

How to kick start your job search in 2018

Ready to kick your job search efforts into gear? If one of your New Year's resolutions was to make the transition into a new role or career, there are some simple ways to prepare for your job search, and make the hunt more effective.

1. **Define what you want.** Making a list of what you're looking for in a role can really help narrow your focus, and make searching for relevant jobs easier. Consider:

- The industry you'd like to work in
- The kinds of tasks you'd like to do
- The company culture you'd like to be a part of
- The hours you'd ideally like to work
- The salary package you'd like to start with

If you're not sure where to start, it can often be easier to define the things you *don't want*, like weekend shifts or repetitive work. Once you've brainstormed your list, let it guide you to search with laser-focus and find roles that are a great fit.

- **Help employers find you.** Job-hunting can be hard work, so why not increase your chances of connecting with the right employer by making it easier for them to find you?

Your SEEK profile is a great way to get in front of employers for roles you may not have even considered, but that align with your skill set. If you want to increase your chances of getting noticed, and have employers – who have already spotted your potential – reach out to you, ensure your [SEEK Profile](#) is up-to-date.

- **Don't miss a thing.** Want to stay in the loop on new jobs that match your search criteria, and apply swiftly, without scouring the web every day? Save time by setting up [JobMail](#) alerts, which come straight to your inbox with information on the latest jobs that are just right for you.

You can set up multiple alerts for different types of roles, with criteria including location, industry/ classification, sub-classification, work type (fulltime/ part time), and salary. You can even create a notification based on keywords, to

ensure you'll get the message for even the most specific or obscure of roles.

- **Gain experience, knowledge and contacts.** If you've been out of the workforce for a while, or you're interested in moving into an industry with little or no experience, volunteering can be a great way to dip your toe in the water, gain practical skills, make valuable contacts, and prepare you for your next role.

There are tons of exciting and rewarding [volunteer positions available](#) if you're looking to up the ante on your job search efforts.

- **Spread the word.** If you want to kick your job search efforts into high gear, start spreading the word. Networking is a great way to uncover unadvertised positions, and get your foot in the door for sought-after roles.

[Clean up your act on social media](#), and make an effort to reconnect with your existing professional contacts. You never know who *they* might know – and a personal recommendation is like gold in the job search game.

- **Do your research.** If you narrow your job search focus, update your SEEK profile and create JobMail alerts, you'll have *time to spare* to get even more prepared for when those interview invitations and job offers start to roll in.

Research the companies you'd like to work with to knock their socks off during your interview, and ensure you present yourself as a good cultural fit. A little sleuthing online will help you dress for the role you want, align with their company values, and intelligently answer that “*so, what do you know about us?*” question during your interview.