

Proactive job searching tips

Search Engines:

Examples: Google, but there are also others which may show different results, including Bing, Yahoo, MSN, Lycos, Ask etc

Look for advanced search functionality

Look through deeper pages to find Company Websites– not just first couple: they are often not set up for SEO (Search Engine Optimisation) for recruitment – but job boards and agencies are, so will appear above

Job Boards

Generic: Jobsite, Monster, CV Library, Totaljobs, Indeed etc

Specialist: By geography or sector

Company Websites

Vacancy Section – often hidden in Contact us, News, About us etc, and often called different names: Careers, People, Jobs and more

News Section - Articles on growth, development, moving, awards, new service or product – means potential new or different employment needs.

Trade Associations

Often have member lists and contacts

Often have news on who's growing, changing, new product or service etc,

Networking

Friends, Associates, Clubs

Colleagues & past colleagues

Contacts in companies - influencers

Clients

Suppliers

Competitors

Social Media: LinkedIn, Facebook etc

Trade Press

Recruitment Sections

Articles on growth, development, moving, awards, new service or product – means potential new or different employment needs. Movers and promotions – leaves vacancies behind them

Articles often give contact names – call them and ask for more or relevant – mention article – shows proactivity and interest.

Local and National Press

Recruitment sections:

Wrong job in the right kind of company – contact them for other roles or other contacts

Wrong location – call to check for needs in other locations – or the contacts

Business News – articles as above

Tips for finding names

Google: "company name" "Contact job title"

Tips for finding emails

Google: "@companyname.co.uk" see whose email comes up – all others will follow same format

Example – you want to know John Smith's email at Acme.co.uk

Search for @acme.co.uk – you may find an email for jane.doe@acme.co.uk

Now you can be fairly confident that you need to email john.smith@acme.co.uk