



THE HR AGENT

The 5 Secrets To Finding The Right Job For You

INTRODUCTION

Hello!

Welcome to **The 5 Secrets To Finding The Right Job For You!** Thank you for taking the time out of your day to download and read our latest eBook. We cannot wait for you to consume and enjoy all of the information we have packed into this free piece of content!

All job seekers know the basics when it comes to looking for a job including the necessity of a resume, the various job boards that post open positions, and dressing professionally for interviews. The last thing we want to do is waste your time telling you something you already know.

That is why this eBook focuses on providing valuable tips and tricks to help you not only find a job, but find the right job that fits your needs, skills, and desired career path.

So, go ahead and dive in and we will circle back at the end to wrap things up!

Enjoy,
The HR Agent Team

#1-Identify Your Interests

OVERVIEW

One of the most common mistakes job seekers make is thinking that their primary goal is to just get a job. The idea that all jobs are created equal is the reason so many people are unhappy at work. They take the first job they can find and then feel stuck when they discover it's not what they thought it would be. If they had allowed themselves to be a little more picky in the beginning, they would more than likely end up at a job that is better suited for them.

WHAT ARE YOU SKILLED AT?

Before you begin your search, make a list of everything you are skilled at. This includes both soft and hard skills. Soft skills may include managing teams, resolving conflicts, solving problems, or presenting information. Hard skills will be specific to your industry and will include things like proficiency in various software programs, project management tools, customer relationship management software, and other similar programs.

Once you have a clear list of what you are good at, you can refine your search to jobs that will make the best use of these skills. Chances are, if you are doing what you are good at all day, you will get more satisfaction and fulfillment out of the position. If your job allows you to showcase your skills and brings the best out of you, that only increases your chances at a promotion. Begin to imagine what you would like to do at your job day in and day out and let that be your guide.

WHAT INDUSTRIES ARE YOU INTERESTED IN?

Finding a job that allows you to use your skillset is only half the battle. The second part that most people overlook is deciding what industries you want to work in. You may find a job that fits your skills, but if you are not excited about the mission of the company or the products and services you are helping to sell, you will quickly become bored and uninterested. It is key to make a list of industries that interest and excite you. Knowing you are working towards a certain cause or helping a specific group of people will help you stay motivated on a daily basis.

If you are struggling to create a list, take it a step back and think about what interests you in life. This may include things like sports, entertainment, education, shopping, movies, or helping others. What type of products do you enjoy? What types of people do you wish you could help out more often? Once you discover the answer to these questions, you will begin to understand the type of companies you should be applying to.

#2-Research The Company

OVERVIEW

When it comes to applying to jobs, it's about the company as much as it is the position. Remember, the company dictates what you will do, how much you get paid, and the environment you will work in. The right company can make or break your entire working experience. You may find a job that checks all your career boxes, but if the company doesn't treat you with respect, then none of that will matter.

ONLINE PRESENCE

The first thing you can research about the company is their online presence. Look at their website and see how easy it is to understand what they do. At a basic level, the company website should be clear about their message and mission. You should be able to learn about the products they sell, services they provide, and who their target audience is. A disorganized and unclear website could be a red flag about what it is like to work there.

The second thing you can research is their social media pages. First, do they even have a social presence? This shows whether they keep current with times and are actively trying to recruit younger talent. Once you find their profiles, document what they tend to post about. For example, if their Facebook page has company appreciation event photos, that is a great sign. If their LinkedIn profile showcases satisfied customer reviews, that's a good sign as well.

GLASSDOOR

Before Glassdoor, job seekers were basically unaware of what lay behind the curtain of jobs they were applying to. Now, they can review the company during the interview process and before deciding to accept the offer letter. Each company has its own page, which includes a rating, what people think of the CEO and whether people recommend working there. However, the most valuable feature is reviews submitted by past employees.

To be clear, almost every company is going to have at least a few critical reviews from unhappy past employees. Just because their page starts with a negative review does not mean it is a bad place to work. The trick is to look for a trend in the reviews. For example, if several people complain about the pay or the way they treat women, that's a problem worth exploring further. On the flip side, if the positive reviews talk about great benefits, work life balance, and company culture, that is something to consider as well.

#3-Interview The Interviewer

OVERVIEW

The most common mistake that applicants make is treating their interview like a one-way conversation. Yes, you should prepare to answer questions about your background and the role you are applying for. However, you should also be using this time to ask questions of the person interviewing you. This is an opportunity to learn about what it's like to work there, what their policies are on certain topics that interest you, and other important information that you will want to consider if you are offered the job.

PREPARE YOUR QUESTIONS

Once you have prepared to answer their questions, you should craft a list of your own. You can start by asking the interviewer personal questions such as how long they have worked there and what about the company's future excites them the most. Then you can move onto more general questions such as: how long do people tend to stay at this company, what are your policies about vacation time and holidays, and how open is the leadership team to employee feedback?

When listening to their answers, look out for two key signs. First, what is their general attitude when answering the questions? Do they seem genuine or robotic? Are they excited to tell you about their time at the company, or are they rushing through the question as fast as possible? Another key sign is whether they give you straight answers and details. If they don't, then they might be hiding something or be hesitant to tell you the wrong answer out of fear of losing you as a candidate.

DON'T SHY AWAY

It's not always easy to turn the tables on an interviewer and begin asking them questions. If you are excited about the job, it might be tempting to save your questions out of fear of annoying the decision maker. However, this is your chance to determine if this company is the right fit for you. It may be uncomfortable, but you should still be focusing on learning as much as you can about what it's really like to work for this company.

The key is to be respectful when asking the questions. If you feel they are not being totally forthcoming, do not question them on this. Instead, just make a note and move on to your next question. If they begin to get agitated, that is a red flag that you can address later. Any company worth your time and energy will not shy away from answering whatever relevant questions you have prepared for them. The best companies will welcome them with open arms.

#4-Contact Employees On LinkedIn

OVERVIEW

Just as Glassdoor has leveled the playing field for candidates, LinkedIn has also contributed to transparency in the job search. This social media platform is the gateway to connecting with almost any employee at almost any company across the country. By utilizing the search function you can find any company with a profile, including a list of people who work there. Having a conversation with an employee can yield information you can't learn on an interview.

CURRENT EMPLOYEES

You can start this research assignment by talking to current employees. Ideally, you want to start with those who work in the same department as the position you apply for. You can ask about what the position entails and learn about what isn't listed on the job description. You can get a feel for how many people are in your department and who reports to whom. After that, you can branch out and speak to other employees in departments you will be working closely with.

Remember, current employees may be hesitant to speak badly about their employer out of fear of discipline. When asking your questions, avoid putting them in an awkward position. For example, ask questions where they can tell the truth without bad-mouthing the company. Also, do not get offended if your messages go unanswered. It does not mean the people who work there are rude, it could just mean they are unsure of the rules for communicating with candidates.

PAST EMPLOYEES

LinkedIn is also a perfect place to find past employees and ask them questions as well. However, be wary of who you reach out to. It's key to always ask why they left the company. Someone who got fired or laid off may have a biased opinion, which is rooted more in emotion than fact. However, if someone left for a better opportunity, they may be more willing to speak positively about their former employer.

Since they no longer work for the organization, your questions can be more direct and straight to the point. You can ask if they liked it there and if they would ever go back. These are two questions that get straight to point and can paint a pretty clear picture about the type of company you are applying to. You can also ask if there are certain weaknesses the company has or things you need to look out for when you first start. It may be a great company, but that doesn't mean it won't have its share of shortcomings or problems to overcome.

#5-Visualize Your Future

OVERVIEW

Our last secret involves a step you should take before accepting an offer letter. When you take a job, you are committing a sizable amount of time and energy to it. When you get the offer letter, you will probably be very excited and tempted to accept it right away. However, you must stop and think about if you actually want the job. You must visualize yourself in that role and what your future will be like if you take the position.

VISUALIZE YOUR DAY

The first exercise you can conduct is closing your eyes and visualizing what a typical day would be like. What would you do most of the time? Who are you helping? What's the office like? Is this something you can see yourself doing every single day for the next year, if not longer? If the picture in your mind seems exciting, then you have your answer. However, if it seems boring or you can't really identify the purpose of your work, then you may want to reconsider accepting that position.

PLAN YOUR NEXT STEPS

You may be excited to get started for a variety of reasons. However, you need to figure out where this position lands in the bigger picture. Is this a part of the career path you want for yourself? Will this job help you learn new skills and achieve your goals? It might be a great job for six months, but then what happens? It's key to understand where the job is going to take you before you accept it.

Conclusion

HELLO AGAIN,

Wow, was that a lot to think about or what? We hope you begin to tackle your next job search a little differently after reading all of that information. Remember, you aren't just looking for a job, you are looking for the next step in your career that will help you accomplish your goals.

It comes down to knowing what you want out of your next position. Then, you have to take the time to understand the company you are applying to and what they are all about. This can be done by asking the right questions to both past and present employees.

Thank you again for reading this eBook and making The HR Agent your go-to resource for all of your job application needs.

Best Of Luck,
Your Friends at The HR Agent

LET'S TALK

Are you interested in learning more about finding, applying to, and securing the perfect job for yourself? That is why we are here and we would love to be of service!

To claim your FREE introductory session, please send us a note at connect@thehragent.com to learn more.

