



{ preview }

Unit 1: The Right Approach

Launching a successful job search campaign

After completing this unit you will:

- i) know how to develop the attitude most likely to lead to job search success
- ii) want to and be able to take full control of your life and career and the responsibility for your success or failure
- iii) understand the importance of career planning to job search success
- iv) know how an individual can enjoy *employment* security in an environment in which no *job* is secure
- v) understand the advantages of considering yourself to be self-employed
- vi) be able to show increased self-confidence and self-esteem in the job search

The Job Winners[®] Guide for Young Adults

© Rupert French 2011
www.jobwinners.com.au

It is illegal to reproduce any part of this document without an official licence issued by The Job Winners[®]

® The words Job Winners are registered as a trade mark

manual_unit1_pre01

Unit 1: Table of Contents

What you need to be successful	3
The attributes of a winner	4
A job search method that works	6
The four elements of job search success	6
1. Being in control	8
2. Finding that goal and developing a plan to achieve it	10
3. Being positive	12
4. Developing a pro-active approach	12
Employment security	13
Consider yourself to be self-employed	15
Do I have what it takes to be successful? (and, if not, can I develop it?)	18

Slide 2

What you need to be successful

Some people restrict their job search to looking through the job ads in Saturday's paper and applying for all those they think that they could do. And there are many more people who scan through job search websites such as CareerOne and Seek, again applying for all the positions requiring their qualifications. This is passive job search and it doesn't have a high success rate.

A much more successful approach is one that is pro-active and initiative-driven, structured and full-time, going out and finding - and winning - jobs before they are advertised. It's hard work, not easy, but it's not rocket science. This program explains exactly how to do it.

The program will help you to develop the skills you will need. It has been written in units that will also serve you as reference manuals.

This active job search approach requires:

1. confidence in your self-worth and a positive self-image (Units 1, 3, 4 & 6)
2. a feeling of being in control of your life and your career (Units 1 & 2)
3. a vision for your desired future and a plan for achieving it (Unit 2)
4. a structured, well organised job search schedule (Unit 5)
5. the ability to market your skills in writing and face-to-face (Units 3, 4,7 & 7A)
6. getting to know the right people and letting them get to know you (Unit 5)
7. making a successful transition into the new job (Unit 8)

The first thing to do is to develop the attributes of a winner ...

The attributes of a winner

What is preventing you from getting the job you want?

Imagine that you have finished your education and you are now out there trying to get a job. It's been a couple of months and you still haven't got anything.

Your friends ask you, "How's the job hunt? Have you got anything yet?" How do you answer them? What explanation will you give them to say why you are still without work?

- (a) Is it that the jobs you want aren't there? Or you are too young, or you don't have the right qualifications or experience? or
- (b) Is it that you haven't yet been successful in your job search?

How you answer the question shows the degree to which you are in control of your life.

Are you responsible for your successes and failures or are you a victim of circumstances?

Slide 3



If you were an employer, would you give her a job?

If you answered 'No', why not?

Does she come across as a winner? What makes someone a winner? What makes someone a loser?

Do you consider that she is a job beggar? What would you have against a job beggar?

Slide 4

¹ Drawing based on a cartoon by David Lister in J. Michael Farr & Marie Pavlicko, *A Young Person's Guide to Getting and Keeping a Good Job*, JIST Works Inc, Indianapolis 1990.