

CMI #BetterManagers Quarantine Briefing

How to Job Hunt in These Troubled Times

Top Tips by Kate Grussing - Founder and MD of Sapphire Partners Executive Search



Be prepared: Use this time to get organised: update your cv, bio, photo, linked-in profile, know your compensation requirements and your most recent annual compensation and its breakdown.



Be proactive and stay positive: Do your homework before you apply for a role. Keep up-to-date on your sector and determine what skills may be transferrable. Reply to emails and phone calls quickly. But also understand that everyone has a lot of stress and distractions so searches are likely to take longer, but some may be more urgent and the search could even be more rapid.



Embrace technology: practice using zoom, What's App, facetime, linked in, Microsoft Teams, Blue Jeans, Skype, Webex and any other platform so you can be seen and heard. Find a comfortable spot with a clear background and remember to check your camera and audio settings in advance to ensure you can be seen and heard clearly.



Reach out: do contact your network, search consultants you know, former bosses and colleagues and clients, companies you are interested in working for. LinkedIn is a good tool to build your connections, advice and job opportunities.



Treat your search with intent: keep contact lists, design an action plan, prioritise your networking, fill in your references on what you are exploring, communicate to your key stakeholders, be rigorous and disciplined.



Focus on your strengths and key skills: why would anyone want to hire you?



Be enthusiastic: about the role, company, team, sector, passion goes a long way.



Be realistic: time frames are highly uncertain and job searches usually take longer than are planned, in the best of times. Be practical and pragmatic, don't waste your time or apply for roles you are not at all qualified for. It is good to have multiple irons in the fire simultaneously.



Honesty always: be yourself, don't exaggerate your compensation, be clear about your reasons for wanting to move or for having left prior roles. Surprises late in a search or recruitment process can be devastating



Look the part: don't underestimate the importance of dress and grooming. It may be superficial but don't let a recruiter/employer overlook you for something you can so easily remedy. Make sure your linked in photo or photo on your bio are relatively accurate and recent.