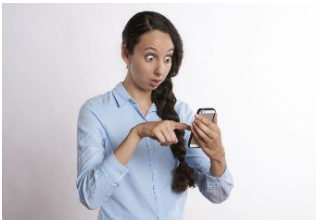## Online Job Search – 6 steps for success

Today, 100% of recruiters and nearly all employers will recruit online. The reasons are based on speed, cost and simplicity for the recruiter, also most jobs now require employees to be comfortable using technology as part of their job. Therefore, we must be prepared: it is not going away.

We know that meeting people makes the engagement more natural, we can use our skill in the words chosen, tone of our voice and how we use our body language. Online, it can be unfamiliar, put us on edge and these changes can give a different impression of us as a person.

We need to prepare for the use of option boxes in application forms, tests of our thinking, interviews using, say Zoom, and many more challenges that recruiters throw our way.

Thinking through the online process and working out how you will manage this to success is very important in today's employment world.

Consider 7 Steps for Success:

	Steps for Success	What to do
1.	Get in Shape	Clean up all personal social media entries: ✓ Clear focus on your good attributes and some good works: Sport, charity work, travel, helping others ✗ Remove any specific opinions on social, people, prejudice matters ✗ Remove unsupportive photographs and comments ✗ Remove historical junk Check facilities: Broadband speeds, mobile network coverage Check facilities: location
2.	Research the Market, build a picture of what you are looking for and tell people about it	Job Search criteria: key words to get effective searching Online job libraries: ask you to register Networking list of contacts Use the Social Media platforms to let people know
3.	Build an 'On-line friendly' CV	Clear, concise, easy to read on screen The 30 second guideline IT scanned for key and power words Select font, size, justification and spacing Update your Profiles and any portfolios on:

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		Facebook, LinkedIn, Twitter and Instagram type sites Match what you say on-line with your CV
4.	Putting yourself on the market	Filing your CV online with Recruiters Apply for jobs online and register interest: check matching Put statements on your social media as to what type of job you are looking for: keep it open, positive and simple Prepare for types of interview
5.	Application Stage 1 Application Form 	Tests for competence and profiling character attributes: ➢ IQ tests for logical thinking ➢ Aptitude Tests for skill sets ➢ Psychometric tests for personal behaviour and attributes ➢ Explaining why you fit their needs (that blank 1 page that you need to fill!) Through Gate 1
6.	Application Stage 2 Online Interview with recruiter or employer 	Zoom type process: ➢ Technically you will be guided by the hirer as to what to do ➢ Successful handling of the conversation ➢ Maybe asked to demonstrate some results on skill set ➢ Power of Body Language online ➢ Prepare and check all systems working before you start Through Gate 2
	Application Stage 3 Then you are likely to meet someone for an interview	