

Looking for work?

When looking to change jobs many people don't put much thought into what working for another company will be like in the long term.

Have you thought about how long it will take you to get to work, what the traffic and parking will be like and whether you want to work full or part time?

You need to put some time and effort into thinking about your requirements before you even start – this will help put you in the right mind-set for what lays ahead!



Download our printable ["Looking for Work PDF"](#) to help put you in the right frame of mind



When you are considering a career move, you need to ask yourself the following questions:

- o Do I want to continue in the same line of work?
- o Which geographical area am I looking to work in and how flexible am I on commuting distance?
- o Am I looking for temporary or permanent work?
- o What minimum salary requirement do I have?
- o How do I find my dream job?



When seeking a new job there are many avenues to explore including:

- o Local Newspapers/Radio Station
- o Job Centre Plus
- o Recruitment Agencies
- o Job Boards
- o Yellow Pages
- o Careers Fairs
- o Social Media such as LinkedIn and/or Facebook



When choosing a recruitment agency to register with, you should look for the following:

- o Do they specialise in the field of work you are looking for?
- o Do you go for a national or a local agency? You will often receive more a more personalised service from a local agency who really knows their clients and local area.
- o Do they have a good local reputation?
- o Do they demonstrate professionalism?
- o Is their website current and do they have up-to-date jobs advertised?
- o Do you trust them?