



Sit down, shut up and listen for a second.....

This is a message that applies to the unfortunate people that have been victims of the CC or R - please notice that I am not using the dreaded words (I am sure you can work those out!), and any others that are currently out there on the job market. From the recruitment perspective, we get fed up with many job seekers completely wasting everybody's time. From sending totally irrelevant CV's for jobs (yes you do need qualifications to be an astronaut!), spamming companies/agencies with continual duplicate CV's to sending huge bulk email CV's lists. They are all a complete waste of effort and time and should be avoided.

So over a (large) cup of coffee, I started to compile a long list of do's and don'ts for job seekers. So if you know anybody in that situation, please feel free to pass this on to them!!

So here are my 50+ do's and don'ts of job seeking:

1. Please do accept that this is probably going to take a little while.
2. But whatever you do, don't lose your sense of urgency in the process
3. Make sure you do work your network, and tell everyone you are looking for a job.
4. Don't assume that networks are a waste of time. They CAN find you a job.
5. Do have your CV/Resume appraised by a professional.
6. Don't be arrogant enough to think that you know best, you don't.
7. Take a step back and do consider where your career is currently, and in which direction it needs to go.
8. Do seek some career advice with experts.
9. Don't take a straw poll in the local bar on what you should do next.
10. Do develop a plan - a must do!
11. Don't do random, it doesn't often work.
12. Do have targets of which industries you want to work.
13. Do even have a list of companies you want to approach.
14. Don't get out shotgun and take the scattergun approach.
15. Do however dust down the 'snipers rifle' ready for your targeted aim.
16. Don't adopt the idea that you 'can do anything' because you can't!
17. Do accept that there are some jobs that you do not have the skills or experience for.
18. Don't think that you can tell a story to get around this lack of skills or experience!
19. If you are applying for a job do read the requirements.
20. If you haven't got the core skill requirements don't waste everyone's time by applying.
21. Decide on your job criteria and do set up job search alerts via email/RSS/text.
22. Don't do random on the job boards you will miss things. Plan.
23. Do take the time to understand which recruitment agencies operate in your industry.

24. Don't just go for the first recruitment agency you see.
25. Do listen to other people in your industry, as to which ones they may have used.
26. Do take the time to speak to recommended individual consultants.
27. Do make sure they can actually get hold of you when needed.
28. Don't send your CV blindly into a recruitment agency without first talking to them.
29. Don't be fobbed off, try to engage with a consultant - it will help you getting noticed.
30. Do try and meet with as many recruitment agents as you can that work in your industry.
31. If they present you with opportunities do listen and question.
32. Don't forget that a recruiter is paid by the company - so treat them with respect - if you don't impress them you won't go any further.
33. Don't take the information they give you for granted, check it online.
34. Do talk to the recruiter in depth about the role, see if it real and credible role.
35. Don't assume that you will be the only CV submitted for the role by the recruiter.
36. Do ask them how they work with a client, what their relationship is.
37. Do ask them time frames and what the process will be.
38. Do expect delays - a fact of life in this climate.
39. Do keep records of all the companies / opportunities that recruiters talk to you about.
40. Be honest with your recruiter if you have already applied for the role directly yourself.
41. Don't be afraid to ask your recruiter for updates (just don't do it every day!)
42. Before an interview, do 'grill' the recruiter for all they can give you.
43. Don't forget.....homework on the client, the interviewer etc etc
44. Do make sure you know your own CV - strange I know, but believe me many don't!
45. Do make sure your interview appearance is Grade A
46. Don't be late.
47. Make sure you have turned off your phone for the interview - it is the ultimate in rude behaviour to take calls when talking to either a potential employer or the recruiter.
48. Do make sure you show interest and ask meaningful questions.
49. Don't forget - at the end of the interview, ask them when a decision will be made.
50. After the interview (if through a recruiter) do call them with feedback.
51. Do ask for feedback.
52. Remember a recruiter is on your side, do make sure you are working with them.
53. Don't assume they are ignoring you if they not phoning you every day.
54. Don't put all your eggs in the one basket.
55. Do make sure you are pursuing other opportunities, no matter how well the interview went!
56. Make sure you do keep speaking to people - your network, ex-colleagues and recruiters.
57. Don't assume anything.
58. Until you have the written job offer in your hand, do keep talking looking.
59. Don't over commit until you have signed and returned the employment agreement.
60. When you have a new job, do inform everyone you have been in contact with.
61. Don't just do that by email. Call them and thank them (recruiters primarily), you may well need to speak to them again in the future.
62. If your job seeking process is taking a little longer than you thought DON'T GIVE UP. Qualified persistence does pay off.

I know that this isn't a definitive list, but hopefully it is a helpful one.