

Opening the Door to New Opportunities

If you are no longer excited or challenged by your current role, or feel you are ready to take on more responsibility or diversify your skill set, it may be time to start planning your next career move.

If you have been made redundant then your confidence may be shaken, but remember, redundancies usually have little to do with inadequate job performance and more to do with financial decisions made by an organisation. The best thing to do is to treat the situation as an opportunity and maintain a positive outlook.

Whatever your reasons for looking for a new job, it is worth following our advice below to move ahead in your career.

Assess Opportunities with your Current Employer

Look at opportunities within your current organisation. If you are looking to progress and feel ready to take on more responsibility then make your line manager aware of this and discuss ways in which this could be achieved.

It is not all about the money

If you love your current job but feel that you are underpaid then it is always better to talk to your present employer and look to rectify the issue, rather than forcing the issue by threatening to leave. Handing in your notice may cause many employers to panic and they may offer you a salary increase, but experience shows us that there can be a lack of trust arising from a resignation, and other underlying reasons for making a move remain unaddressed. As a result a significant number of employees remain in their job less than a year after a 'counter offer' is made.

Changing career direction

If you have become bored or disillusioned in your current role ask yourself if it is the sector you dislike or are there simply things you're not happy with in your current role or company?

Make a list of all the things you like and dislike about your current role. Work out which of these are specific to the company you currently work for and which could be improved by a change of sector. You will probably find that the former list will be longer – in this instance it's worth looking for new jobs within the same discipline and sector. If you find the latter list is longer, it might be time to explore new opportunities in a broader sense.

Many skills and disciplines are transferable between sectors but ask yourself why you want to make the switch before you do so. If you're looking to change job discipline eg from Sales to Marketing, be prepared that in order to make the move you might have to take a step down either in terms of responsibility or salary.

If you do make the decision to switch sectors, try not to fixate on any one in particular. You stand a better chance of finding a new role if you keep your search quite broad in the first stages. Talk to a recruitment agency to discuss options for a career move, as they will give you honest and impartial advice on what types of roles would suit your experience.

Update your CV

Get your CV updated ready to apply for other jobs. Make sure it showcases all your relevant skills and experience in the clearest and best possible way. Make your CV look professional. Write it in Microsoft Word and focus on clear, consistent formatting.

Include a personal overview (also called a personal profile). This is your chance to grab the reader's attention from the start, so this section should use short sentences and be around 60-70 words. It should highlight key aspects of your CV such as your key skills, job roles and achievements. You may also use this section to briefly outline your career aims and reasons for seeking a new role.

List all work experience in reverse chronological order, beginning with your current or last position. Don't have unexplained gaps if you have been travelling or unemployed - include the details. Time-out is often a good discussion point at interview. Be concise: your CV should ideally be about 2-3 pages. Short paragraphs and bullet points look neat and make the CV easy to read. Ensure you add achievements to each position citing tangible benefits you brought to the role.

Register with Recruitment Agencies

Register with agencies that specialise in your chosen field. A good agency can provide invaluable advice on your career, job prospects, realistic salary expectation as well as putting you forward for suitable job roles, and providing support through this challenging time.

Do your research and get recommendations from colleagues and friends on the best agencies to contact. The specialist recruitment agencies will know the market you work in better than a generalist, and will have a network of useful contacts. They will also be able to put you forward to opportunities that are never advertised, and may be able to introduce you on a speculative basis to potential new employers. <http://peoplemarketing.co.uk/register>

A good agency will also be a vital source of information about potential vacancies and employers. They will evaluate your suitability for a new role, and will help you prepare for interviews and support you through the offer process. On acceptance of a new role they will also assist with your resignation and negotiating a notice period.

Register for Job Email Alerts

Sign up for job email alerts with recruitment agencies working in your sector and on niche job sites in your chosen field. This will allow you to see the types of roles available but is not a substitute for registering with an agency and allowing them to work proactively on your behalf in finding you your next role. <http://peoplemarketing.co.uk/register> (tick box at the bottom of the page).

Social Media

Ensure your social media footprint presents you in a way that employers would be happy with.

Set up or update your linked-in profile and connect with contacts you have worked with over your career. Avoid using 'seeking new opportunity' as this is unnecessary, (and can make you look desperate) and could alert colleagues/ clients to the fact you are job hunting.

Connect with your chosen recruitment agency on facebook, twitter & linked-in to receive industry and job updates.

<https://www.facebook.com/People-Marketing-Fashion-Recruitment-Agency->

<https://twitter.com/peoplemarket1ng>

<https://www.linkedin.com/company/people-marketing>

Training / Personal Development

It's important to remain motivated and use your free time if you are unemployed or working out your notice. Training or new skills courses are a constructive way to use your time and can be relatively inexpensive. Contact your council and request the details of a local adult education provider offering courses which could augment your work experience and skills.

Prepare Prepare Prepare

Do your research on a potential employer prior to attending interviews. Your recruitment consultant should be a valuable source of information about the business, culture of the organisation, dress code and whether the role will meet your career aspirations.

Take a look at the advice section on our website for more advice

<http://peoplemarketing.co.uk/candidate-help>

Good luck with your job hunting!