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Steps to Take When You Lose Your Job

by Stephen F. McCarthy, CPA, Today's Office Staffing

The loss of a job is a traumatic experience. You will feel many emotions - anger, depression and frustration. The important thing is to not let these emotions hinder your ability to start looking for a new job. Try to stay positive and keep forging ahead. There are a number of easy and effective steps you can take to assist in your new job search. In fact, you can think of them as the three R's: Rethink, Research and Reachout.

RETHINK

Re-work your resume.

First thing you want to do is update and enhance your resume. Have several people review it. Only include those accomplishments you would want a company to hire you to do in the future. If you did something great but don't want to do it again, don't include it. Ask yourself, "If an interviewer went down my resume line by line, could I speak enthusiastically about each line?"

Identify and evaluate your personal skills.

What do you want to do with the rest of your life? Is this the time to change your career? These are difficult questions, but it is important to do some self-evaluation and decide what is the best pathway for your future. There are a multitude of good books available for people who are thinking about life and career changes.

Develop your 30 second commercial.

When someone asks you, "Who are you and what do you do?" it's important to have a response that will make an impact. Create and memorize a short, powerful response that identifies your greatest strengths and sets you apart from the rest of the applicants.

Stay Healthy.

You have to be physically and mentally able to be successful in your job search. To help keep your spirits up do some of those activities you said you would do if you had the time. Exercising helps you relax so try to exercise every day, especially the day of a job

interview.

Focus on cash flow.

The sad truth is that you might be unemployed for a few months, so it is essential to keep a close eye on your finances. The first step is to file for unemployment. Then, prepare a budget and determine how long you can stay out of work with your current monetary situation. If necessary, find a part-time job while you look for new full-time employment.

RESEARCH**Target your job search.**

Before you go on an interview take the time to do some research on the company. Would you like to work there? Is it the type of position you want? Is this an industry that will grow? How is this company regarded when compared with their competitors? All questions regarding the position, the corporate culture, the skills needed and the career path of this position should be answered before you sit down with the interviewer. Otherwise you may be wasting your time and that of the interviewer. Prepare some relevant, well thought out questions for the interviewer beforehand.

Use the Internet.

Don't spend an inordinate amount of time on Internet job searches. They've proven to be only somewhat successful. Where the Internet can play a critical role in your job search is in research. It's a great tool for finding out about businesses you are interested in working with.

Fine tune your interviewing skills.

When was the last interview you went on? It's probably been awhile, so take the time to prepare for the interview. Find out what the dress code is for the company and try to schedule the interview during the time of the day when you are at your best. Prepare in advance for the questions that you think the interviewer will ask you.

REACHOUT**Use all resources available.**


If your company offers outplacement service - take advantage of it. If you need advice ask for it. Take advantage of any resource that can assist you in your job search. Attend career related networking groups associated with your community or profession.

Network, Network, Network.

Tell everyone you know that you're looking for work. Make a list of all your contacts and people you know - it should be at least 50 names to start. Next, develop your organizational tools. This entails keeping track of who you called, what was said and what is the next action. Call a minimum of 10 people a day. Unless you

are interested in working at that person's company don't ask for a job, but instead ask who they think can help you. Try to get two new contact names from each call.

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