

## ***10 Keys to A Successful Search***

### **1. Stay Calm**

It is natural to be apprehensive, but there is no need to panic. The energy used in worrying can be put to much better use if directed in a controlled, disciplined manner. If needed, we can make referrals to other professional counselors to help you deal with any uncontrollable feelings of panic or anxiety that you may be experiencing.

### **2. Speak Positively About Your Past Employer**

No matter how angry, hurt, or slighted you may feel, do not "bad mouth" the organization or your superior. Your residual anger can consume you if you allow it to. It will be visible to others and a detriment to your job search. Don't burn bridges - you will need to rely on them for references. Put your anger behind you so you can take advantage of the opportunity that lies ahead.

### **3. Do Not Move Too Quickly at First**

"Knee jerk" reactions to a job loss within a day or two of separation do more harm than good, and are frequently interpreted by others as panic. Your best immediate strategy is to do nothing for at least forty-eight hours. During that time your coach will begin working with you to develop a job search strategy and your professional marketing materials such as your resume. You will have plenty of time after your plan of action and marketing materials are developed to make contact from a position of strength.

### **4. Acknowledge Your Feelings**

Many people experience frustration, guilt, anger, self-doubt, fear, or rejection in the face of employment termination. These feelings are normal, but they also drain energy unnecessarily. Almost everyone in today's volatile business world has faced, or will face, an unexpected job loss at some point during their careers. Keep your perspective, stay positive, and know that you will be successful.

### **5. Seek the Support of Your Family**

Members of your family are often your most valuable allies. They have a big stake in what happens to you. Tell them first, and reach out to them for support and encouragement throughout your search.

### **6. Seek Help**

Pride often gets in the way of good sense. You will need the help not only of family, but also of friends, business associates, neighbours, clergy, counselors, and others. Ask for it! Keep in mind that you would help them if they needed you. The shoe is on the other foot now.

## **7. Analyze Your Finances**

Develop a practical and "do-able" budget around food, shelter, and job search - in that order and little else. Once you have provided the necessary budget for food and shelter, devote the remainder of your budget to your job search. An underfunded job search is no more likely to succeed than an underfunded business.

## **8. Stay Focused on Your Job Search**

Do not take an extended vacation or choose a slower lifestyle. You have built momentum by going to work each day. Your new "full-time job" is to find a job. Losing that momentum could be very detrimental to your new efforts.

## **9. Advertise Yourself**

Once you have developed your marketing tools and approach, begin to contact your friends and professional associates. Tell everyone you know about your search and your marketing plan. You are marketing a very valuable product - yourself. All marketing campaigns seek exposure, and so should you. Let people know that you are seeking a new career opportunity.

## **10. Don't Lose Confidence**

The education you have earned and the experience you have gained up to now are yours. They go with you when you leave an employer. You do have something to offer your next employer.



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A CPI PARTNER