

Are you thinking about returning to work or changing jobs?

The following ideas and suggestions may help you find your new job.

Before you make your move, be really clear about:

1. Why you want to work – this will influence your job choice and your energy for doing it:
 - is it financial
 - a work-life balance choice or for social interaction
 - in order to follow a passion
 - to keep learning
 - or to stave off boredom.
2. Your key skills and strengths. There are checklists on the web that can help you identify and list them
3. What sort of positions these skills equip you for and across what types of industries
4. The fact that you have to prove that you have what it takes in order to help the particular business with the vacancy to boost its bottom line/solve its problems etc.
5. Whether you want to:
 - re-enter your old industry, if you can
 - ‘downsize’ in your existing industry
 - transfer your skills across to another industry
 - learn something new and enter a new field
 - accept any old job
 - start up as an independent eg contractor, freelancer, project person, micro-business, online business etc.

Each reason requires a different strategy

1. Firstly, know the advantages for employers in taking you on as an employee so that you can weave them into your conversation
2. Get your marketing documents ready:
 - a current CV
 - portfolio - if appropriate
 - business profile etc.
3. Your CV should:
 - address what the employer wants, not what you are trying to sell
 - reflect the language used in the advertisement/position description
 - sell you as a ‘can do’ person, based on your skills and experience, for this particular position
 - be changed every time you apply for a new position

4. If applying online, don't forget to play the keyword game in order to get through the software screening processes ie pick out the keywords in the ad/PD and make sure you include them in application
5. Network, network, network and network again. Many people find jobs by word-of-mouth
6. Check out the web to see what others might find if they Googled your name - is it good?
7. Use social networking sites to spread the word that you are looking for work
8. Remember, many bigger companies only offer their positions via their own websites
9. Put your CV on [LinkedIn](#) and other similar sites – but remember to update them (even if it is only changing two letters!) at least once a fortnight, so your document keeps on coming to the top of the list
10. And finally, remember you are not a person in a recruiter's/potential employer's view until you sit opposite them at the interview desk – and maybe not even then. What you're doing is convincing them you have the skills and experience for the position, but also that you are a person who won't rock the boat and upset other staff.

The Interview

Your qualifications and experience speak for itself. Presenting yourself visually as, enthusiastic, responsible and current communicates that you have what it takes and that you are ready and willing to do what is required.

Appearance:

1. When dressing for the interview:
 - aim to look current rather than trendy
 - keep your outfit simple, classic and coordinated. It is always better to err on the formal side. If you feel overdressed at the interview you can take your jacket off but always wear it when you arrive.
2. If your hairstyle or clothes are out of date an experienced interviewer may think that:
 - the chances are very good that your skills are also out of date
 - this might mean that you are resistant to change
 - you are going to have trouble learning the computer system
 - you are going to be reluctant to learn new things.
3. Facial Expressions and Gestures
 - take care to match your gestures and facial expressions with your words so that your interviewer doesn't get the wrong message

Attitude:

- the way we carry ourselves and move is a great indicator of our vitality, youthfulness and enthusiasm
- move with confidence, purpose and energy.

Useful on line resources

There are a number of on line resources that you can use to prepare yourself for entering/returning to the workforce. Listed below are two examples:

Kelly Careers: www.kellyservices.com.au

- [Landing the Job](#)
- [How to Write a Resume](#)
- [How to Write a Cover Letter](#)
- [Job Interview Questions & Tips](#)
- [Career Improvement Tips](#) - information on flexible working, beating the age barrier, returning to the workplace.

Hays Recruiting: www.hays.com.au

- [Resume Preparation](#)
- [The cover letter](#)
- [Interview techniques](#)

Visit <http://business.basscoast.vic.gov.au> to register your details to receive email alerts for registered job vacancies.