

DON'T LET JOB LEADS SLIP THROUGH THE CRACKS

If you've been conducting your job search for more than a week, you are already realizing how chaotic the process can become. You are given leads, names, contact information and valuable details from almost everyone you meet.

It is important to organize your search as soon as possible which will make the process easier, more enjoyable, but most importantly more effective. If you switch gears too often or attempt to multi-task, you will waste time and will not enjoy the results that are possible in the current job market.

For the greatest results, it's important to segment your search efforts. When you focus on specific tasks at certain scheduled times you will accomplish more and enjoy better results from your job search efforts.

HOW TO ORGANIZE YOUR EFFORTS

We have provided a Job Search Tracker Tool to organize your search from the beginning. It is important to know what you have to organize which includes the following:

1. List of job targets
2. The names of company and contact of CVs or Resumes submitted online
3. The names of company and contact of CVs or Resumes directly marketed to hiring authorities
4. List of "which version" of your CV or Resume you submitted and to whom
5. Updated list of references (professional and personal)
6. Interviews scheduled
 - a. Names | titles | contact info of everyone involved in interview process
7. Informational interviews scheduled
 - a. Names | titles | contact info of everyone involved in interview process
8. Follow up action items
9. Contact information for members of personal and professional networks
10. Social media efforts
11. Lists of targeted companies and contacts
12. Names of job clubs
13. List of job fairs
14. Contacts from schools, alumni associations, career centers
15. List of professional associations
16. List of trade publications
17. Blogs that are focused on your targeted industry

WHY TRACKING YOUR ACTIVITIES IS CRITICAL TO YOUR SUCCESS

There are important realities in the current job market:

1. It is often the person with the strongest follow up who is hired
2. The person hired may not work out once they start their new job
3. Many individuals accept counter-offers and go back to their prior employer

4. The companies who interviewed you may have other positions available
5. Anyone working could open a door for you that could lead to a job
6. Job club members can provide you with job leads
7. Persistence pays off in a job search
8. Hiring authorities react to the following:
 - a. High level of confidence
 - b. High level of interest

For these reasons, it is critical to track your activities so you can take advantage of all the scenarios I've just described. Even when you are disappointed, never show your disappointment and show gratitude and poise. You never know when another position could become available.

HOW TO RECOGNIZE JOB LEADS YOU MAY BE OVERLOOKING

Throughout your job search you must position yourself as someone who is willing to share information with others. In return, you will receive more leads. There could be times throughout your job search where you may overlook the chance to obtain job leads.

Many job seekers overlook people they regularly deal with who could know someone in their job search. Think of anyone who provides you a service and has customers from a wide variety of backgrounds.

A mechanic could work on a car belonging to a Chief Information Officer. The same holds true for cleaners, insurance representatives, realtors, and everyone else who provides services to the public. Anyone who is working is a potential lead for you. You never know who they know and what door they could open.

Don't overlook the following:

Family * Friends * Past Co-Workers * Parents of your children's friends *
*Coaches * Teachers * Neighbors * Personal Trainers *

Anyone who is working could be the person who opens the right door for you.

Be sure to organize information in the Job Seeker Trainer Tool. Plan out your calls for the following day at the end of each day.

If you follow the advice in this session, leads will not slip through the cracks.