



# Australian Professional Recruiters Group

## How To Find The Right Job For You

Finding a job that meets your needs and harnesses your skills is paramount. You spend a lot of time at work, so it is important you enjoy what you do and are also satisfied that your job allows you to achieve your personal goals and objectives. Having the right job can make all the difference to the direction your career takes and ultimately what you can achieve throughout your career.

### Step 1 - Self Assessment

The first step in finding the perfect job is having a clear picture of what it is that you are looking for. Depending upon where you are in your career, this can be an easy task or it can be quite difficult.

It is important to understand what is important to you and why. Read through the following ten points and rank order them from 1 to 10 in terms of importance to you.

	Ranking
1. Job Satisfaction	
2. Pay and Benefits	
3. Career Development	
4. Recognition	
5. Communication	
6. Company Culture	
7. Leadership	
8. Feedback & Performance	
9. Workplace Environment	
10. Involvement & Consultation	

Next, answer the following questions:

1. What do you enjoy doing the most and why?
2. What don't you enjoy doing and why?
3. What are your career aspirations and what steps do you need to take to get there?
4. What other options are available to you – do you want to work in a different industry, would another industry be better suited to your career objectives?
5. What are your income needs and expectations? Are they realistic?
6. What do you look for in an employer – what do you value in the company that you work for?

Sometimes, it is difficult to answer these questions on your own. It is a good idea to talk to a mentor, your manager, industry bodies/ representatives or an industry specialist recruiter.

Equipped with these answers, you should have some clues or areas of interest to pursue.

### Step 2 - Consider Your Options

The next step is to identify how you might be able to find such a job. Keep in mind your objective is to find the right job, with the right company, which will give you the opportunity to add value to the company and achieve your personal goals.

There are many options available to find employment:

- i Word of Mouth & Referral
- i Newspaper Advertisements
- i Internet Job Board Advertisements
- i Direct Approaches to Companies
- i Networking through Industry Groups, Institutes, Universities, Business Groups
- i Employment Agency Representation

Research all options and establish a plan of action. The internet is a very useful tool to research companies, jobs, recruiters and industry groups.

### Choosing an Employment Agency

An employment agency can help you considerably if you choose the right one and establish a good working relationship with your consultant. In choosing an agency or recruitment consultant, it is important that you ensure they are the right agency or consultant to help you.

Key considerations include:

1. Do they recruit in the area / industry that you are focusing your job search?
2. Do they demonstrate an understanding of the industry that you are focusing on?
3. Do they demonstrate an understanding of your career objectives?
4. Do they provide constructive feedback or career advice?
5. Have they agreed an action plan or communication plan to keep in contact?



### Ask Us A Question?

Should you like any more information please email [corporate@aprg.com.au](mailto:corporate@aprg.com.au)