

HOW TO FIND YOUR NEXT GREAT DESTINATION

JOB SEARCH



**A STEP-BY-STEP
PROCESS**

*how to find success while on your
job seeking journey.*



THE WILSHIRE GROUP UNDERSTANDS THAT LOOKING FOR A POSITION CAN FEEL LIKE A FULL-TIME JOB AND THAT SEARCHING CAN BE EXHAUSTING. WHETHER YOU ARE APPLYING TO THE WILSHIRE GROUP OR ANOTHER ORGANIZATION, WE WANT TO PROVIDE YOU WITH A TOOL THAT CAN LEAD YOU TO YOUR NEXT GREAT DESTINATION!

Starting A Job Search

Before you dive in and start applying to mass positions, figure out why it is you are job searching and what you hope to gain in your next role. You can start by asking yourself a few simple questions (on the next page) or you can create your own. Either way, getting to know yourself and your reasons for starting your job search process is a great first step in being successful.



- *Why are you looking for a new position?*
- *Is the reason you are looking for a new opportunity to grow and develop new skills and advance in your career?*
- *What is it about my current position that I do not like?*
- *It is the commute?*
- *Do you work in a toxic environment?*
- *Do you feel appreciated?*
- *Do you have a work-life balance?*

ASK YOURSELF, WHAT IS IMPORTANT TO YOU THAT YOU ANTICIPATE FINDING IN YOUR NEXT POSITION.

There are no right or wrong questions or answers. The reasons why you feel compelled to look for a new position are personal and unique to your situation.

If you can dive into these questions, before you begin applying and interviewing, you are helping yourself in being prepared to search and interview where your competition may not.

Take the time to read the job description and review the company information, either on their web page, with Sour Grapes, Glassdoor, or LinkedIn.



NOW THAT YOU HAVE ANSWERED WHY YOU ARE LOOKING, IT'S TIME TO DISSECT THE JOB DESCRIPTION.

Reviewing the job description:

- Do you have the skills required for this position?
- Do you meet all the requirements for the position?
- What can you do to enhance or acquire the skills necessary for the position?
- How would you sell your current skills to match the position?
- Is there anything in the job description that is a current task, that you do not like?
- Is there a task that is one of the reasons why you are unhappy with your current position?

Example: If you are currently in charge of a team of 10 and you do not like the responsibility of managing others, then perhaps a project management role or management position is not a fit for you currently.

INTERVIEW PREP:



*Congratulations!
Your resume caught the recruiter's attention,
and you are invited to interview!*



Now what? We know that once the excitement wears off, the nerves kick in, we have all been there. But don't worry, being well prepared and confident takes away from those nervous jitters.

You did a good job narrowing down your job search only by applying to opportunities of interest and researching the companies so now it's time to develop your interview questions and get to know your recruiters.

Recruiters are the very first image of the company. How you are treated during an interview is a good indication of the company culture and how you will be treated as an employee.



**THIS IS YOUR JOB SEARCH SO
DON'T BE AFRAID TO BE 'JUDGY'
OF THE RECRUITER, THE COMPANY, AND
THE INTERVIEW PROCESS!**

A good recruiter should..



- Call you on time (no more than 5 minutes late)
- Never have loud music or a TV in the background
- Never eat on your call
- Always ask if now is still a good time to talk
- Thank you for scheduling the call
- Explain in short detail (after all this call is to get to know you) what the company is all about
- Outline the call
- Have the hard conversation first (so they don't waste your time)
- ALWAYS give you a chance to ask questions
- ALWAYS offer the next steps
- Utilize their applicant tracking software to stay in communication with you



CULTURE IS MORE IMPORTANT TODAY THAN EVER. GET TO KNOW THE CULTURE WHILE YOU INTERVIEW.



- Ask for specific reasons why the recruiter chose to work for said organization.
- Get specific examples of what the organization does to value and appreciate its employees.
- Does the recruiter sound excited in their responses?
- Get answers that involve communication with employees, company events, employee recognition, onboarding, and welcoming.
- Ask about performance and goal tracking/check-ins and most importantly the benefits package.
- If staying current with your certifications and/or memberships is important to you, find out if the organization is in support of this.
- Is continuing your education important to you? Then ask about tuition reimbursement.
- If being promoted and/or growth opportunities are important to you, ask if the company supports promotions within the organization.
- Do they offer any mentoring programs to encourage career growth?
- Ask why this position is open.
- Did the last person in this position leave, and if so, why?
- Was the person in this role promoted? Transferred to another department?



Ask what the employee turnover rate is and the most frequent reason why employees leave the organization.

- Ask what is the average length an employee has worked in this role.

If money and perks are important to you, try reviewing [Salary.com](https://www.salary.com) before your interview and make sure your worth fits in the market of the organization. You can also ask if the organization is open to salary negotiations. A good recruiter will be honest with you and tell you upfront the salary cap on the position.

ADDITIONAL INTERVIEW INVITES AND TIPS TO HAVE A SUCCESSFUL 2ND INTERVIEW:

Whew! Your interview with the recruiter went well and you are still interested in the position. The next step is usually meeting with a leader of the organization or the hiring manager. Don't worry, you killed it on the first interview and now you are even more prepared.



- Do further research on the company before you interview.
- The old saying “dress for the job you want, not the job you have” still holds true.
- Ask why the hiring manager chose to work for this organization.
- Ask if there is anything about your skills or experience that are of concern.
- Ask, how will you let me know if I am being successful within my first 30, 60, or 90 days?
- Request a peer interview. A transparent organization will like the idea of you meeting and learning from their current employees.
- Life happens and schedules get changed, if you need to reschedule an interview, try to do so as quickly as possible.
- Test your equipment before the interview (ZOOM, TEAMS etc.)
- Ask what the next steps in the process are.

FOLLOWING UP:



You felt like the interview went well but you haven't heard anything. What do you do now?

Most recruiters have tools to keep the conversation going. However, if you do find yourself in a situation where you have been 'ghosted' (it happens to all of us) or if you feel lost in the shuffle, try emailing the recruiter, or calling the recruiter but only one time, if you do not receive a response, then it is time to move on.



TRY TO KEEP YOURSELF AT THE TOP OF THEIR LIST:

- Stay connected on LinkedIn, Instagram, Twitter, and TikTok.
- Send a thank you for your time email-highlight what you like about the position and what value you can bring to the organization

You've been hired, now what?



What an accomplishment, your search is over, and your hard work has paid off. You have been sent an offer! Now what? From the time of the offer to your start date is when you will find yourself the most engaged in the organization and want the most communication, so here are a few tips to keep you connected.



- Connect with your team on LinkedIn. Many organizations share a 'meet the team' feature. This feature is useful to find your connections.
- Follow the organization on LinkedIn, Twitter, or Instagram
- Opt in for the organization's intranet
- Request time with your manager before your start date
- Be proactive in what will be expected of you in the first 30 days and prepare!
- If you are in an office setting, ask your hiring manager for lunch or coffee
- If remote, request a TEAMS or Zoom meeting and have virtual coffee time with a member of the team, the recruiter or your manager before your start date
- Ask your recruiter what types of communication you can expect to see before your start date
- Write out your goals for your new position and what you expect of yourself in your first 30,60 and 90 days.

HOW TO HAVE A GREAT FIRST 30 DAYS:



You have arrived for your first day and are excited to start your new role. The first 30 days are the most important days in your new position. So how can you make the most of this time?

- Be open
- Be flexible
- Attend all the meetings that you can
- Request one on one's with members of your team or other employees in the company
- If you are in an office setting, ask your hiring manager for lunch or coffee
- Ask questions and actively listen
- Follow through on your commitments
- Attend lunch and learns or townhalls
- Attend your organization's social events
- Ask questions during your orientation
- Complete employee surveys and ask for the results to be shared with you
- Complete all the required training by the given deadline
- Keep notes and ideas for any meetings or performance/goal evaluations



Completing a job search and starting a new position is always exciting! The Wilshire Group wishes you all the best in your search for your next great destination and we hope this helpful guide places you on a path towards a successful job search.

*Best of luck in
your employment search!*

The Wilshire Group Team

