

Bonus #1 -

How to Organize Your Job Search

Managing a job search is like managing any other large project. You have to create a structure that will force you to operate efficiently and productively. When you put together a system to manage the flow of contacts, resumes, follow-ups and interviews you'll find that your job search goes much more smoothly and you're less apt to overlook an important step in your communication.

The first step in a job search is to focus a game plan for different types of job opportunities. One way of achieving this is to categorize the types of jobs you want into three different arenas. The first category would be jobs you think are probably outside of your specific skill set. In other words you think you may not be quite qualified for them but you'd love to work for that company or in that position-your dream job. The second category is jobs you think you can probably get because you are the most likely candidate. They may not be as glamorous what they are respectable and you believe you can qualify for them easily. The third category is jobs you choose randomly that you may warn may not be qualified for but they just might be fun.

By splitting the types of jobs you wish to interview for into three different categories you open up the field for potential employment and allow your mind to explore different possibilities. While jobs in category number one may be dream jobs be employer may have training available to bring you up to speed. Therefore, it's important to keep everything organized and not confuse categories 1, 2 or 3.

Your next step is to define file folders with specific headings to organize your search. Here are a couple of ideas:

1. "A" prospects are the most interesting and hot employment prospects that you do not want to lose track of. These are jobs that you will watch daily.
2. An ideas folder will hold all your brainstorming ideas that can help you later. For example, if you receive a letter with the business reply card in it and would like to have something similar printed it would go into your "idea" file.
3. A cover letters will hold examples of cover letters that you have either written yourself, friends have given you or you haven't gotten your hands on which you believe will help you to write a better letter yourself.
4. A resume folder will hold all copies of your current resume and any changes you make. If you produce 1, 2 or three different resumes for different types of jobs this is the folder where they will be stored.
5. Telephone scripts is a folder that holds notes for planned future telephone conversations or a quick one minutes "elevator" speech where you can present

yourself, your strengths and reasons why companies would want to hire you within a matter of 60 seconds.

6. Your correspondence folder will hold all correspondence you received and copies of those letters you send to all companies with whom you have been making application for employment. You can separate these companies using paperclips to keep them together.

7. A diary folder should hold a daily journal of all telephone calls that you have made or correspondence that you have mailed so you can remember what was called and what was sent.

Now create a workspace for yourself where only you are allowed. This means your spouse; your children and your guests must stay away from your paperwork, your diaries and your folders. This is the place in the house where you will work to find employment and your dream job. Treat this as you would be going to work. This is your workspace and it should stay that way.

Remember that for the most part, perception is reality. Therefore it's in your best interest to have a professional sounding e-mail account from which to send communication to prospective employers. Gmail works really well for that. But it's also important to choose a name that isn't cutesy or fun. A very professional sounding e-mail account can be first name.last name@Gmail.com.

Establish a schedule for yourself so that you know what is expected every morning and afternoon. In other words, in the morning you may choose to handle priority projects, writing thank you notes or sending resumes while the afternoons will be spent making phone calls or a networking. The schedule you choose should depends not upon what you prefer but rather the availability of people in your industry to speak either in the morning or in the afternoon.

Try to touch your e-mail or the papers on your desk only once before deciding how they should be appropriated. When the mail arrives, sordid immediately and throw away useless information. Put the bills aside into a pile "to pay" and put everything else in their respective place. The less frequently you touch each piece of paper is a more efficient your entire day will be.

It's important to develop jobs search management strategies that work best for you. Integrating some of these ideas with your own personal style will help you to stay focused and manage this task to completion.

Bonus # 2

How to Find a Head Hunter

The first responsibility of every good headhunter is to fill positions and not help people find jobs. A headhunter is first and foremost responsible to the company who will be paying them their commission. In some cases the headhunters are hired by employers when companies are too busy working on specific assignment to find employees with specialized skills. So don't be surprised or put off if the headhunter does not immediately return your call or it requires you to call several times.

The opposite is also true. If a headhunter persecute you for an interview and you are not hired they may never call you again. That's just the nature of the headhunters business and you should not expect any more. However, working with a headhunter can be powerful and easy if you can accommodate the system you may be able to expect very positive result.

There are several websites where you may be able to find a headhunter who is searching for someone with your qualifications.

<http://www.onlinerecruitersdirectory.com/>

<http://www.headhuntersdirectory.com/>

Another approach to finding a good headhunter is to use their techniques when they are looking for good employees. If you want to find a good headhunter then you go talk to his clients. The first thing you want to is picked out five or six companies that you really want to work for and identify the manager to whom you would be reporting if you worked there. Do your best to speak with that individual personally but if you get the administrative assistant this can work also.

Your objective is to introduce yourself and ask for their advice. In other words, something like: "I am Jane McGee over at Landmark Bearings. I would like to ask for a little advice. I am searching for a good headhunter in (insert specialty here). I value your suggestion. Can I ask what headhunter you use and would recommend for filling positions in (insert it shall see here)?"

This kind of question is very rarely asked and can get you noticed. Not everyone will provide you with a recommendation but some will and some will admire your initiative to call and invite you in for an interview and save the cost of a headhunter's fee.

The downside is that some headhunters won't speak with you unless they contact you directly.

When you are looking for a headhunter remember that they are your career partners. They are helping you to fit with a particular job and it is in both your best interests to represent yourself accurately to the potential employer. If you enter an interview without being prepared or qualified it sends a bad message to the employer about the headhunter's ability to ferret out the best employee and you lose credibility with the headhunter.

And while the headhunter will call you only if there is a position that they feel you are qualified to fill, most headhunters work in the same field. In other words, a headhunter doing searches for marketing will hear about marketing positions open.

When you find a recruiter, or headhunter, with whom you can work you must develop a basic element of trust. This is a basic human relationship in which they are sharing information about a company and you are sharing information about your qualifications, past history and interest. If there isn't a basic trust between you then the relationship is doomed to failure from the start.

It is for this reason that most headhunters won't reveal too much information about a company or position on the first call. They anticipate that you may do an end run around them and contact the company directly which means they lose their commission.

When you are working with a headhunter be sure that you are able to develop a reasonable relationship with the recruiter and that both of you learn to trust each other. In time if an open and honest relationship doesn't begin to develop then you may want to reassess your choice of headhunters.