

Stonor Recruitment Job Seeker Checklist

Your job has been made redundant (not you), the dust has settled, what now?

If you have ever found yourself daydreaming at your desk about a better life, redundancy could be a blessing in disguise. It could be the push you need to find a much more rewarding job with a better company. Below you will find a few pointers we think will boost your chances of securing a new role quickly.

- ✓ Ask your old employer to provide a written reference that can be used in your CV. If you're a manager, ask your team for a reference too.
- ✓ Update your LinkedIn profile and ensure you mark yourself as "Interested in Opportunities" – Specify what you are interested in, and where.
- ✓ Write your CV making sure you keep to a maximum of 2 pages where possible and listing your experience in reverse chronological order (most recent job to least recent).
- ✓ Ask a professional to review your CV (a recruiter, HR Manager or similar)
- ✓ Once you're happy, post your CV on to popular job boards. We find the most effective generalist boards are, Reed, CV Library and Indeed. You should include a very brief cover note on your CV saying what you're looking for and where you're prepared to work. If you're willing to take freelance jobs or perm, note that down too. Always try to provide guide on salary (most boards will ask for you to select a bracket)
- ✓ Utilise your own network. Make it very clear to everyone you know that you're looking, have they seen or heard of any roles going that might suit you? Can they recommend you to friends?
- ✓ Contact trusted recruiters and register your details, try to actually speak to someone where possible, the more experienced the recruiter the better.
- ✓ Spend time researching companies that you're interested in before approaching them directly – where possible try to email the most senior people in each business and also connect with them on LinkedIn explaining (briefly) why they might be interested in you.
- ✓ Remember, always try to put yourself in the employer's shoes, why should they hire you? It's not all about what you want, it's what you are able to bring to their company.
- ✓ Chase people up. It is no longer sufficient just to click apply, hiring managers have so many applications that it pays to contact them directly and check they have received your details. Push them for feedback, if you're not right for that job, do they have any others that might suit you?
- ✓ Record a one minute elevator pitch for yourself and post on your social media. You can also include a link to the video on your applications, it is a huge differentiator.
- ✓ Don't get downhearted – it's very easy to quickly become despondent when applying for jobs and not receiving any positive responses. Stick to these guidelines and keep on going, the right job will eventually find you.