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# Job Search *Techniques*

By RecruitmentXperts Ltd



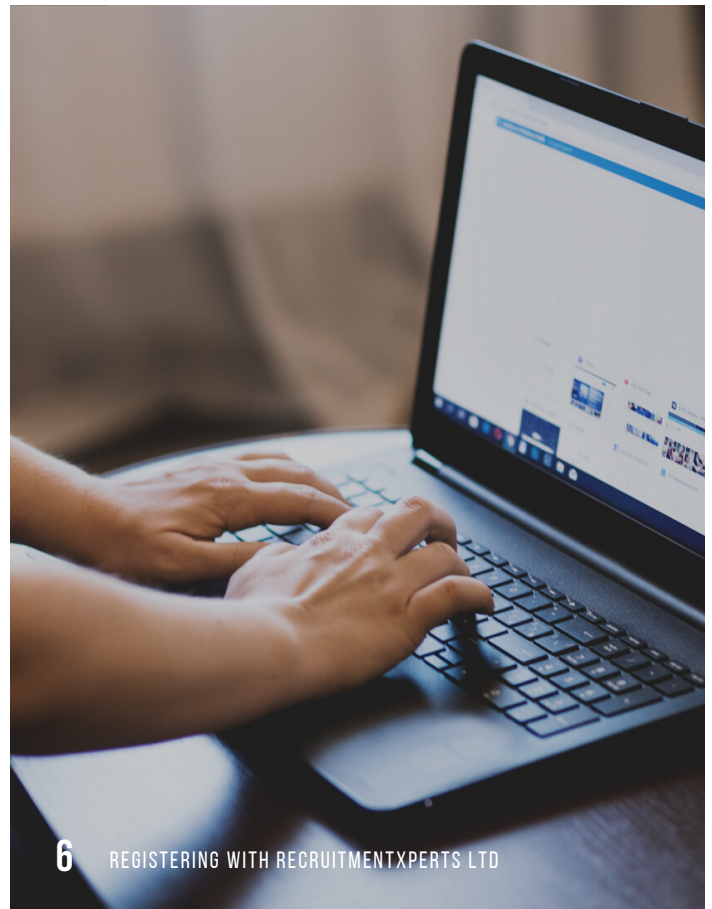
## ABOUT RECRUITMENTXPERTS LTD

We are a recruitment agency offering a wide range of recruitment solutions which includes permanent staff placement, placement of temporary employees for short term employment or assignment, employee outsourcing and payroll outsourcing services. Over the last 10 years we have served both clients and candidates with recruitment solutions and are happy to share with you some tips and tricks for a successful job search.

[WWW.RECRUITMENTXPERTS.COM](http://WWW.RECRUITMENTXPERTS.COM)



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# The TRUTH

about your job search

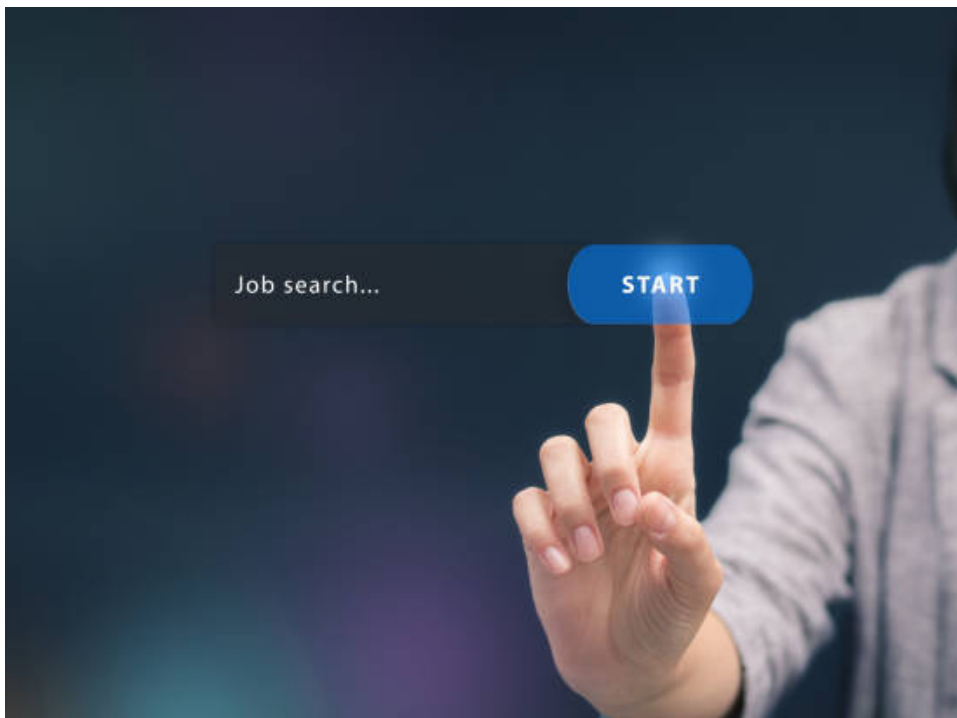
## Dear Job Candidate,

The very first thing that we'd like to tell you is that your job search is not luck and chance...it is not about serendipity. This is a strategic process that calls for great planning and commitment. We say strategic because everything that you do is supposed to be in line with your goal of attaining the job that you are applying for. We also use the word commitment because this will not happen overnight, especially in an economy that is recovering from the effects of the pandemic.

Therefore, a very important part of your job search that is often overlooked is the need to manage expectations – expectations can sometimes be overstated by the job seeker or understated in some instances but what is most critical is to be realistic.

Yours truly,





## JOB HUNTING DURING THE PANDEMIC

It's important to acknowledge that you are beginning your job search during the pandemic where there have been phenomenal changes taking place in the job market inclusive of sectors that were once thriving now being less attractive for job seekers at this time.

However, it is not all gloom and doom and there are companies that are hiring, in fact a number of jobs have regained popularity and new jobs have emerged as a result of the pandemic – tech jobs which involve designing and building e-commerce platforms, app creators, jobs in the health sector in terms of sanitization services and reconfiguration specialists to help companies redesign their space layout for social distancing.

So what does this mean for you? The important take away is that regardless of the sector, there are certain key skills/attributes that we encourage job seekers to develop which can make your job search more successful – being digitally agile and savvy, being flexible and resilient.

## SKILLS NEEDED

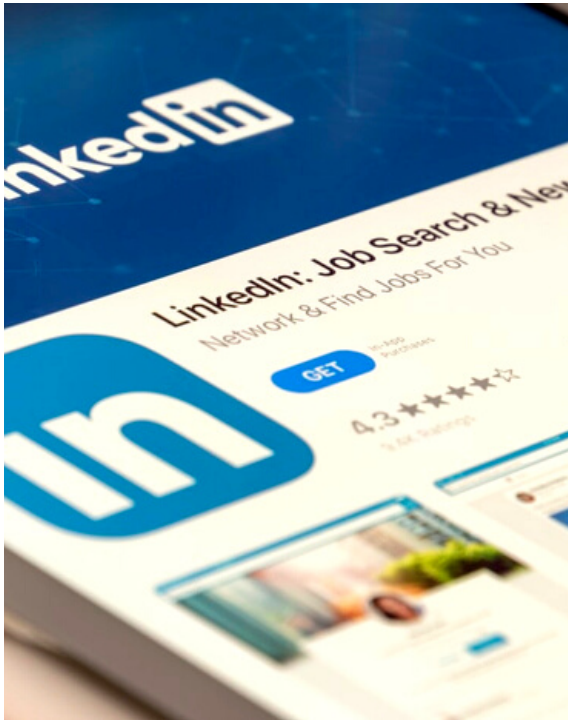
A huge part of the changes brought about by the pandemic has been the weighting employers place on certain skills given the new challenges and demands that exist. In particular soft skills like teamwork, communication and adaptability have really been critical because business resilience is needed now than ever before.

## PACKAGING YOUR SKILLS

Remember to package yourself in terms of what today's employers are looking for. Highlight your technological skills; your willingness to work remotely with minimal supervision; and any skills you possess that show you can increase an employer's profitability.



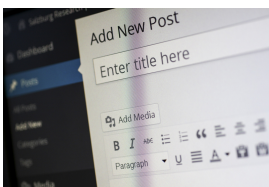
# Job Search Techniques



## Networking

Networking used to be a lot harder in the past, it used to mean attending fancy professional soirees to be in the same room with employer heavyweights but now LinkedIn the professional social networking platform has made this as easy as clicking a button. Every professional should have a LinkedIn account to increase your professional visibility, yes you read it correctly. It's your professional visibility not your social life visibility. This is a site for having a professional image, a professional profile photo and posting professional content – posts about what you had for dinner last night or selfies with your bestie are not appropriate for the professional image required for this platform.

### 3 QUICK TIPS ON BUILDING YOUR PROFESSIONAL VISIBILITY WHICH REALLY MEANS GETTING NOTICED BY POTENTIAL EMPLOYERS OR INFLUENTIAL PROFESSIONALS:



#### 1. Post content and write articles related to your area of interest

If you want to be a marketing professional, you can post content about new developments or trends in marketing and write short articles on the skills needed to be a successful marketer for example.



#### 2. Build professional connections

This is not Facebook, you should not only be adding people you know but persons of influence or persons who belong to your field of interest. So again, if your field of interest is HR, you would want to add HR professionals to your network (both local and international).



#### 3. Join membership groups

Make powerful and strategic contributions to forum discussions. It's not good enough to comment "I agree" but instead give an insightful opinion/view.

# Job Search Techniques



## Job Boards

You can look at job boards as well as sign up for job alerts from job search engines where applicable. Three (3) job boards that you can look at frequently are Caribbean Jobs, JobsTT and TTConnect. When going to register with the online job board, make sure that you have an updated resume at hand as in most cases you will be required to upload your resume at that time.

## Newspaper Ads

Back in the day the newspaper was the hotspot for job ads – there would be ads throughout the entire paper and jobs in the classified ads section. However, while jobs are still printed in the newspaper today, they are printed on a much smaller scale. This is because more employers are moving towards online platforms. Does this then mean that you won't look in the newspaper? Absolutely not! It is still a very important resource in your job search and must certainly not be overlooked.



## Job Ads on Company Websites

Some companies will advertise their vacancies on their website or social media, so it may be useful to identify companies that you may be interested in to check their websites frequently and follow their social media pages so that you can stay in the loop as jobs are posted.

# Job Search Techniques



## Cold Calling

Cold calling involves sending out your resume to companies of choice even when there is no job advertisement. It may also involve calling around organizations to find out if they are interested in anyone with your skills at this time. While this is a method of job search, it is usually the least effective method in terms of yielding positive results.

## Job fairs

Some companies when engaging in mass recruitment may host a job fair which you can attend either in person or virtually. You would attend the job fair with all of your documents and be interviewed on site. Very large companies tend to do this when they need to fill many vacancies at once possibly for a new branch that may be opening or so.



## Register with a Recruitment Agency

The final way that you can prepare for your job search is to register with a recruitment agency such as ours. The Agency acts as the intermediary between the potential employer and the candidate in that we help identify suitably qualified candidates from our database to submit resumes to the employer for consideration to subsequently fill the position requested. Therefore, when you register with a recruitment agency it increases your opportunity for jobs and placement. However, placement is not guaranteed nor automatic.

# REGISTER WITH A RECRUITMENT AGENCY

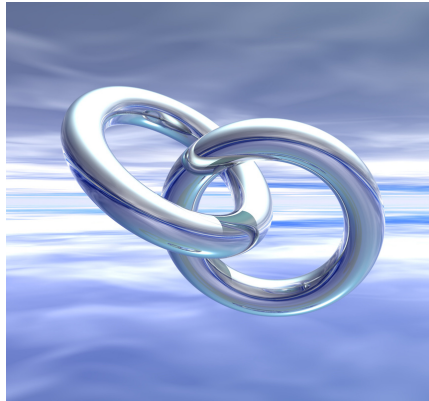
## HOW TO REGISTER WITH RECRUITMENTXPERTS LTD

REGISTRATION IS COMPLETELY FREE AND OUR REGISTRATION PROCESS CAN BE COMPLETED IN 3 EASY STEPS



### EMAIL US

1. Send résumé to [jobs@recruitmentxperts.com](mailto:jobs@recruitmentxperts.com)



### RECEIVE LINK

2. We will send you an email with a link to our online job application form.



### SUBMIT DOCS

3. Complete the form and submit along with your scanned certificates.

**COMPLETED**





# PREPARING FOR THE JOB SEARCH

## HOW TO PREPARE

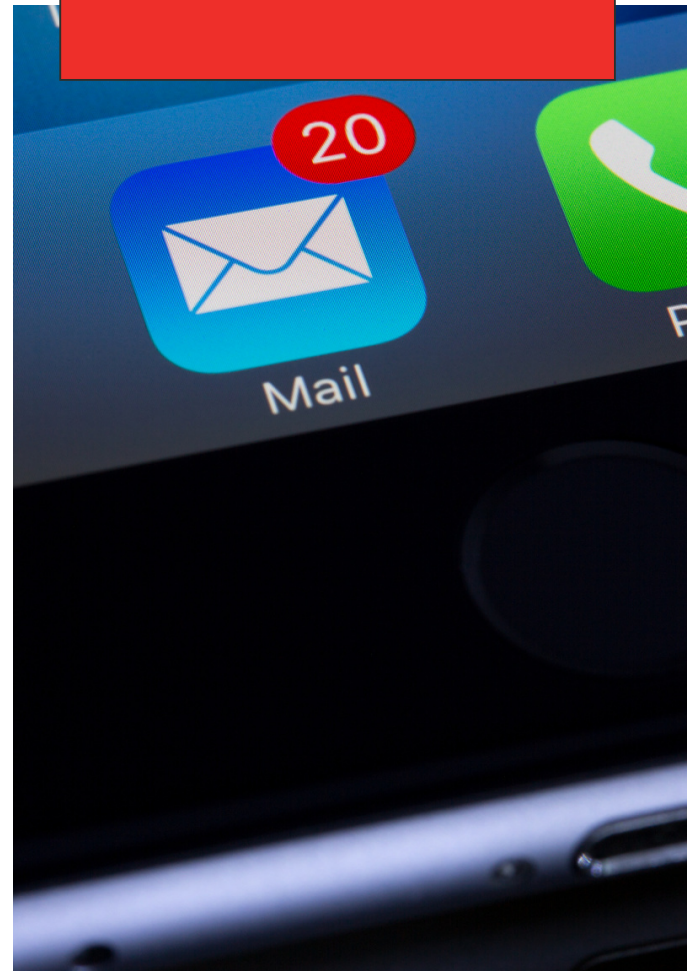
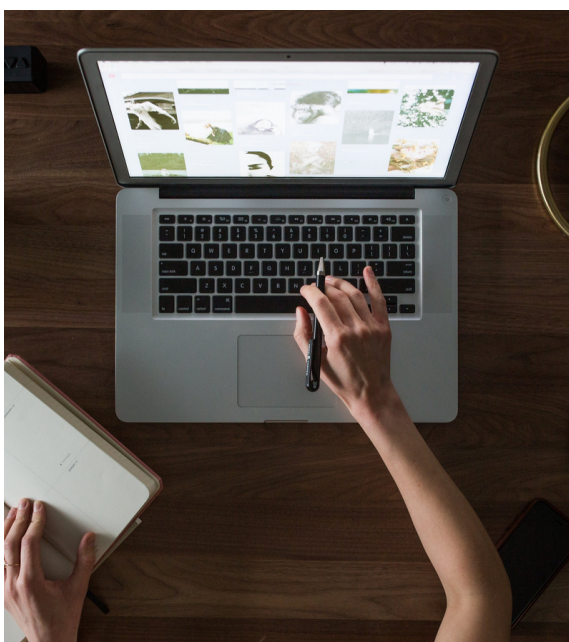
- Professional Email
- Research Company
- Do not be stagnant
- Keep an open mind

## PROFESSIONAL EMAIL

A professional email address for starters. Most if not all of the applications you will be sending out and completing will be on online and you will be sending from an email address. The ideal format would be as simple as your name.

For example:

**firstname.lastname@emaildomain**

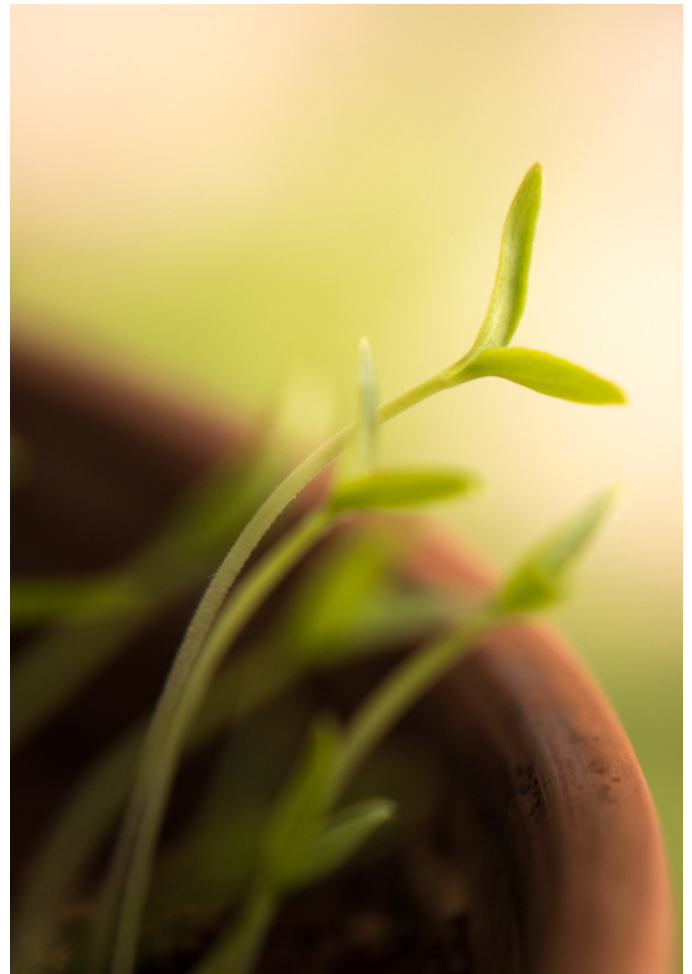


## RESEARCH THE COMPANY

Research the potential employer not only because you may be asked in the interview questions related to your knowledge of the company but research the company to determine if you may be a good fit for the company.

## DO NOT BE STAGNANT

The job search period is a time of great resilience and self-motivation as the process has no estimated time and can be quite long in many cases. Do not use this time to twiddle your thumbs idly but rather develop a new skill or monetize a hobby that you may be involved in. Put your creative skills to the test. There are numerous examples of successful Entrepreneurs, whose businesses started off as a hobby and evolved into sustainable employment. There is no limit to the activities that you should engage in to increase your marketability.



## KEEP AN OPEN MIND

Lastly and we think most importantly, keep your options open; be willing to pivot and land a job where you can give value to an employer and gain job skills that can grow your strengths which you can leverage when applying for your next job. Taking on less than ideal jobs can also provide you with a good reference when looking at future employment. Remember to always remain positive in your job search. Even if the situation may at times appear to be grim, there will always be a silver lining behind the dark clouds.



**WE WISH YOU EVERY SUCCESS IN  
YOUR JOB SEARCH JOURNEY!**

