

EFFECTIVE JOB HUNTING TECHNIQUES today

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I.H.U. WORKSHOP for students

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PEOPLEATWORK-hellas



- ❑ Established in 2008 by Nikos Pratsidis, an HR Manager and Professional with more than 25 years of solid experience in well known companies
- ❑ A Human Resources Services boutique agency based in Thessaloniki operating all over Greece and covering vacancies throughout Europe.
- ❑ Our agency offers customer oriented services in all HR divisions, having the adequate know-how based on experience gained in managerial HR positions in well known companies. Our partners can see, understand and act effectively to satisfy the needs of both employers and executives/candidates.
- ❑ The main areas of our services are (Recruitment & Selection, Training and Development, Remuneration, Payroll and Benefits, Employee Evaluation, Career Strategy Consultation, Pension strategy, Employee Relations and Labour Legislation, Motivation and Team building)
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Job Hunting

Concept & Steps



- Career Strategy**, *what does it actually mean?*
- Getting Organized for a Job Hunt
- Effective Communication
- Action Plan
- Feedback, Results Control and ...back to the start !



The Concept of Career Strategy



All decisions and actions a candidate may choose (or may not choose) to further develop his/her career is the core of Career Strategy.

ANSWERING DIFFICULT QUESTIONS

- To look for a job strictly related to your studies or to broaden the range of your search;
- To focus on positions offered by multinational companies all over Greece/Balkans or to stick on positions offered in Thessaloniki area;
- To try to enter a different branch in the labour market, which you believe offers more and better career opportunities;
- To accept a business proposal for a position offering a salary lower to your expectations

Job Hunting

Getting Organized-Success Factors



- ❑ Become aware/Refresh knowledge on the existing situation and conditions in the Labour market
 - ❑ **NEED for:** *candidates ready to fight, specialization, quick adjustment, no training necessity.*
 - ❑ **REALITY:** Many candidates out of work, ready to accept positions with low salaries, even considering positions at a different field/branch
 - ❑ **NEED for:** Candidates with new skills, especially on entrepreneurship and business, commercial perception and professionalism, Internet expertise.
 - ❑ **REALITY:** Intense *negotiation and pressure for low salaries.*
SCARCITY of SPECIALISED CANDIDATES.
 - ❑ **REALITY:** There exist covert needs for candidates, which ARE NOT necessarily communicated.

- ❑ PROFESSIONAL SELF AWARENESS
- ❑ Utilization of all methods in Job Hunting
- ❑ DYNAMICS & COMMUNICATION of every candidate
- ❑ PROPER PREPARATION – **Attention to each detail!**



NOT ALL POSITIONS match to all candidates profile!

Getting Organized

for a Job Hunt



Your CV

The cover letter

Your professional Self Awareness

- Strengths to promote
- Weaknesses to improve



YOUR CV

Its role



- ❑ It is the key to success for getting a desired job, as it “opens” the company gate for an Interview
- ❑ It is your professional image and your marketing brochure
- ❑ It may enhance or downgrade your candidacy
- ❑ Each contemporary and updated CV should be **concise**, **interesting** and ideally **tempting**, focused on the **skills** and **behavioral traits** of the candidate
- ❑ It is actually the candidate’s ANSWER to a job post. «THIS IS HOW MY PROFILE MATCHES THE POSITION REQUIREMENTS»
- ❑ **NEVER** send a CV without a cover letter, stating your strengths in a targeted approach !!!

YOUR CV

UNITS



- Personal Data
 - Business Profile
- Training
 - Professional Experience (achievements)
- Further Education
 - Skills and Personal traits
- REFFERALS
 - Professional Objectives
- Distinctions, Conferences, Publications

- Ideally a different version of your CV for each targeted Job hunt !!!*

THE COVER LETTER

- ❑ A business style letter towards a specific company – **NOT A GENERAL AND VAGUE APPROACH “TO ALL”**
- ❑ It should consist of 3 paragraphs
- ❑ In the 1st paragraph you should state **WHY** you communicate with this company
- ❑ In the 2nd paragraph you should develop your **candidacy**, with reference to experience examples, knowledge, achievements, skills και personality traits
- ❑ Moreover, the 2nd paragraph should consist «your answer» to a job post, informing WHY you believe that your profile matches the position requirements. You should focus on what you CAN actually DO, and not what kind of academic knowledge you possess or WHAT opportunities you expect to be offered.
- ❑ In the last paragraph you should include WHAT type of response you would expect from this company (e.g. an interview, an answer, etc)
- ❑ For practical reasons, the cover letter may become the first page of your cv, so that all your personal material will be included in one single file.

YOUR PROFESSIONAL SELF AWARENESS



Get to know yourself better, discover your strengths and your uniqueness

YOUR PROFESSIONAL SELF AWARENESS



- *Look inside yourself and find which tasks you can do*
- *Ascertain in which tasks you can perform WELL*
- **FOCUS** on the tasks you can **PERFORM BETTER** than the others

YOUR PROFESSIONAL SELF AWARENESS



*Look inside yourself
and DISCOVER in
which tasks you can
PERFORM*

EXTREMELY WELL



YOUR PROFESSIONAL SELF AWARENESS

Focus on your strengths



The interview

- ❑ Interview means candidates' evaluation process to all people's minds
- ❑ Candidates participate to Structured Interviews
- ❑ It should focus on the strengths of each candidate
- ❑ **Additional Evaluation methods** (Competency or personality tests, Referrals, mini projects)
- ❑ *Why should the company choose ME among the other candidates ?*



PAY ATTENTION TO THE INTERVIEWER ROLE !!!

There exists unskilled Interviewers, too

Communication of a Job Hunt



- Getting Organized
 - Set targets and Program your actions
 - Keep a calendar of your actions
 - Check your results and reprogramm your further action

- Keep a Professional Style
 - Business style communication

- *The way you communicate and you act in your Job Hunt process is a sample of your performance !*

Ways of

Communicating your Job Hunt & Locating Career Opportunities



- ❑ Each candidate should stay in touch with his social circle and environment (family & relatives, friends, professors and school mates, social and professional groups, etc)
- ❑ Locate and Evaluate Job posts (newspapers, magazines, web sites, etc)
- ❑ Organize your contact with main Career Agencies
- ❑ E-networking ([Linked-in](#) etc) και e-communication
- ❑ Direct communication with companies/potential employers

UTILIZE THE NETWORKING

- ❑ Market research and decision for Membership to Professional Bodies and Social Groups
- ❑ Take part in Professional Events as a member (Physical or Electronic Presence)
- ❑ Develop your personal Network and utilize it for your career development
- ❑ Referrals / References
- ❑ Create a list of your potential employers



TIPS for Communication



- ❑ PAY ATTENTION to your communication approach and style !
Forget you STUDENT STYLE and adopt a PROFESSIONAL one.
- ❑ You should NEVER send your CV massively via-email to multiple employers or agencies; such an approach diminishes the uniqueness of your Job hunt towards a company and is rude.
- ❑ In the cover letter you should state which skills you have to offer to the company and not what employment conditions and opportunities you expect the employer to provide you.
- ❑ You should have considered the potential choices of your profession. The usual vague approach of fresh graduates is “A position that matches my qualifications”).
- ❑ FOCUS ON EACH DETAIL, as details make the difference !

CAREERS STRATEGY:

The experts' role



- Try by yourself or reach out for support?
Your decision
- Careers Specialists may guide you on your career strategy issues, offering their services on
 - ☞ Creating an updated CV, focused on skills and personal traits of each candidate
 - ☞ Consultation and focus on TIPS for an effective self presentation in an interview
 - ☞ Providing examples, cases and practical assistance when operating your Job Hunt, offering alternative ways of approach to desired employers
 - ☞ A global image of Labour market requirements
 - ☞ Psychological Support in dealing with the unemployment side effects and the improvement of your self confidence, as a result of becoming aware of your strengths.

“Wish you luck”but ...

- ❑ Be organized and methodical in your actions
- ❑ Have patience for the results
- ❑ Have a Results control and Review !
- ❑ Develop alternative options
- ❑ INTERNSHIP OPPORTUNITIES: Do not miss your chance !
- ❑ An effort to **constantly improve your qualifications** and **skills**, as the LABOUR MARKETS needs the BEST CANDIDATES...!



A HARD RACE

- ❑ Greece within an economic crisis
- ❑ INEQUALITY and Unknown conditions
- ❑ A large number of unemployed people



YOUR ROAD TO SUCCESS

Success !!!



Try ...

...try hard

.....try even harder...!



Thank you for your attention !