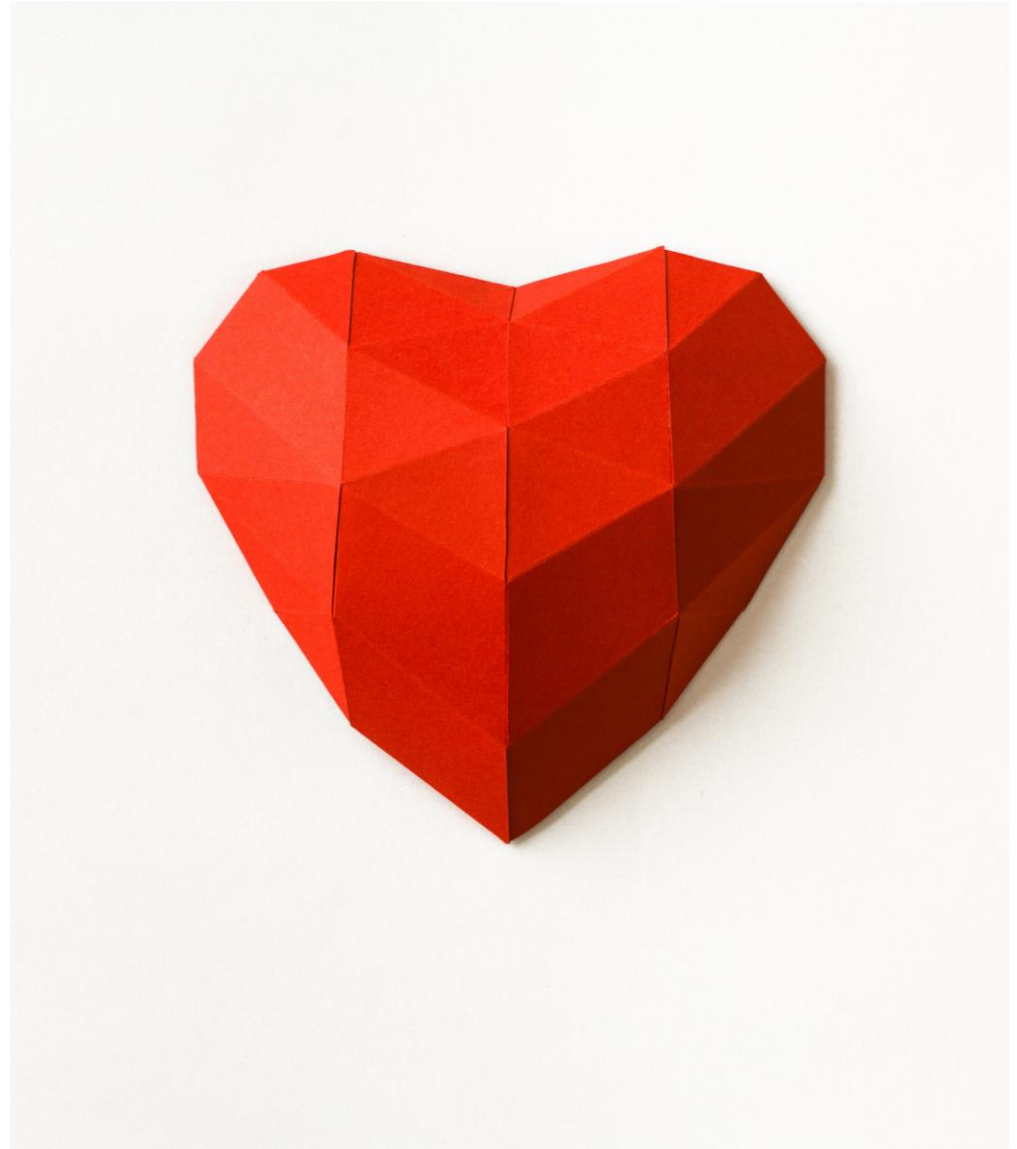- Knowing who: Your network and brand

3 Points to consider when using the proactive job search model

Building a personal brand

Do more of what you love….

Skills and competencies

	LOVE	INDIFFERENT	HATE
HIGHLY PROFICIENT	CUSTOMER SERVICE	TEAM WORKING	PRESENTATIONAL
COMPETENT	GENERATING IDEAS	DEVELOPING AND MANAGING RELATIONSHIPS	MULTI TASKING
REQUIRES DEVELOPMENT	USING INTUITION	COUNSELLING AND COACHING	BUDGETING

Career Engagers

- **YOUR CAREER ENGAGERS WORK VALUES**
  - It is what drives job satisfaction and career success
  - These do change over time
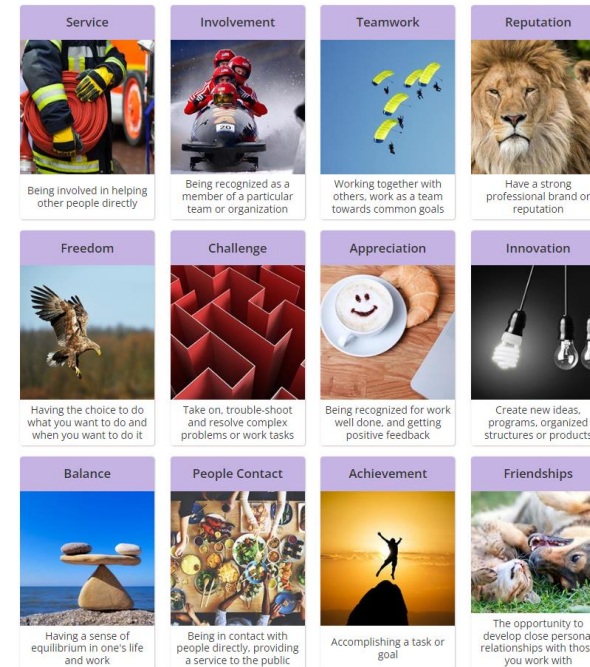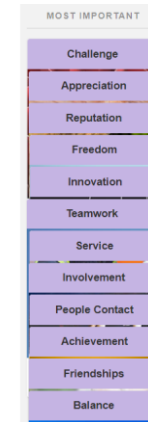
Gap analysis

My Future Career

What skills and behaviours do I need to develop?

What do I want to do in the next 3 years?

Where do I want to be in the next 3 years?

What other things do I need to do to achieve my goal?

What do I want from my work?
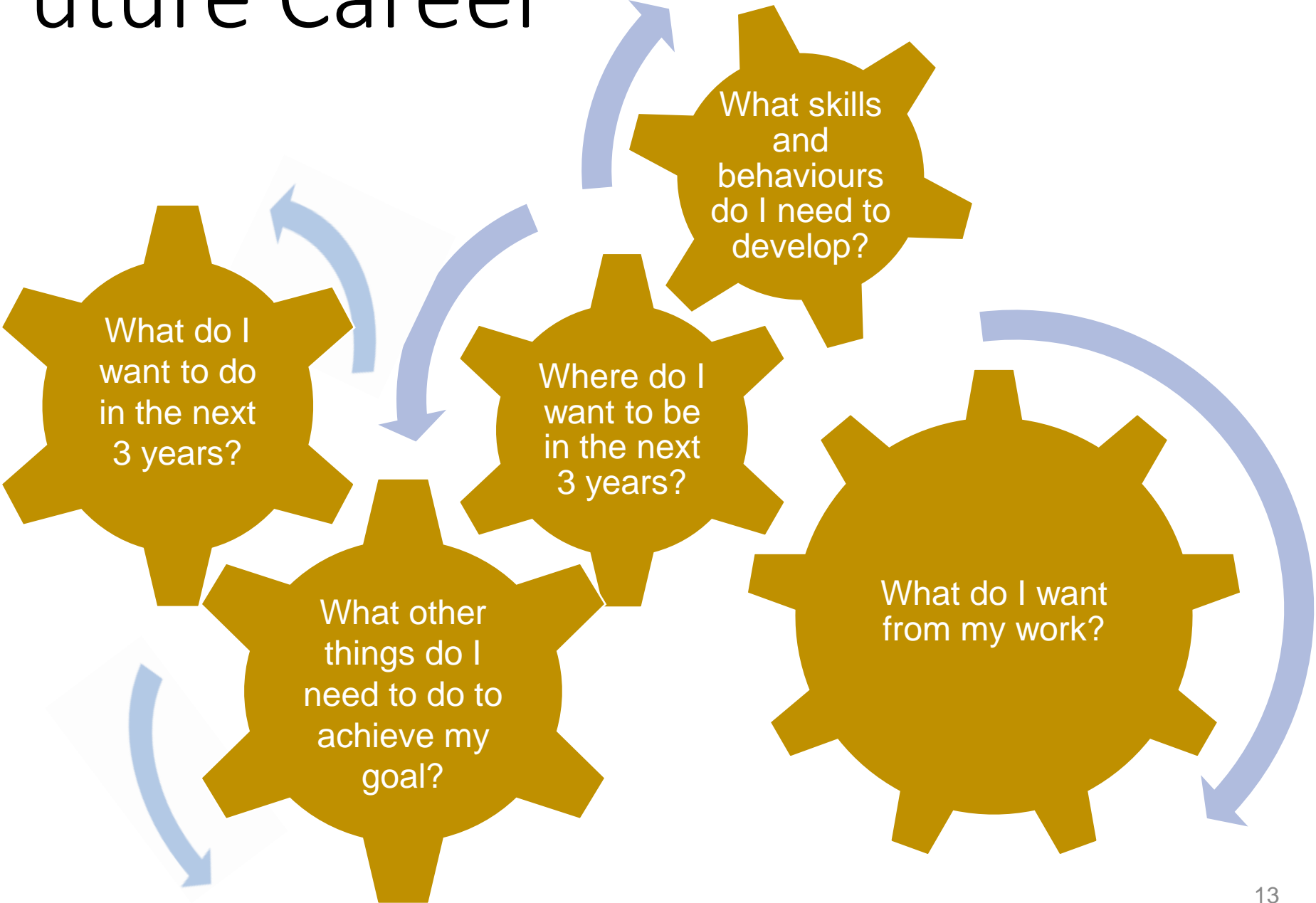
> What is your career goal?

> Do you plan to stay in the same role and same sector?

> Do you want to take this opportunity to do something different?

> What constraints do you have to consider - location, family circumstance, pension and salary expectations?

> What timescale are you working to?

> Do you have a Plan B?

Start with the end in mind

LINKEDIN

How engaged are you in Social Media, generally

- Is each page available and appropriate to desired audience?

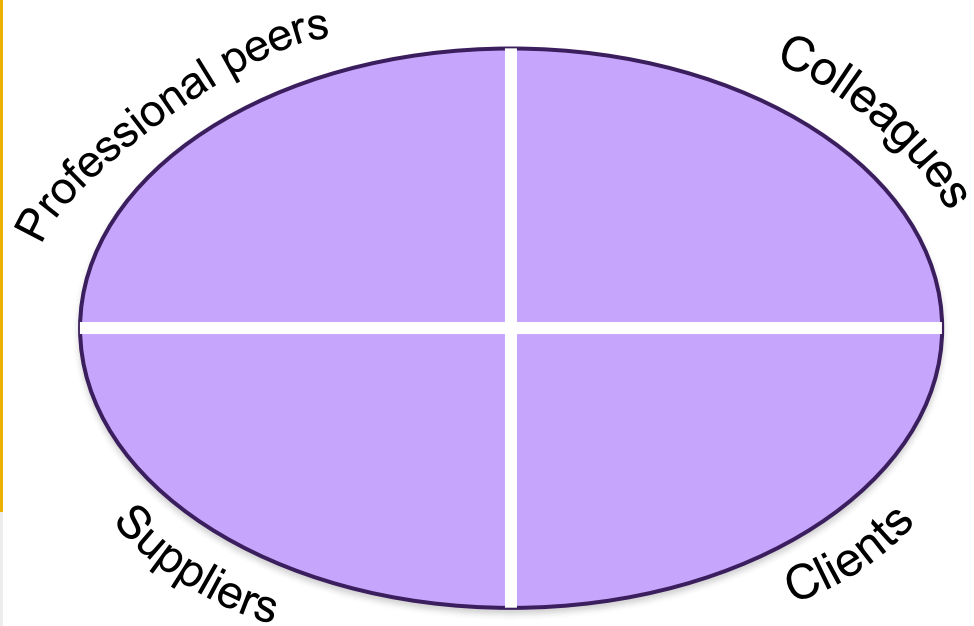As a minimum

- Up to date page

- Matching and relevant information that aligns with your CV

- Up to date and appropriate photo

If you want to activate your page:

- Maintain your inbox and Invites list

- Like and share pages that you find interesting

Your Network

Professional peers

Colleagues

Suppliers

Clients

Family

University/ School

Gym/ Clubs

Ex Colleagues

Professional
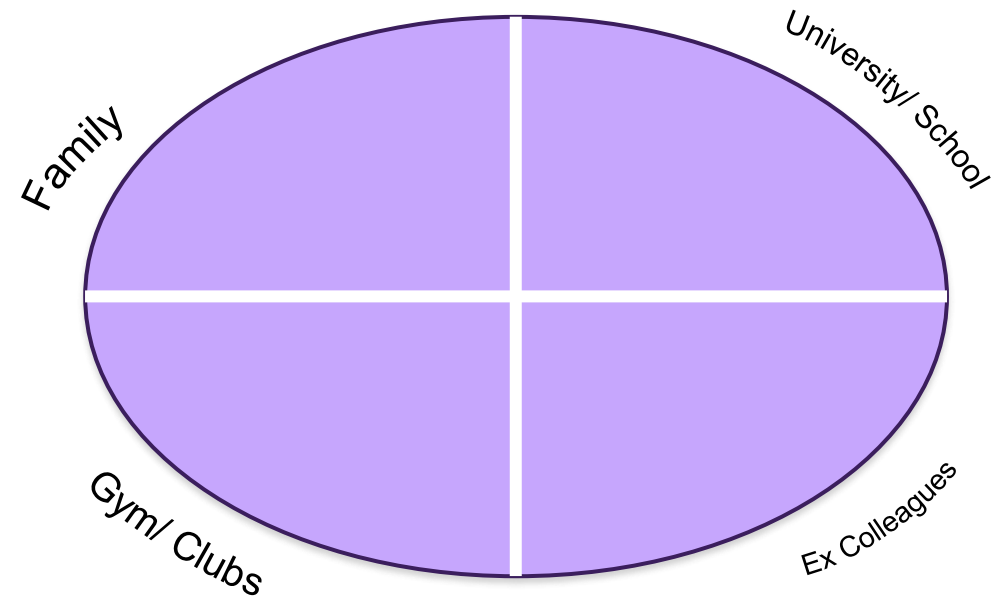
Personal

- A combination – websites, recruitment consultants, job boards, direct applications

- Personal network

- Build strong relationship with recruitment consultants

- Staff and personal referrals

- Understand channels you'll use

- Do your research

- LinkedIn

Routes to Market

Hidden Job Market

Get a meeting

Who makes recruitment decisions at your target employer?

What do you know about them?

How are you connected to the person who takes recruitment decisions at your target employer?

Proactive Job Search

Steve Daltons methodology: 2-hour Pro Active Job Search Model

1

Identification of target employer

- 40 employer list
- Dream employer (small is beautiful)
- Alumni
- Actively hiring
- Trending

3 types of people

Curmudgeons (Hopeless)

Obligates (Say they will help but don't)

Boosters (The people who will promote you and set up informational interviews)

2

Break your 40 down top 5

- Based motivated
- Currently hiring
- Analyse your network for advocates

3

Connections

Pin pointing the person to email

Functionally relevant

Fellow alumni (affinity group

One or two levels above your anticipated role

Internally promoted

Uniquely named

Contact via Linkedin or Direct mail

4

Email to ask for information interview

- 6 point email fewer than 75 words
- 3 day follow up, 7 day chaser, move on

5

Informational interview

- Research, prepare for the big 4 questions (tell me about yourself, why do you want to work for our organisation, why do you want to work in the role, Why do you want to work in this sector)
- Discuss-small talk, trends, insights, advice, resources and assignments.

Common mistakes when applying for jobs

- Applying on line, makes you busy but little success
- Exclusively using recruiters, how to be one of many, and who is best placed to represent you
- Being too shy, lots of meetings but not introductions
- **Lacking discipline:** Follow ups
- Being a taker not a giver

The CV/ Resume – the rules

- No more than 3 pages
- Know your audience/ culture/ country
- Bring yourself to life in the first couple of sentences
- Populate the last decades roles then make a list with dates
- Make sure to add key achievements and skills
- 1 Master version that mirrors what is out on social media
- Be prepared to tailor your CV for specific roles to be successful

Considerations & checklist for building a job search plan

- Clear understanding of your values and career drivers
- What you are great at and what you love doing?
- What is your core skill set?
- Your Vision for your future?
- What are the gaps to achieving your final role before you retire?
- What are the non negotiables (renumeration, location)?
- Who are your champions?
- Who out there is influential?
- What is the image you are putting out to the world (Communication, appearance, Social Media)?
- How strong is your CV and who can proof read it

In summary

- 1.Your need a career plan and a job search strategy (Where I want to go, and how I am going to get there)

- 2. The most effective way of achieving your career objectives is to have a network that is on message and that is inclined to help you i.e. in which you have invested in.

3. The major obstacle to achieving your objectives is the development of skills/competences you don't have but need.

Questions

Thank You

- For any further questions, reach out to us on:

- E-mail: career.development@undp.org

- Yammer: Career Development & Experience

- Or visit our intranet page on:
- https://undp.sharepoint.com/teams/TalentDevelopmentHub