



Here is a reality check for anybody looking for a job at the moment - and this isn't recession focused, but good 'advice' I have been giving job seekers for years.

These are some things that job seekers have to realise when they enter the job searching process, and they are based on many years of experience recruiting.

These are about understanding the process, focusing on the achievable target only and not assuming anything at all.

So here are my ten things job seekers MUST understand when looking for a job:

1. Sending a CV or an application form WILL ONLY ever get you an interview, it won't get you the job. So focus on that fact and that fact alone.
2. When asked to participate in a telephone interview, remember it is a screening process only. It is a way of saving time for the companies (and a good idea). Here you will only get screened out, not screened in. Those that are not screened out will by default go to the next stage, as the ones that are left. So again a telephone interview is only a route to a face to face interview.
3. You don't get the job at the first interview, but like No 2, you can lose a job here. The second (and in some cases third) interview is the decision maker from a company's perspective. So the goal of the first interview is ONLY to get to the second interview.
4. If you don't ask, you don't get. It is what your Mum told you when you were a little child wasn't it? The same applies with getting a job - at the end of each stage 'ask for the job'. This can be couched in many ways, but the bottom line, asking for the job shows desire and intent to want the job.
5. Follow-up everything. Following up every stage is essential, if only to know you were not successful. It may make the difference when a company is deciding who to invite back for the next stage. If you find out you have been unsuccessful, then at least you can then focus on another job and not waste your time.

6. When approaching a recruitment agency for the first time - don't ever listen to those immortal recruiters words...."I will get back to you".....they never do. It isn't because they don't want to, it is because they are so busy dealing with 100's of new CV's every day. So try and speak to a recruiter initially BEFORE you send a CV. At the very least follow it up after you have sent it. And don't give in until you speak to them. Make sure you understand how they will keep in touch with you e.g. here at BOSS Group we keep in touch with you via our newsletters.

7. Don't believe the misnomer that all vacancies in the market are with recruitment agencies...they are not. Many companies are advertising directly now - they have to because they have had their budgets cut!

8. Volume, Volume, Volume! I am afraid this is a fact of life within the recession. You need to be working the numbers game. Don't stop at one or two jobs you are pursuing, you need to be going after as many as possible. It is better to have several offers to turn down than none at all, just because the one job you focused on, failed to materialise.

9. Luck does play a very big part of finding a job - don't get hung up about it, just make sure you make your own! If you think about it, with 100's of CV's arriving at a company or an agency for each job, then luck just has to play its part. So play the numbers game, follow everything up and make yourself heard - then you will start to make your own luck.

10. Don't bear grudges, don't burn any bridges and certainly don't tell recruitment agencies how to do their job (as tempting as it may seem sometimes!). This may not be the last time you need the services of the recruitment industry - and trust me on this - as recruiters we all have very long memories when it comes to 'certain' candidates!!

I am sure there are many more pieces of advice on the realities of looking for a job, that others will be able to share. As I said, I have over the years given this advice to many job seekers, and it has helped many people out.