

Finding Your Next Job Cheat Sheet



This cheat sheet is a prompt to help you be clear about why you're changing jobs. Setting a clear plan from the start of your job search will help you write a stronger job application, speak with confidence, perform better in interviews and stand out from the crowd of candidates.

Why are you looking to change jobs?

Tip: You need to be very clear about why you are looking for a new job because you will be asked this question in the job search process.

You need to have a positive answer for this question.

Some examples:

Do Say....

- I am looking to develop new skills such as (identify 1 or 2 skills) and gain new experiences in (identify job or industry)
- Although I have enjoyed my time, I am now ready for greater responsibilities especially in (identify 2 responsibilities)

Don't Say....

- I am fed up with my current job, so I want to leave and do something different.
- I really don't like where I work because the culture is really bad and people just backstab and gossip.

Where do you want to work?

Tip: Be clear about where you want to work and don't just apply for anything that "sounds good".

The key 3 things to think about are:

- What industry – ie the same industry or a new one – if different, which one?
- Company – move around in the same business or leave for a new business?
- Location – what distance am I willing to travel for a new job?

What's important to you?

Tip: Rank in order of importance the things that matter to you in a new job.

Some examples of the things that may be important to you:

- Flexible working hours
- Promotion opportunities
- Positive workplace culture
- Size of organisation
- Type of organisation (government, big corporate, SME, small family business)
- Salary and "perks"

What's your urgency?

Tip: Use the SMARTA GOALS method to create your plan based on your desired timelines.

Some examples of urgency:

- In the next 3 months – I really need a new job NOW
- In the next 3-6 months - I really need to new job soon-ish
- In the next 6-12 months – I have time to make the right decision
- In the next 12-18 months – I am in no rush