

Winning that next job

Landing that next job means demonstrating that you are the best person for the role. People who market themselves to the right people in the right way, generally thrive in the workplace and you can too. Below are some hints and tips.

Know Yourself

- What are your values?
- What are you passionate about?
- How do you operate?
- What are your key capabilities?

Network

It is important to develop relationship networks so you are aware of new positions that might become available. Get to know key people who could employ you or that you might work alongside. Make your manager and key contacts aware that you are interested in a new challenge. Let them know your interests and capabilities. This will help if they are willing to support you and identify new roles for you.

Attending internal and external seminars, business and professional functions is an important way to get known, build your visibility and credibility. It can also generate referrals.

Develop relationships with people so that they want to hire you, work with you and refer to you. Skilled networkers are confident people who:

- Can introduce themselves well
- Listen skillfully
- Can converse on a range of topics
- Are willing to share information without expectation of reward
- Have a system for follow-up when they meet people.

Find a Mentor

Finding a mentor might help you to develop the necessary capabilities and build your contacts. They might also advise you if further training or education is appropriate. Look for someone you respect, who is more experienced than you and is willing to assist you with your career goals.

Show Initiative

Showing initiative is about going beyond simply 'doing your job'. To show initiative, you need to:

- Take more interest in the work
- Become more adaptable
- Be able to anticipate what needs to be done and get on with it
- Begin making suggestions on how to do things better.

The following checklist will help you assess how well you demonstrate initiative, as well as give you suggestions for improvement. Do you:

- Begin new tasks before you are told?
- Look for work to fill any spare time?
- Make yourself available for extra work?
- Keep communication with superiors open?
- Make suggestions?
- Try to correct mistakes or problems?
- Work without supervision?
- Take on extra tasks such as helping co-workers?
- Volunteer time to help out with corporate events, forums or committees?
- Demonstrate a commitment to life-long learning?

If you do not tick many boxes, now is your chance to look for opportunities – expand your comfort zone and become more visible and proactive.

Be the best you can be

Doing your best is more than 'doing your job well', negotiating a good deal or meeting your deadline. It is also making sure the experience of getting the job done is a quality experience for those involved. Some examples are:

- Were you easy to get hold of?
- Did you return calls promptly?
- Did you deliver what was asked earlier than expected?
- Did you display a 'can do' attitude?

Look at what you can do to raise the bar and exceed expectations. Here are some ideas:

- Deliver a quality experience
- Be motivated
- Go the extra step
- Be passionate about your work
- Objectively look at what capabilities you need to improve
- Be actively present during meetings by making a positive contribution, asking and answering questions.

You will be surprised by how many people will remember and refer to you as a positive team player, with insight and a genuine interest in the work of the area.