

THE GUIDE TO A LESS STRESSFUL JOB SEARCH

Job searching can be stressful, particularly if you are experiencing a big life change or a tough period of uncertainty.

Not all stress is bad. It helps us focus, meet deadlines, generate new ideas and keeps our mind alert. Sometimes though, stress makes it harder to think clearly. It can set off the chatty chimp in our brains that focuses on the fear of change and failure, creating a nasty dose of imposter syndrome.

Small changes can make a big impact. Adopt these suggestions to help shut down your chimp and create positive momentum.

1 JOB SEARCH IN CONFIDENCE

Online recruitment can feel like a big, black hole with the lack of updates, response or feedback echoing loudly, it's very unsettling.

It's a different experience with us. We know who is recruiting and have relationships with the key points of contact. We'll advise you how to strengthen your CV, prepare for interviews and assign you to a dedicated recruiter who is a real person, not a faceless portal.

You'll stay in control of your personal information because we consult you before sending your CV to an employer.

Expert advice from a specialist recruiter is reassuring. Many people don't realise that our service to job seekers is free of charge (we like to call it priceless).

2 SET REALISTIC GOALS

Unfortunately, dream jobs don't turn up just when we need them, sometimes patience is required. It's important not to panic yourself into a job. Give yourself time to think carefully about what you want to do next and the type of employer you want to work for. Create a sense of progress by making a to-do list and checking off items as you complete them.

- Register with specialist recruiters who work in your profession.
- Set a realistic deadline for **updating your CV**.
- Create a schedule that allocates time for searching on job boards and social media.
- Draw up a list of networking communities and events that will introduce you to potential job opportunities.



**“BE OPEN & HONEST
WITH YOUR RECRUITER
TO BUILD RAPPORT AND
ALLOW THEM TO GET
TO KNOW YOU”**

- Emma Rutherford

3 NEVER COMPARE YOURSELF TO OTHERS

Take inspiration from others, ask people for help and advice but don't compare your job search or working life to anyone else.

4 JOB BOARD DOOM SCROLL

Job boards may have a place in your job search plan, but they can be places of doom with poorly written job descriptions and automated application systems that leave you feeling demoralised. To use them more effectively:

- Don't take a scattergun approach applying for loads of jobs every day. Focus instead on high quality applications for the jobs you really want.
- Set alerts using relevant keywords for the type of job you want.

5 TALK TO PEOPLE YOU TRUST

It's important to surround yourself with people who give you an emotional lift, such as your recruitment consultant, trusted colleagues or friends. Confiding in them may alleviate stress and worry. They'll also be honest sources of advice, and willing participants in your job search. Ask them to:

- Review your CV for clarity and impact. They can help you identify personal strengths and may even remember achievements or significant ways you've made a difference that have slipped your mind.
- Consider who may be relevant employers within their network of contacts.
- Help you ACE your interviews by engaging in role-playing exercises to refine your skills and build your confidence.

6 **READING JOB ADVERTS**

Job descriptions frequently resemble a wishlist for employers. Remember that it is not essential to fulfil every criteria in the job description. Men “get” this better than women with 90% of guys applying for jobs where they don’t match all the criteria compared to 60% of women.

Many job vacancies are never advertised. Employers may engage with a recruitment agency to manage a confidential recruitment campaign, which involves targeting prospective applicants directly.

By understanding your skills, experience, aspirations and the type of employer you want to work with your recruitment consultant will let you know about jobs that you may not have considered or found on your own.

Your recruiter will also guide you through the job description, illustrating how your skills and experience are relevant.

7 **TAILOR YOUR APPLICATIONS**

Tailor your application for each job. A simple hack for doing this is to highlight the significant requirements in the job description and then incorporate similar language in your application to illustrate achievements, skills, and experience.

8 **INTERVIEW PREPARATION**

There are endless reasons why people find interviews stressful, from meeting new people, deciding what’s appropriate to wear, answering questions that impress the interviewer or confidently presenting yourself.

Our guide to interview preparation, including how to answer **frequently asked interview questions**, has you covered. Pick your recruitment consultant’s brains. Their employer knowledge is a gold mine of information that will supercharge your research.

After the interview write down the questions you were asked and how you answered them – this will act as a handy reminder for your next interview and give you a chance to make your answers even better!

**“PRACTICE BEING PRESENT
IN THE MOMENT -
IT’S EASY TO GET CAUGHT
UP IN THE PAST
OR WHAT’S TO COME”**

- Hannah Smith



9 SALARY

Talking about how much you will be paid can feel awkward but if the employer hasn't made it clear in the job spec, then it's essential that you discuss it. You may have a rate of pay in mind but is it relevant to the job you'll be doing, and does it reflect the current market rates? If you're unsure download a copy of our [salary guide](#) or ask your recruitment consultant.

10 PRACTICE SELF-CARE

Don't dismiss this as touchy-feely woo-woo – it's science! Studies indicate that the body's ability to store key nutrients drops by a third when under stress – there really is wisdom in granny's advice to “eat your greens”. Alcohol, sugar and caffeine cause energy crashes and jitters.

Exercise burns accumulated stress hormones, even 20 minutes of walking three times a week will help reduce stress and improve sleep.

Plan breaks in your day and make time to do things you enjoy. Laugh, practice relaxation breathing or cuddle your cat – it all makes a difference.

11 BE SPONTANEOUS

Comfort zones feel good but spend too much time in one and it can create stress because there's no challenge or sense of accomplishment, maybe it's even a bit dull.

Trying something new could involve going somewhere you've never been before, volunteering for the first time, working a temp job, being a mentor or taking an online course. It doesn't matter what it is, what matters is that you learn something, enjoy it and gain a sense of satisfaction.

12 GHOSTING

Ghosting is unacceptable, but it happens. Employers may be slow to provide feedback on applications and interviews, trust us, it is not personal. Conversely though, candidates can go cold, changing their mind for any number of good reasons. Don't ghost your recruiter, it creates a red flag that you are unreliable.

13 EMBRACE REJECTION

There are times when rejection is a good thing: if the job really wasn't right for you. Other times it's a blow that you must bounce back from.

It's OK to professionally convey your disappointment and ask for constructive feedback about why you weren't selected. This helpful information will highlight how you can improve or strengthen your next job application.

If you are working with a recruitment consultant they will explain the employer's feedback and help you tackle areas of improvement.

14 RESIGN PROFESSIONALLY

Congratulations – the job hunting has come to an end! To ensure you leave your current employer on good terms:

- Resign with a professional, courteous letter to your line manager.
- Don't talk negatively about the colleagues or workplace you are leaving.
- Offer to be as helpful as you can with a handover to the person who will be assuming your responsibilities.



**“SMALL STEPS
EACH DAY
WILL ADD UP TO
BIG RESULTS”**

- Sabia Rahman