

# How to find a job during the crisis

Job finding process becomes more difficult during the recession. It is necessary to divide this process into small stages and carefully to be prepared for each of them: to write the resume, to analyse a labour market, to think over questions and answers on interview. And, finally trust in yourself and use this "how to find a job during the crisis" checklist.

## 1. Determining whom you want to be

- ☐ Choose the field or sphere of your future job
- ☐ Ask yourself what you like more: to be a manager or a subordinate
- ☐ Define whether you wish to work in a large team , small company or just alone
- ☐ Choose a work schedule: full employment, partial employment or no fixed office hours
- ☐ Set priority: stability, career advancement or creative development

## 2. Researching the labour market

- ☐ Collect as much as possible information about target companies on the market
- ☐ Read companies profiles , achieved success , development level , work conditions , etc.
- ☐ Use companies black lists in the web to ensure that company is reliable
- ☐ Carefully examine the market company works at
- ☐ Try to develop a mechanism to improve its activity
- ☐ In the interview describe your vision of how improve company activity

## 3. Switching the field of activities

- ☐ Seek a new job in the adjacent fields
- ☐ Consider a wide range of vacancies in various fields
- ☐ Consider the following fields which are risk free during the crisis:
- ☐ Legal experts specialized in bankruptcy
- ☐ Supplier of safes
- ☐ Jewellery shops and networks
- ☐ Food
- ☐ Pharmaceutical
- ☐ Defence industry
- ☐ Telecommunication
- ☐ Engineering
- ☐ Recruitment agencies and outsourcing companies

## 4. Switching speciality and choosing relevant profession

- ☐ Consider the following professions which are risk free during the crisis:
- ☐ Commercial representative
- ☐ Customer support manager in call centers and large corporations
- ☐ Bookkeeper in large consulting companies
- ☐ Social worker
- ☐ Software developer
- ☐ Personal secretary
- ☐ System administrator
- ☐ Nurse
- ☐ Sales department manager

## 5. Seeking vacancies

- ☐ Use the methods of employment seeking
- ☐ Fair of vacancies
- ☐ Employment agencies
- ☐ Web resources: forums, job seeking sites, corporative sites, etc.
- ☐ Mass media (newspapers, television, radio, etc.)
- ☐ Friends and relatives
- ☐ Compose the competent curriculum vitae and write the covering letter
- ☐ Carefully learn new vacancy requirements
- ☐ Highlight main functions and obligations of new vacancy
- ☐ Start to compose CV underlining your working experience, professional skills, personal advantages, awards, achievements, etc.
- ☐ Compose covering letter
- ☐ Enclose reference letters, certificates and diploma

## 6. Preparing to pass the interview

- ☐ Learn about the employer as much as possible
- ☐ Think over employer's potential questions
- ☐ Try to set priorities and future plans for 1, 3 and 5 years ahead on new position
- ☐ Be at the employer office in time

## 7. In the interview

- ☐ Think over the way you look
  - ☐ Learn a company style and dress code
  - ☐ Try to keep the style and wear relevant dress when going to interview
  - ☐ Do appropriate hair style and make-up
  - ☐ Always wear cleaned and ironed dress
  - ☐ Be tidy and polite
- ☐ Avoid mistakes:
  - ☐ Do not forget to take CV, covering letter and other documents with you
  - ☐ Do not be late
  - ☐ Do not evade the questions
  - ☐ Do not feel shy to talk about salary but this should be the last thing you ask
  - ☐ Do not say "I do not know"
  - ☐ Do not criticize your previous employer
- ☐ While passing the interview
  - ☐ Stay calm and try to smile
  - ☐ Say only true about yourself because the employer can check your arguments
  - ☐ Respond to questions with no bustle and uncertainty
  - ☐ Clearly explain the reason why you decided to get a post in the company
  - ☐ Be prepared to pass psychological examination and testing
  - ☐ Be prepared to retell your CV several times
  - ☐ Put an emphasis on your skills and achievements

## 8. Raising the level of your skills and carrier development

- ☐ Identify and evaluate your current talents, abilities, interests, skills and values
- ☐ Use a variety of methods, for example, brainstorm method or aptitude tests
- ☐ Find out whether your skills correspond to existing requirements of your post
- ☐ Look for useful information using careers books or leaflets in the learning resources centre, libraries, careers courses, etc.
- ☐ Join a mentoring programmes and trainings
- ☐ Read articles about career advancement
- ☐ Visit any careers fairs, higher education fairs, careers meetings to be well-aware about current job proposals
- ☐ Consider to introduce your current skills into a business to raise them and get additional source of income
- ☐ Use personal organizer like [\*\*VIP Organizer\*\*](#) to keep your progress file always updated

### [Crisis Survival Checklists](#)

This section includes Checklists which help people and companies to overcome and survive within Global Financial Crisis and Economy Recession. ➡

- [How To Save Family Budget During the Crisis](#)
- [How Not To Lose Your Work During The Crisis](#)
- [How To Find a Job During The Crisis](#)
- [How To Save Company Budget During The Crisis](#)
- [How Not To Lose Client During Crisis](#)
- [How To Run Business During The Crisis](#)