# кри school of business How to Get a Job... the Right Way



### COLLECT INFORMATION

Learn how to research the specific industry you'd like to join, collect information on at least 10 job opportunities, discuss job requirements with your career coach, and reconcile them with your skills. When you are prepared, you know what you want, and you have the right information, you've just completed Step 1.

# YOUR SWEET SPOT?

The intersection of your values, strengths, and ideals forms what recruiters call your "sweet spot". When you really like to do something, you have some experience doing it, and you also master the required soft skills, you will be sought after by many employers. Understanding this part of your own career development brings you to Step 2.





# PROFESSIONAL NETWORKING

Step 3 cannot be touched unless you have your first two steps mastered like your favorite dance choreography! Being able to listen and understand senior professionals in your industry is the part that requires a perfect blend of your knowledge and your communication skills. It's a delicate recipe, but your career coach will work with you step-bystep to ensure you will connect with confidence.

# SPREADSHEETS AGAIN?!...

Yes, again. Your career development is nothing without data and that's Step 4. Consider this your life project and you certainly are the project manager. How much time, knowledge, and money do you have and how are you going to use it to ansure you deliver yourself to the employment



to use it to ensure you deliver yourself to the employment opportunity you're dreaming of? It's your project, but we're here to help.





#### KNOWLEDGE IS POWER...

... if you know how to use it. You're at Step 5. What you know is pointless if you are not able to sell it. You are as good as you believe you are, but only after proving it. Schedule a meeting with your coach to discuss ways to reinforce skills you have and also learn how to add new ones. There are things you don't know you know and most likely there are others you don't even know you don't know (Johari Window).

# BRING IT ALL TOGETHER

Let's sum up. Step 6 is all about bringing this to light and to let it shine! This is when you're ready to pick up the phone and answer any questions an employer might have with confidence. This is where you're acing those interviews. This is where your online brand is getting noticed. It will only take you six meetings with a coach to get here.



#### What are you waiting for? Meet with your Success Coach today! <u>Book an appointment</u>

KPU CIVIC PLAZA CAMPUS. ROOM 612 Attend a career webinar to learn more. Register here: <u>kpu.ca/civic-career-events</u>