New year, new job. How to nail it in 2019

You’ve resolved to find a new job in 2019. Good for you! But be sure to give yourself time.

SEEK research found that 84% of Kiwis take up to six months to find and secure a new job, so we’ve created a ten-step plan to help you secure work you love, and to get your 2019 off to a truly cracking start.

• **STEP 1.** Put the building blocks in place. Schedule time to review your career plan and narrow down the role you’re after. Look for gaps in your resume and ways to fill them. Consider doing voluntary work or undertaking a course to further your skills and qualifications. Contact referees then ensure your resume and cover letter are up-to-date.

• **STEP 2.** Get your head in the right space. Knowing yourself can trump hard skills. Life and careers coach Alex Kingsmill of Upstairs, who also has a Masters degree in Coaching Psychology, says people should look for mechanisms to keep themselves buoyant during the job search. Try to take something positive from every part of your job search, as they can keep you in a resilient head space, says Kingsmill.

• **STEP 3.** Jobs sometimes fall in your lap, but it’s also important to go hunting passionately. So get out there and network, and make some killer new contacts.

• **STEP 4.** Check your social media profile. The last thing you want to do is sabotage your job search with that photo of you drinking from a yard glass. Start posting on topics relevant to your industry to make you look knowledgeable, or keep your privacy settings tight.

• **STEP 5.** Contact employers and recruiters. The right job could be there waiting for you on SEEK as you read this article. It’s also worth targeting recruiters and employers that specialise in your field or industry.

• **STEP 6.** Fire off your first applications. Kingsmill sees too many people launching into the practical stuff too early. Do it as part of a plan. Each and every cover letter and resume should be tailored to the job. Pay attention to
detail with your applications and make sure you address the selection criteria.

- **STEP 7.** Prepare and practice for interviews. The best interviewees are prepared for any questions thrown at them, such as “what’s your greatest weakness?”. Check out SEEK’s Practice Interview Builder to get practicing.

- **STEP 8.** Attend interviews. Remember to do your best for each interview, but don’t expect that you’ll be successful every time. Reflect on each interview. How could you do better and stride confidently into the next interview?

- **STEP 9.** Review offers. Some of us are so grateful to receive an offer that we simply say “yes” to the first one. But ask yourself - will this job move my career in the right direction? What will my future progression be in the organisation? Will I be satisfied? Is the remuneration package acceptable?

- **STEP 10.** If you can answer yes to the question nine, then accept the job. Congratulations! Looks like you’ve cracked it. But always keep your eyes and ears out for the next opportunity with a complete SEEK Profile. Get ready to make 2016 a year to remember!