

Optimising time during job search

By DANIELLE MIDDLETON

IF you already have a full-time job but want to seek something new, finding the time in your schedule to search for fresh opportunities can be difficult, particularly if your evenings and weekends tend to fill up with social and extra-curricular activities.

To make achieving that balance a little easier, here's a guide to utilising your time throughout your job search while maintaining a healthy social and work life.

Make your commute count

Unlike days gone by when job hunting meant scouring an endless number of job sites every evening after a hard day's work, nowadays you can encapsulate the time you spend searching for jobs into your working day as you travel to and from work.

Since the influx of smart devices into the wider market, it has become simpler than ever before to access job sites and contact recruiters while on the go.

Whether you have a smartphone or tablet, you can continue your job search while commuting.

As contacting recruiters is somewhat frowned upon by employers, it is usually this period before and after work that will provide you with the ideal

opportunity to speak to your recruitment consultant; and yet one more reason to make that time spent commuting as fruitful as possible.

Use job apps

Well-developed apps tend to be quicker to load than desktop sites via your smart device browser and over the last couple of years, recruitment sites have become more aware of the needs of their target audience.

Recruiters recognise that many of their candidates will be accessing their jobs feed while on the go, necessitating that their site have certain capabilities, including a short loading time and easy to navigate interface across devices.

That is why many job sites now have apps and mobile-ready sites that make accessing job boards pain-free even when you're not at your desktop or on a laptop.

This is crucial for recruitment sites as user expectations have evolved since the introduction of tablets and smartphones and in a world with many accessible job boards and recruitment sites, a company without a multi-platform site will be quickly dismissed.

Craft an adaptable CV

Your CV should be tailored to each individual role you apply for but for the sake of saving you time, why not structure your CV so

that only certain areas will need to be revisited per application?

It's important that any potential employer is able to assess how you regard yourself from the start.

Your personal statement at the top of your CV is the perfect place to do this; making a positive impression at this point could be the difference between your CV landing on the maybe pile and the no pile.

Put your most recent job first. This gives your recruiter or prospective employer the opportunity to learn as much about what you do at the moment and an up-to-date list of your acquired skills.

Your CV should be no longer than two sides of A4 paper and your layout must be clear and concise.

Connect with businesses on LinkedIn

If you have found a company that looks particularly interesting to you and it has roles available that suit your skills and experience, follow that business on LinkedIn. Or, if you deem it appropriate, connect with a relevant person.

This will boost your chances of appearing on their radar sooner rather than later while LinkedIn also gives you the perfect opportunity to talk about your experience and skills in a less formal environment than a CV or interview.

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