



Pkaza Job Search Advice

Ideally, Pkaza would like to help everyone, but the reality is that we may not have a job for you at the exact time that you are on the job market.

Pkaza would like to pay it forward

Following all the steps listed below will not guarantee you a job, but it will increase the odds of finding one. This is not the time to sit back and wait, you need to be aggressive without being a turn off to a potential employer. You need to be able to track your progress and follow up. If you are using a recruiter, then work with them and pass leads to them so they can reach their contacts. Recruiters can't help you if you apply direct to a company, so tell us prior so we can help.

- You can't have your resume sit on a pile on HR's desk
- Make direct contact (i.e. speak directly with the hiring manager)
- Leverage your contacts – (old coworkers, neighbors, friends, families, networking groups, professional organizations, fraternities / sororities, members of your religious affiliations, etc.)
- Don't wait for another opportunity if you have a potential job within grasp and price range as you will be kicking yourself 3 months down the road for not taking a job that may not have been 100% dead on – a bird in the hand is worth more than two in the bush.
- Join networking groups (Linkedin, Facebook, etc.), professional organizations (IEEE, ASHRAE, 7x24, AFCOM, etc.)
- Look at different search boards, i.e.: Monster, Indeed, Careerbuilder, pkaza.com, etc.
- See if unemployment office has any government programs that they offer for free schooling and training (i.e.: PMP cert if you are a project manager, LEED AP cert if you are an engineer, etc)
- Stay positive
- Do consulting work if possible (as a 1099) to drive in revenue during this lull
- Have an open mind and be prepared to take a temp job if need be
- Be prepared to make a career change
- Be ready to take a cut in pay as the market changes constantly and sometimes retracts with compensation as it did in 2008-2012 timeframe
- The majority of recruiters spend less than 7 seconds reviewing a resume. Make your seven seconds count.
- Leverage job board agents so you get emailed as new jobs pop up, here are some of the main sites:
 - www.careerbuilder.com
 - www.linkedin.com
 - www.monster.com
 - www.indeed.com