

The Job Search Process

Follow step-by-step, or in the order that best meets your needs.



FLEMING

Muskoka-Kawarthas
Employment Services

1 Know Yourself

Think about who you are and what you want.

Consider assessing your:

- Needs (personal/work)
- Interests / values
- Personality / temperament
- Skills/knowledge / talents

3 Identify Trends / Opportunities

Explore Labour Market Information (LMI).

- What are the opportunities?
- Where are skill shortages?
- What skills do you need to communicate to employers?

5 Prepare Your Job Search Tools

Create job search tools.

- Resume and cover letter
- Portfolio (on-line or paper)
- List of confirmed references
- Create a profile on the Fleming Employment Hub at flemingemploymenthub.ca

7 Get Job Leads

Uncover many sources of job leads and get creative.

- Tell everyone you are looking for work - ask for help
- Use industry / business lists
- Job posting sites
- Network

9 Interview

Book (and attend!) as many interviews as possible.

- Ask for interview opportunities
- Learn interview skills
- Practice answering questions
- Don't forget to follow up
- Send a thank you message

2 Gain a Marketing Mindset

Take what you know about yourself, consider it from an employer point of view.

- What do you have that employers want or need?
- What shows that you are a good candidate?

4 Set Yourself Up For Success

Get clear on what you want to achieve in now and in the future. Learn proven strategies to help with goal setting and achievement. Think about how you relate to the needs of the labour market.

6 Polish Your Personal Brand

Consider the impression you create for employers.

- Communicate your value in a short self-introduction
- Web search yourself
- Update your social media pages

8 Connect with Employers

Experiment with ways to connect with employers.

- Complete applications
- Send resumes / cover letters
- Make cold calls/contacts

10 Stay Motivated

Job search can take longer than people think. The key is to keep adjusting for motivation highs and lows.

- Notice motivation level
- Reward your efforts
- Ask for support

Congratulations! You got a job!