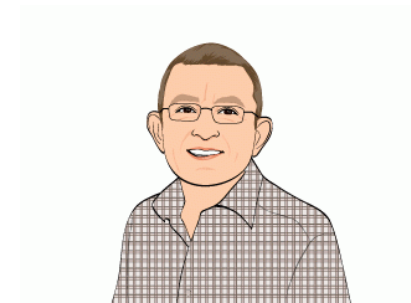


Nordic Career Forum



Martin Ellis



Managing Partner
SAM Headhunting UK



Job Hunting Has Changed Forever

The Economy

- There are now many more candidates than jobs

The Internet

- For Networking, CV Databases and Job Boards





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LinkedIn

Monster

TheLadders

Jobsite

Facebook

Total Jobs

Plaxo

Fish 4 Jobs

Red Goldfish

Jobsearch

Xing

Check 4 Jobs

Nordic Career Forum



My Objective for Today:

- Make you aware of the opportunities
- Make you aware of the pitfalls
- How to use the internet to get your “best job”



The Recruitment Process:

- See it first from the employers perspective
- How can you help them make it easier to employ you?
- Use the tools available to your advantage!

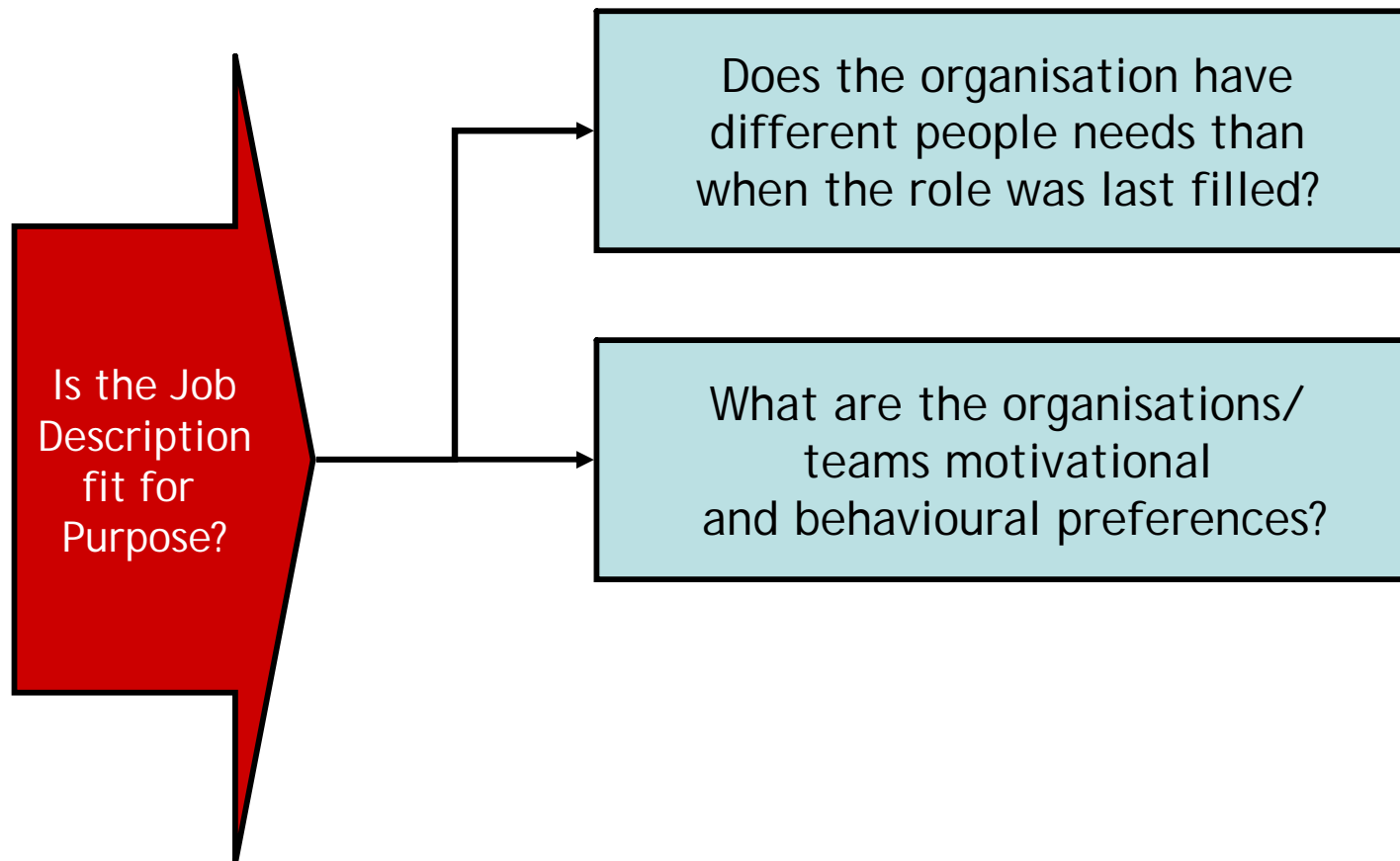


The Recruitment Process:

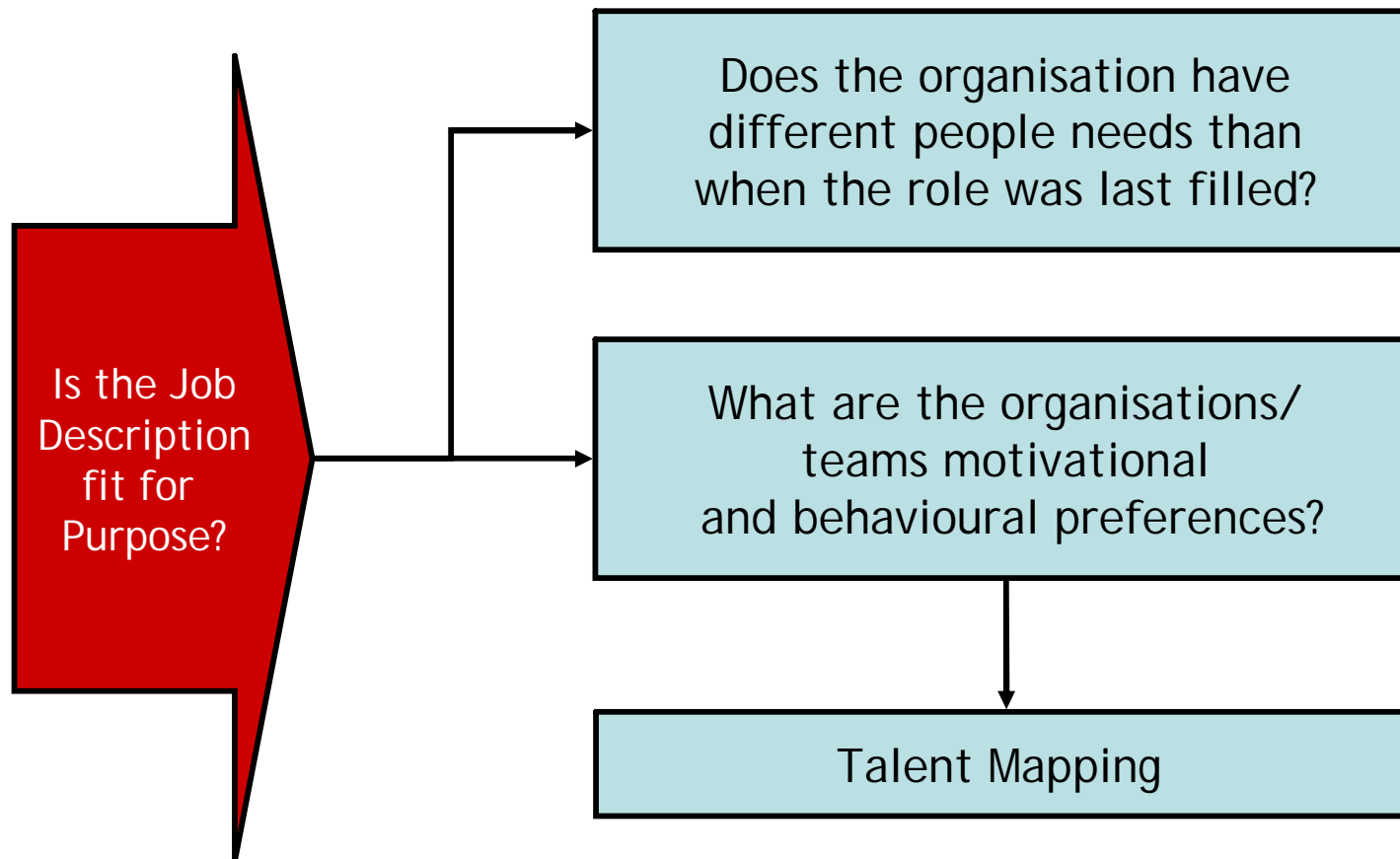
From the employers
perspective

Is the Job
Description
fit for
Purpose?

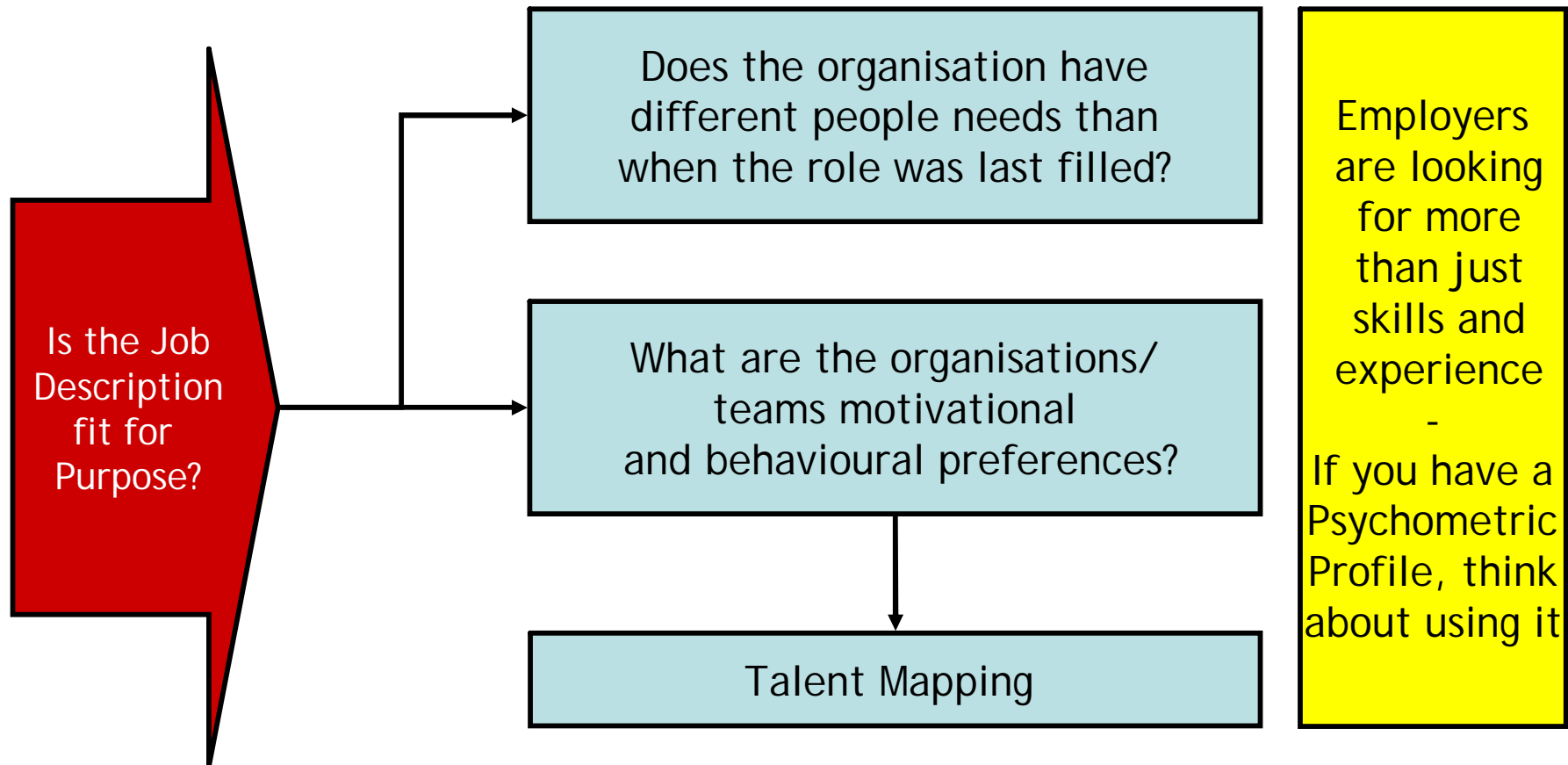
The Recruitment Process:



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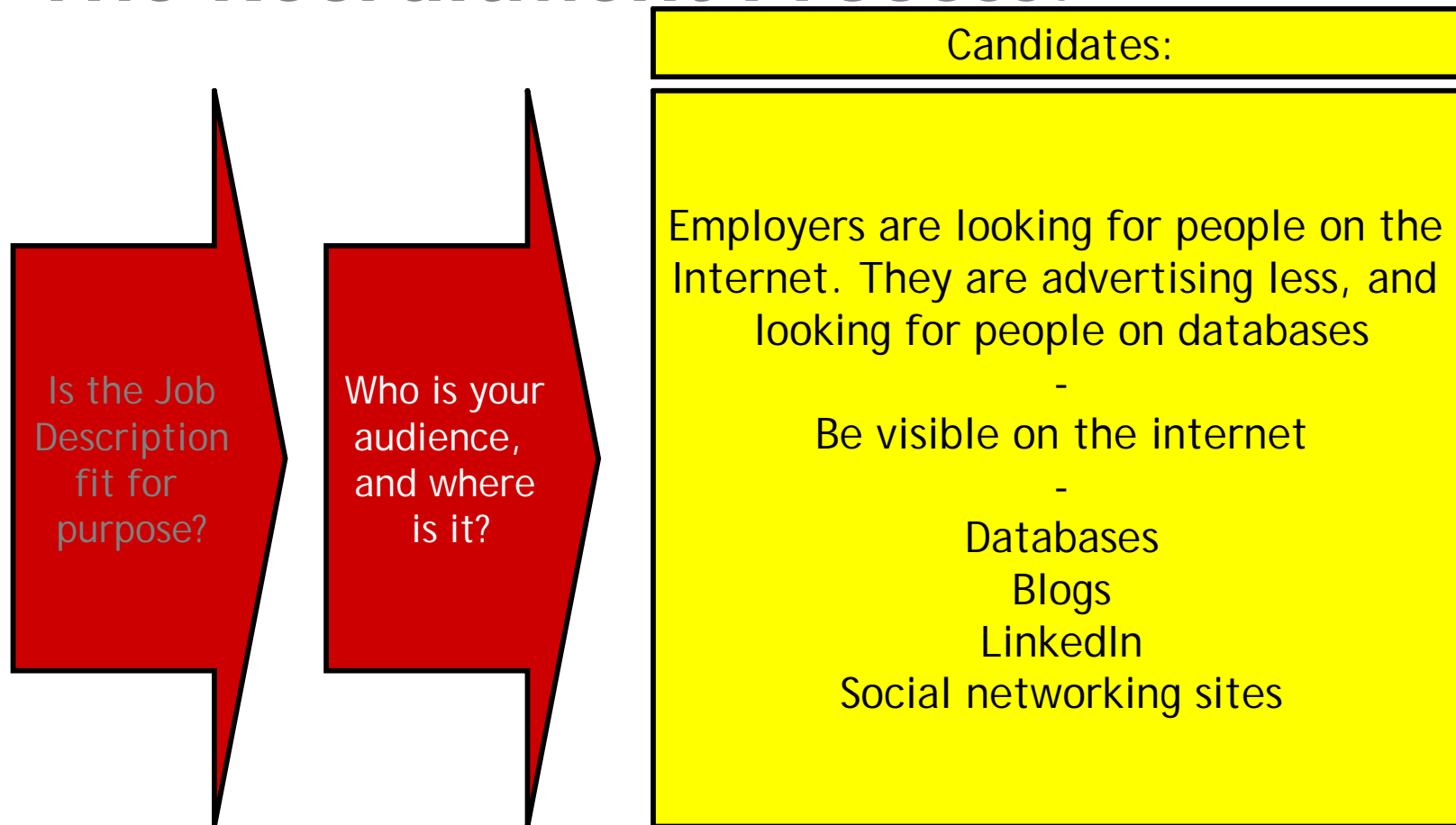


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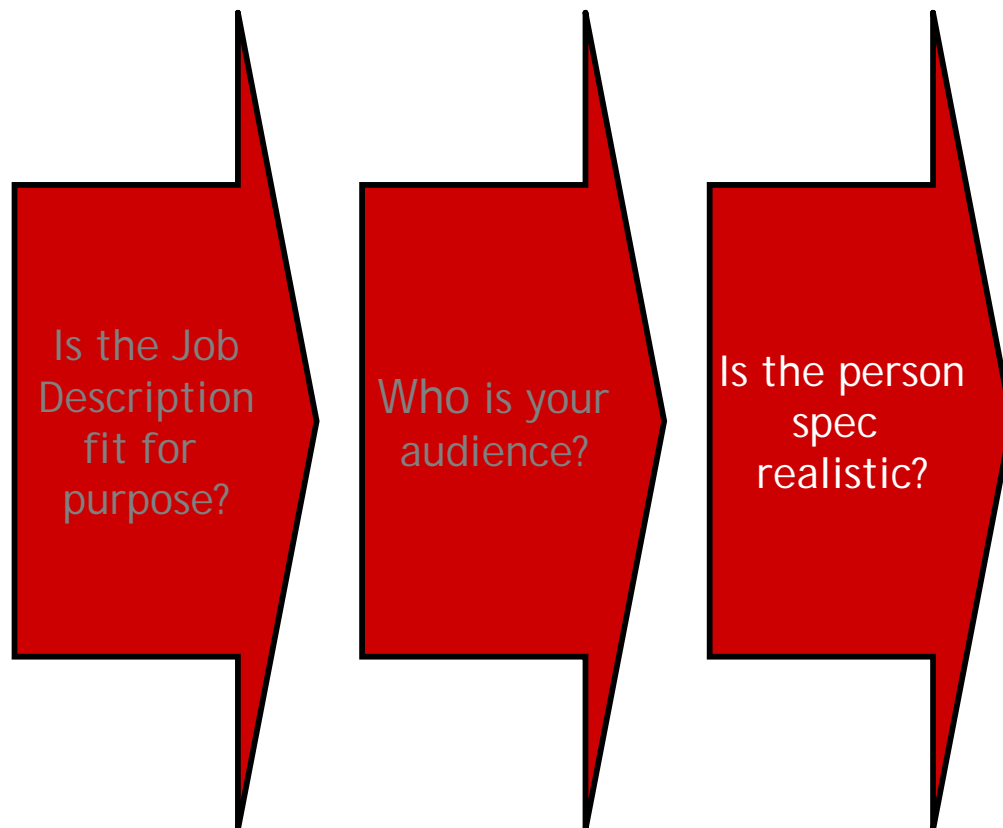


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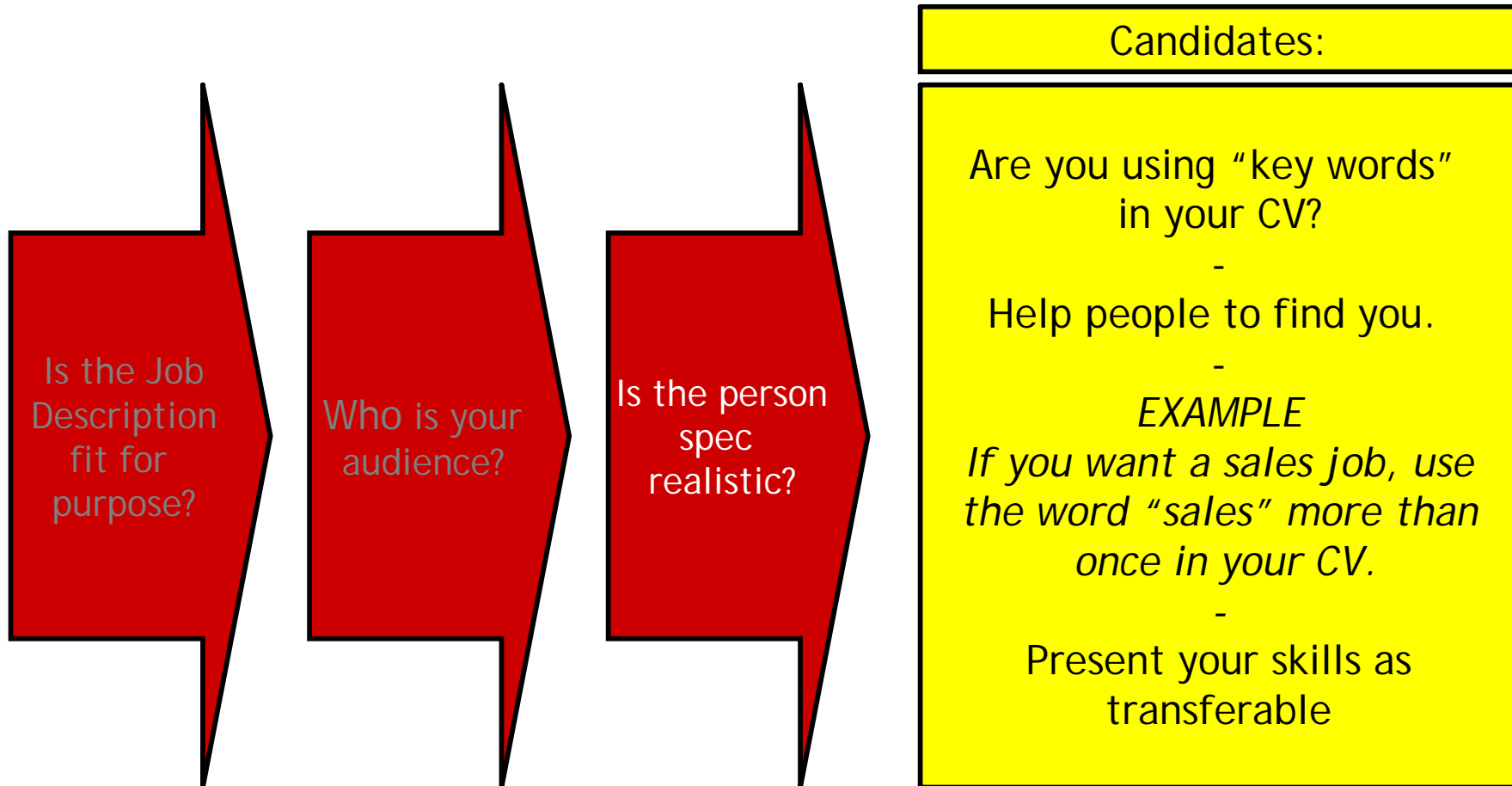


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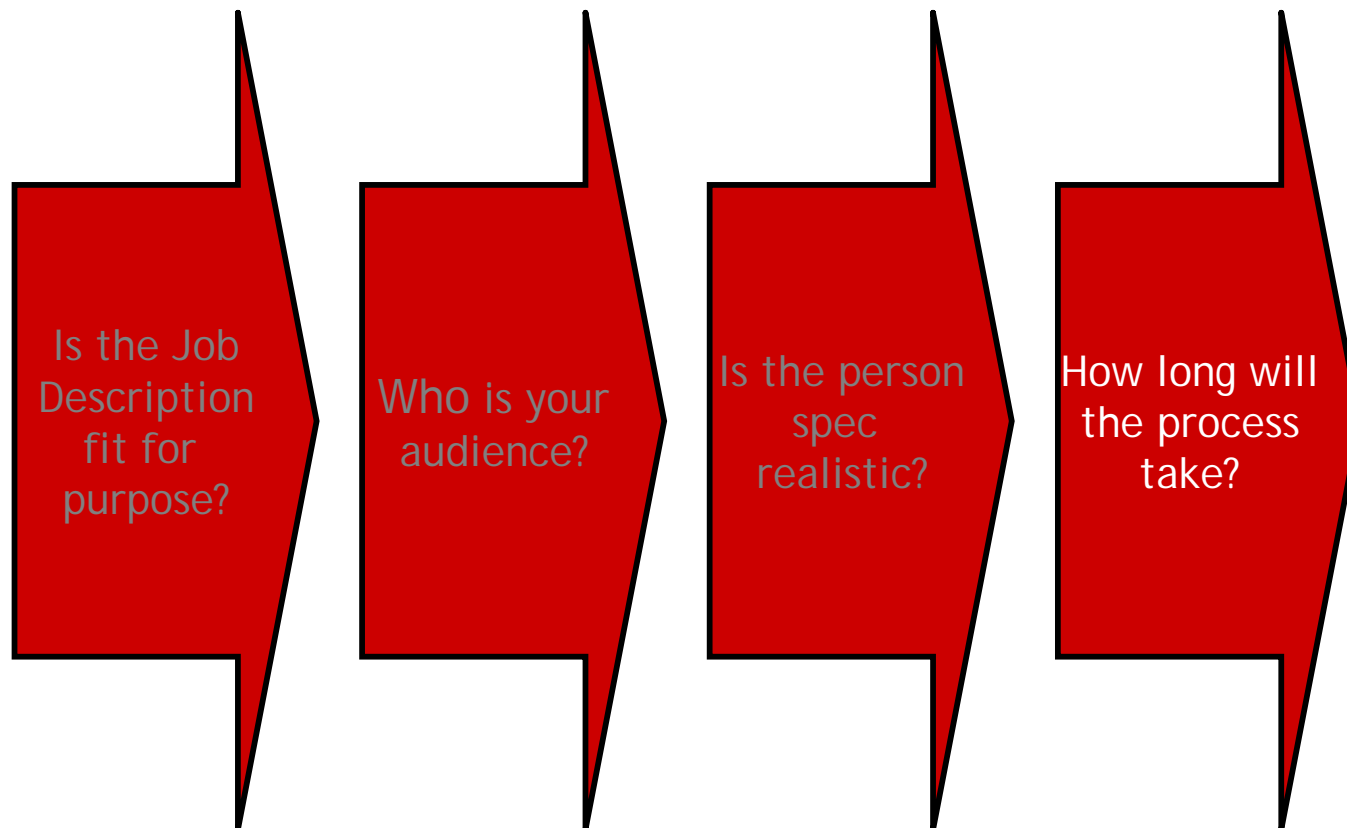


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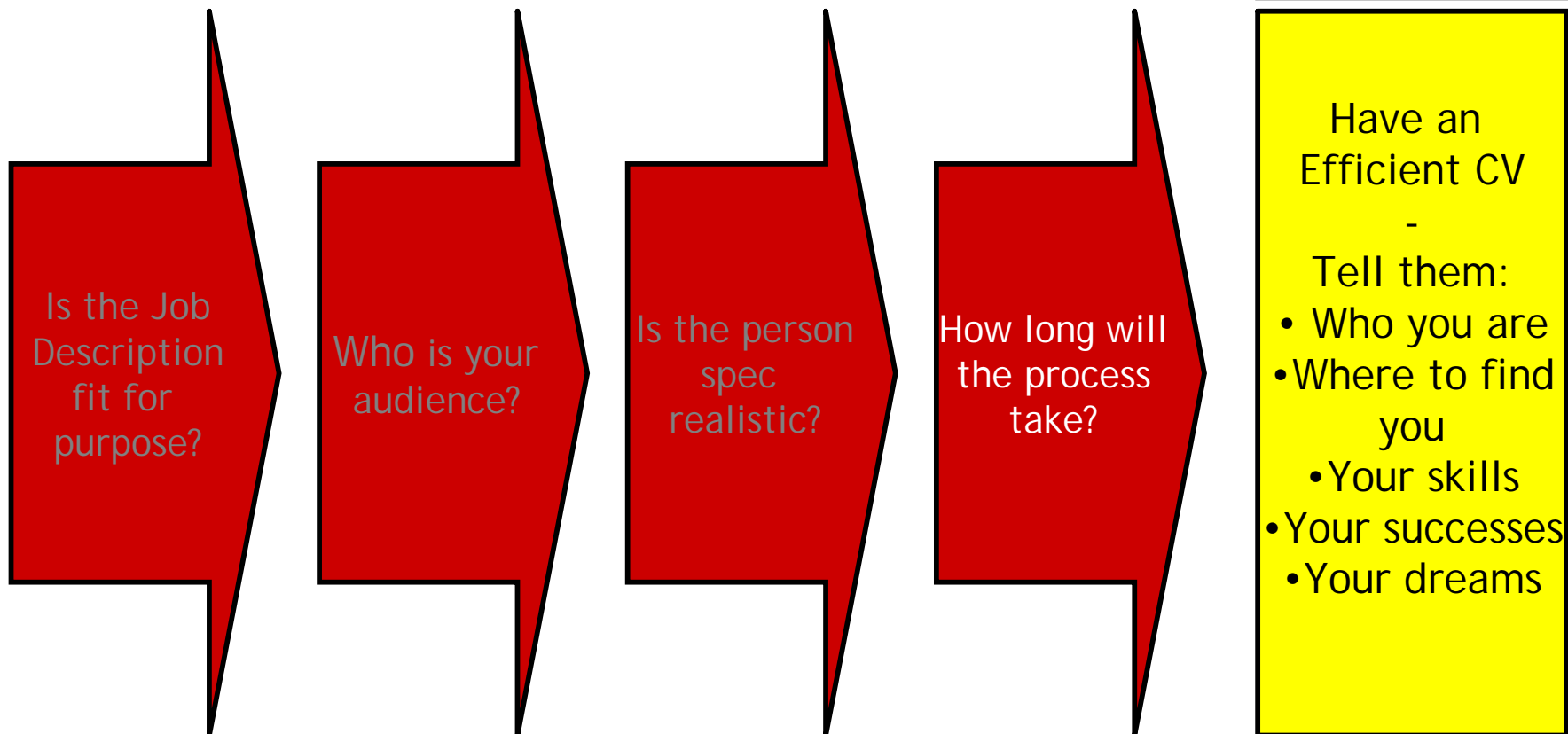


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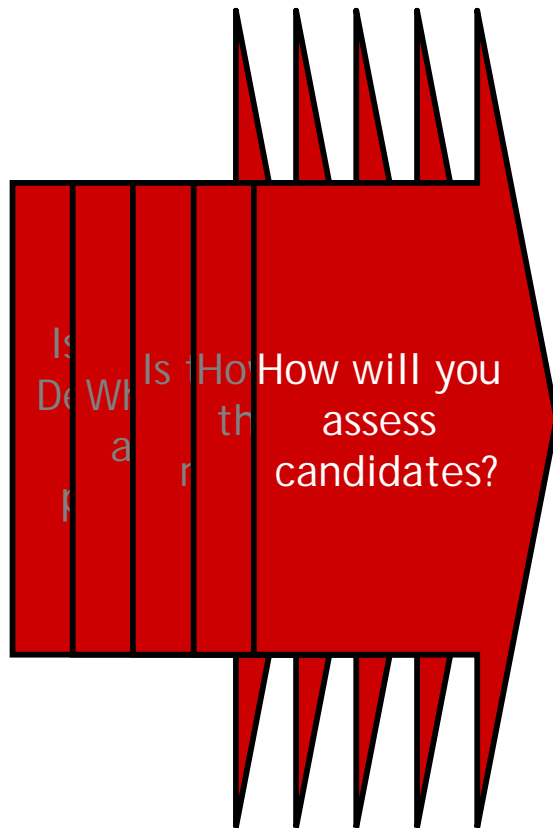
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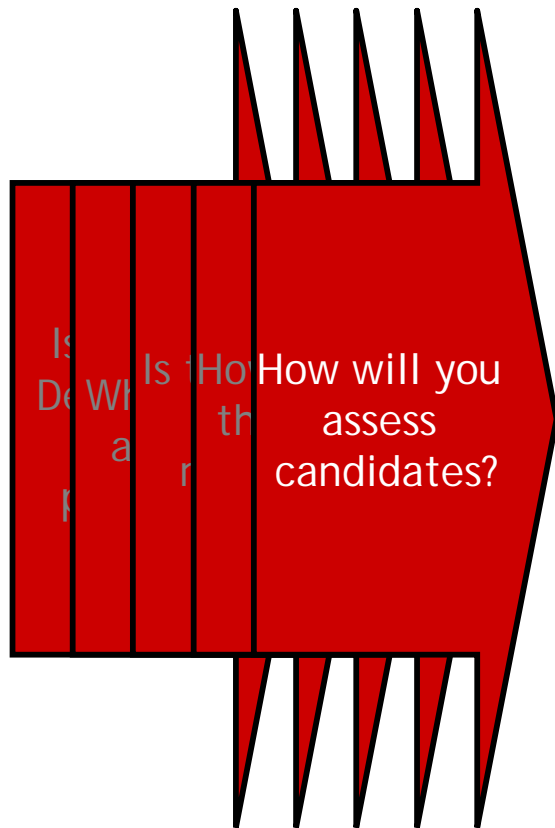
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The Recruitment Process:



The Recruitment Process:



Candidates:

Think what you would be looking for if you were in the employers shoes

-

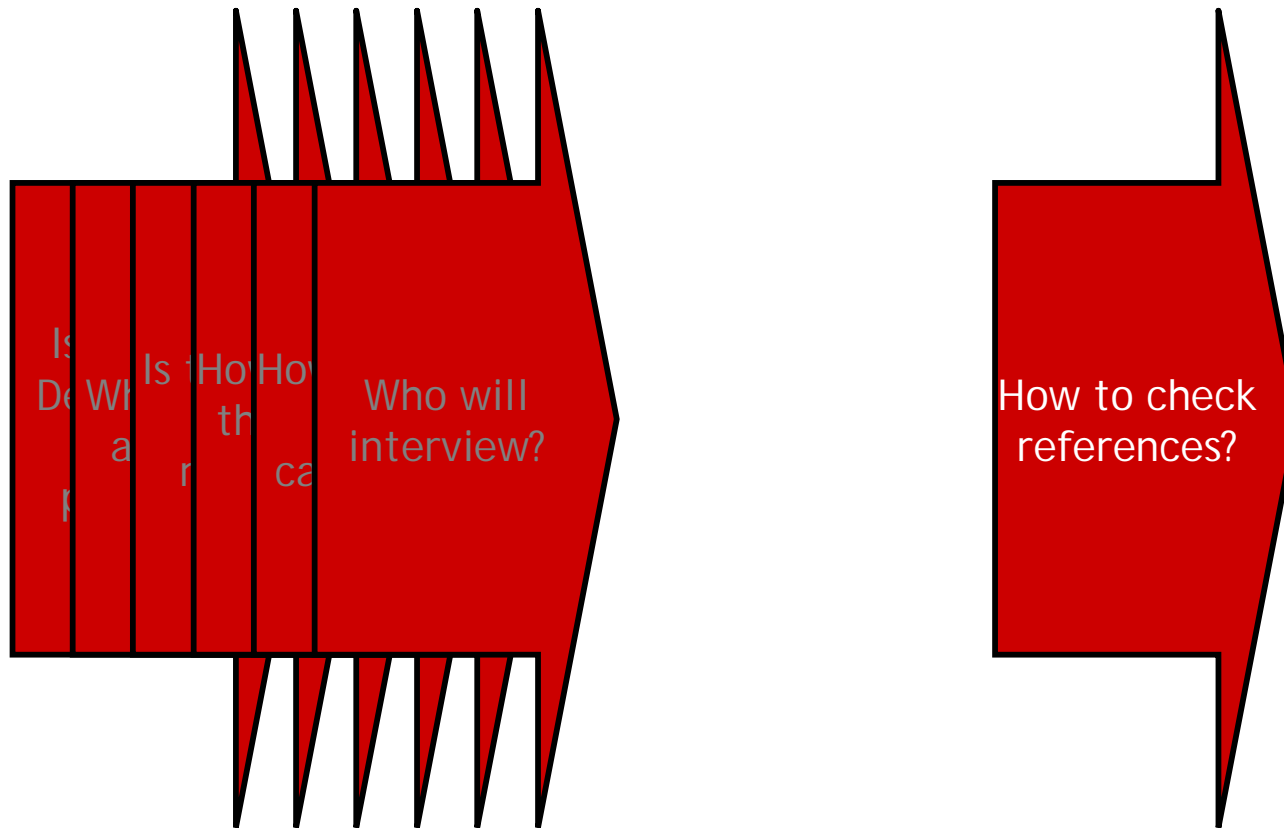
Give it to them

-

Personalise your CV for each application - you can have up to 5 on some databases

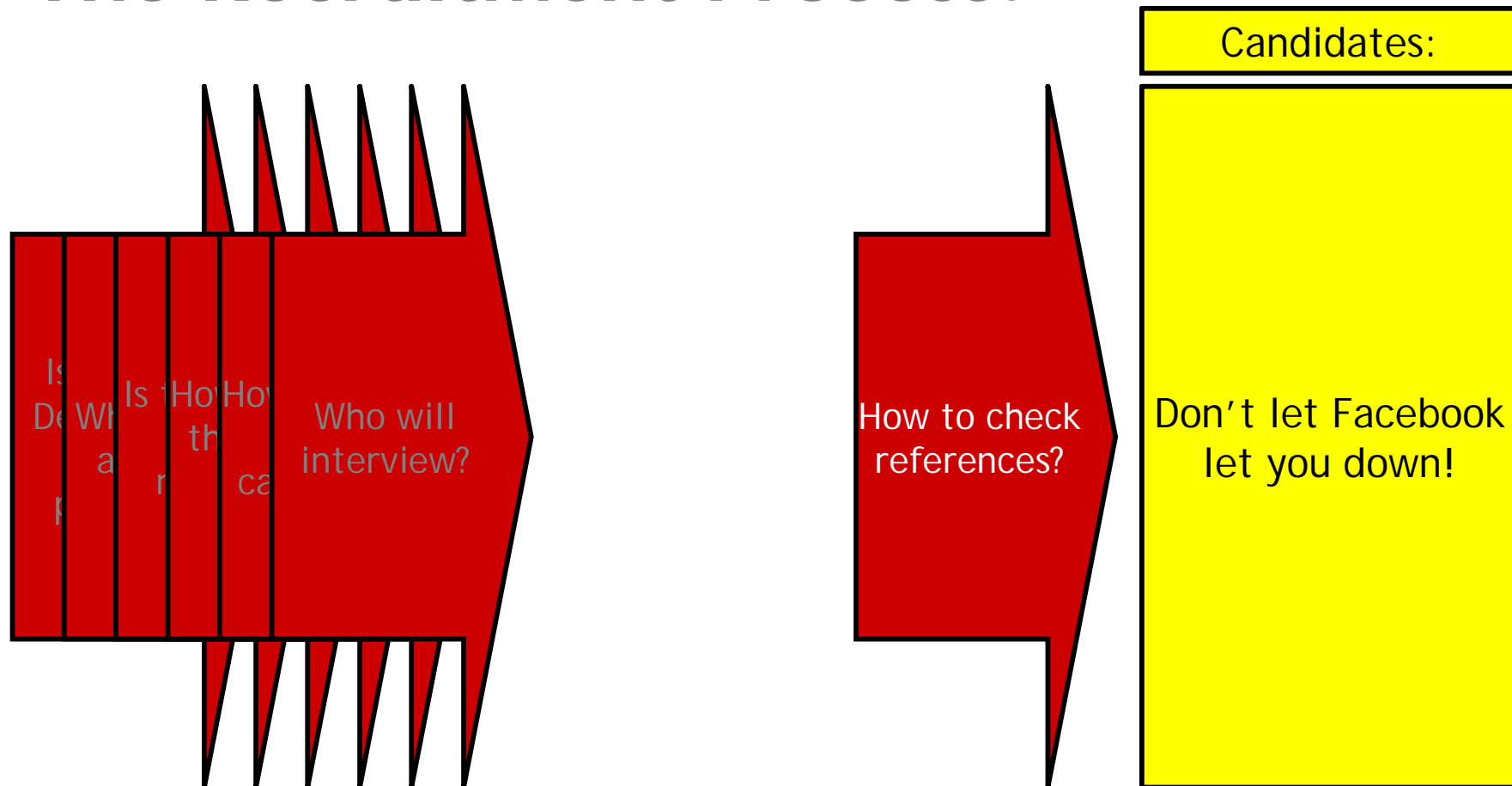


The Recruitment Process:





The Recruitment Process:





Get Noticed on CV databases

Make sure your CV is well organised:

1. Name and Town (You can be anonymous)
2. Contact details (At the beginning)
3. Personal Profile - Include your career objective
4. Notable Career Achievements (5 or 6)
5. Skills and Experience (Not just a long...yawn...list)
6. Career
7. Education
8. Personal Interests (chance to betray your personality!)



Get Noticed on CV databases

Make sure your CV is well laid out:

- Use white space
- 3 pages maximum
- Don't use comic sans!
- ***Use key words - Make it easy to be found***
- Resist too much detail



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Jobsite

Fish 4 Jobs

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Reed

Check 4 Jobs



Don't just be a passive job seeker

- Databases are passive
- Databases will get a response from people trying to sell you stuff (eg CV writing)
- The internet offers everybody a chance to raise their profile and take more control of their search





Register on LinkedIn

- Full Profile - and keep updating it!
- Recommend and be recommended
- Use LION groups - more in a moment
- Reach for the networks of your network
- Have a firm objective in mind
- Easy to get swamped!
- Update regularly
- If you Twitter and blog, link them.



Register on LinkedIn

LION Groups

- Look for LION groups by sector and job function
- Selectively participate in discussions
- Some very active group job boards
- Look at the people posting jobs - Network with them
- Use the Search options - it's amazing what you can find
- If you ask for help, you may well get some!



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Have a clear career focus to help you make the most of your time



Other On-Line Activity

TWITTER

- Another way to network
- Can build mass quite quickly
- Can be rather superficial

BLOGGING (go to: www.wordpress.com)

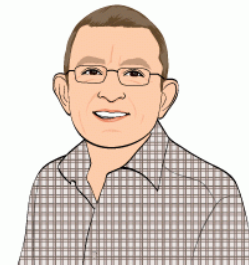
- Can make you look like an expert
- Free
- Search Engines like them

Nordic Career Forum



Good Luck - Manage your career on-line

Nordic Career Forum



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