



Get
the
Job

Be Honest About What you Want

Sure, applying for numerous positions, regardless of your qualifications, may make it seem like you are being proactive in a job hunt.

You may even find yourself in numerous interviews along the way. However, if time isn't a factor, you should be honest with your expectations of the next career path you take.

Planning for a career change or beginning a journey in the workforce takes serious contemplation if you want to find a job about which you are passionate about. When considering a field to enter, don't let the final decision be made on salary, alone. You should feel excited and proud to go into each workday to perform your best.

Here are some things to ask yourself before you enter a job hunt.

DO YOU WANT TO TRAVEL?

A nine-to-five office setting isn't right for everyone. The repetition can lead to exhaustion and lack of desire toward the occupation. Consider if you would be happier working in various locations.

If travel sounds enticing but the thought of constantly being miles from home doesn't suit you, search for an occupation that keeps you out of the office while navigating your local area. Some possible careers include consultant, tour guide for local attractions or even working remotely in a job that you

can perform from anywhere.

IS MONEY MORE IMPORTANT THAN STABILITY?

Of course, salary should play a role when deciding on a new position but don't forget to think long term. If you want to complete your career in the same industry, consider fields expected to see growing demand.

A stable career path with chances of advancement can prove to be more beneficial in the long run, over an immediately high salary in a field with a questionable future.

CAN YOU SEE YOURSELF RETIRING IN THIS FIELD?

According to a Gallup poll, nearly three out of four Americans plan to work beyond the traditional retirement age — not because they must, but because most simply enjoy their career.

The key to working until (or after) retirement is being passionate about your field. Consider who your professional hero is and how you can emulate them in a similar position. Be honest about your skillset. While challenging yourself is great, if you accept a role too far from your comfort zone, stress levels can be exhausting.

Get Organized

If you're disorganized during a job hunt, it's likely that it won't result in your favor.

Because you may find yourself applying for multiple positions, it's likely your resume will be fine-tuned to meet the keywords and requirements of a hiring manager. Forgetting which copy you sent where can lead to embarrassing mistakes or worse, a dishonest and unprofessional impression.

Getting lost in the shuffle when discussing career opportunities can lead to missed interviews, blown deadlines and misplaced contact information.

Stay on top of the organization during your job hunt by following these helpful tips.

USE A SPREADSHEET

To organize your job applications, using a spreadsheet can keep everything organized in a neat package. When developing this data tracker, here are some important things to include in your list:

- Company name and point of contact;
- Email addresses and phone numbers of company;
- Date applied and application summary;
- Interview dates, follow-up actions and post-interview status.

This will give you a clear perspective of which stage you are in for each position you have applied for and how you should move forward.



REDUCE THE NUMBER OF APPLICATIONS

While a spreadsheet is effective to organize multiple job submissions, limiting the number of applications you send at once also is helpful.

When you only have a few to

focus on, it's easier to follow up. For instance, it will be easier to manage sending thank-you emails to hiring managers following an interview.

If possible, apply for a few batches that meet your criteria at once, rather than sending

applications to every company on a hiring website.

NAIL THE INTERVIEW

Once you get an interview, being organized gives you the opportunity to learn more about the company. By keeping

track of the hiring manager's details, you can search online for their business persona to get an idea of their professional goals. Take advantage of interests you share in your own career path and call on that information in an interview.

Use your Network

If you have spent time in the professional world, it's likely you have built a network of peers and managers.

Did you know that up to 80 percent of jobs are not published? According to experts at Career Horizons, most of these spots are filled by recommendations from others in the field to place the perfect candidates.

When finding it difficult to gain traction after applying to online listings or in person, it may be time to take a new approach. Make a list of your previous work relationships and reach out to contacts to discover potential job leads.

If you plan to enter a new field, there also are great situations to take advantage of when building a new networking web.

MEETING NEW PEERS

Building a network isn't difficult but requires plenty of work on your end to execute efficiently. Take advantage of professional social media outlets such as LinkedIn to display your career goals and accomplishments while connecting with like-minded peers.

You also should be aware of conventions or job fairs in your area. Consider different ways to market your brand and explain your openness to new opportunities during conversations. A good way to make a



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lasting impression is by creating a memorable business card.

FACTS ON THE HIDDEN JOB MARKET

To understand the importance of networking, check out these statistics from the Association for Talent Developers regarding the hid-

den job market.

- 51 percent of top organization leaders find new hires from current employee referrals;
- The expected period for job retention of networkers is eight years — only four for job searchers; and
- The average annual income is 6 percent higher for

those who are referred to a position.

RECONNECTING WITH FORMER PEERS

It may feel awkward to reach out to a peer you have lost contact with to ask for a referral or recommendation letter. To lessen the stress of this situation for both parties, don't

begin the conversation with an agenda to land a job.

Instead, send a short email or request to connect on social media outlets to catch up. Once you feel comfortable with bringing up your agenda, do it in a way that benefits each of you. For example, ask what you can do for them — not what they can do for you.

Make Time for Yourself

Looking for a new job can be stressful, especially if you are already under financial strain.

One of the biggest advantages you can give yourself is to make time for yourself and improve your attitude. It will be refreshing during a job hunt and give you a boost in confidence to continue.

According to experts at Career Rescue, job search fatigue is a real issue that arises when hunting for a position provides little results. Once this happens, it's easy to become discouraged and fail to complete important steps such as networking, selling your brand and sending out more resumes.

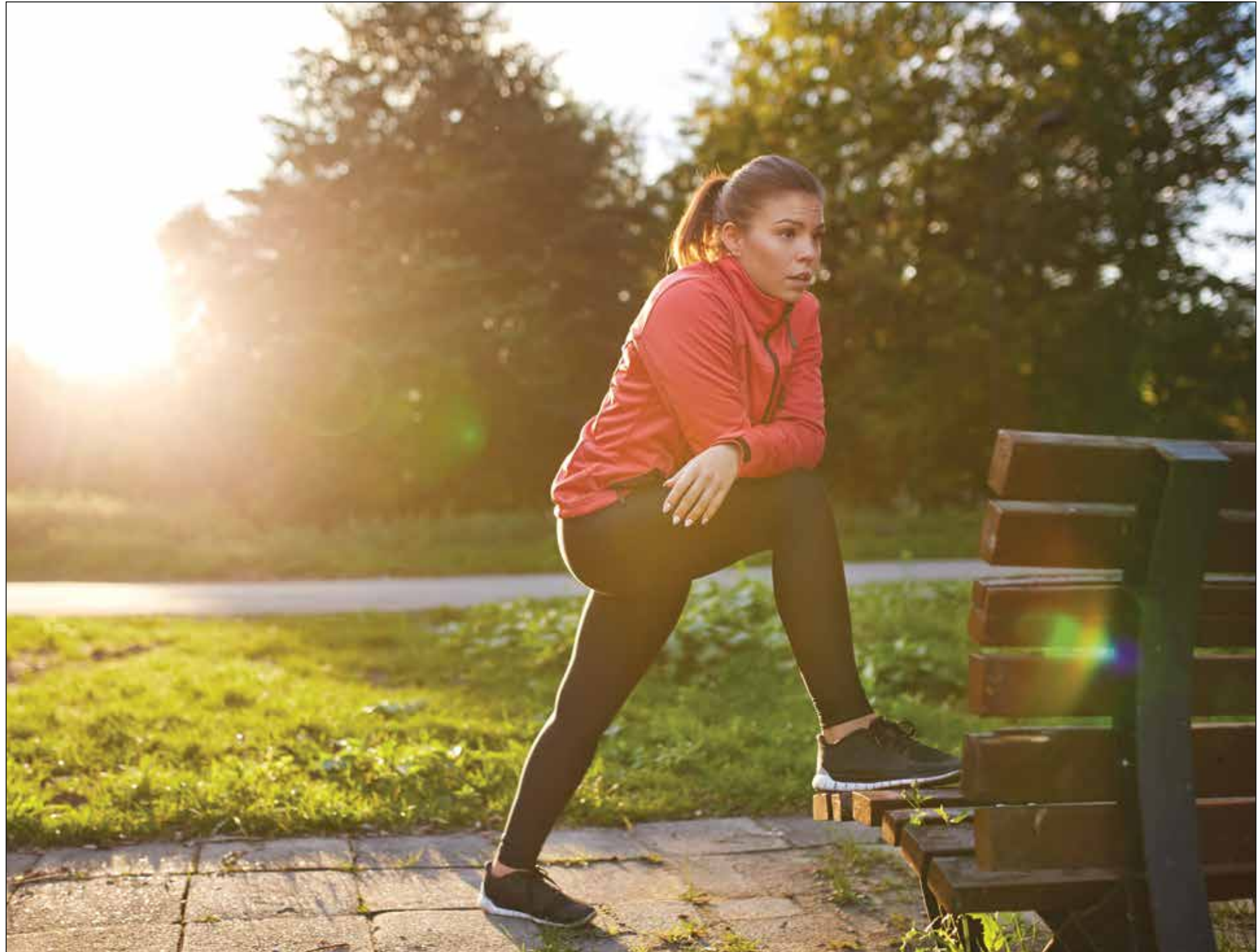
If you feel like you're stuck in a rut, here are some ways to give yourself a break to breathe before hitting the market again.

EXERCISE

According to the Anxiety and Depression Association of America, seven out of 10 adults in the United States say they experience stress or anxiety daily, and it at least moderately interferes with their everyday lives.

If an unsuccessful job hunt has you down, an efficient way to lessen feelings of dread is exercise.

Blow off steam by taking a run or signing up for aerobic exercises such as yoga. You will



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also gain confidence by testing your body's physical limits.

TALK TO SOMEONE

If you are experiencing job search exhaustion, remember you're not alone. Reach out to loved ones in your social network to explain how you're feeling. It's likely they have

experienced similar situations and can offer beneficial advice to get you back on track.

When feelings of despair are persistent, you should seek the assistance of a professional therapist. If cost is holding you back, ask your insurance provider if their policy will cover appointments.

STEP OUT OF YOUR COMFORT ZONE

Once you are refreshed, analyze your strategy and create a new plan to hit the job market.

Have you mostly applied online to little response? Perhaps your resume needs to be adjusted to entice the hir-

ing managers in your specific field.

You should also get outside and apply to positions in person whenever possible. Connecting with professionals in person can boost your confidence and keep your job search exciting rather than exhausting.

Use the STAR Format

During an interview, you will likely be asked questions that catch you off guard. Instead of answering with short answers, prepare to discuss portions of your job history with stories.

It's a quality skill to master and can make the interview process more comfortable.

While it may feel awkward to brag about your career accomplishments during an interview, it's what a hiring manager wants to hear. However, how you do it can make or break how they feel about you as a candidate. If you're unfamiliar with the STAR — or situation, task, action, result — format, you should become accustomed to how it works and its impact during your job hunt.

WHAT IS THE STAR FORMAT?

To stand out during a meeting with a hiring manager, how you answer behavioral interview questions can make a difference. A STAR response should contain a desirable trait or skill when describing a professional experience.

According to experts at Balance Career, here are a few things an interviewer will be listening for in your answers.

- Problem-solving skills and analytical ability;



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- Creativity and perseverance through failure; and
- Teamwork orientation and quantitative skills.

Here is how you should use the STAR format when answering behavioral questions.

SITUATION

Explain in detail a challenge you faced at work. This could be a time you spent working in a group or were involved in conflict between coworkers.

TASK

Describe the role you played during the situation. Were you in charge of meeting deadlines during the group project or responsible for diffusing a conflict?

ACTION

Now you should explain the steps you took to resolve the challenges you faced.

Make sure to discuss your role rather than an outside

influence like another peer or manager.

The action step should showcase your skills to manage trying situations.

RESULT

Now, include how the final results generated through your situation, task and action demonstration. This should highlight a positive outcome by showcasing what you accomplished.

UTILIZE DURING INTERVIEW

It's impossible to know which behavioral question an interviewer will ask, so practice the STAR method beforehand. Make a list of your qualifications, skills or experiences as they relate to a job posting. Practice incorporating a STAR explanation into common interview questions that are likely to come up during the interview.



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Booming U.S. Job Markets

Is your current career not what you had in mind, or are you preparing to enter higher education but unsure what types of jobs are out there for you? You should know about some of the fastest growing careers in the United States.

Here are a few of the markets in the country that are expected to experience huge growth in the years to come, as reported by the United

States Bureau of Labor Statistics. These growing fields may just take you to places you have never considered.

SOFTWARE DEVELOPER

Forecasted Growth by 2026: 37 percent
Median Annual Wage: \$103,620

This position is unique because, while college degrees in software development are obtainable, many in the industry are self taught. The field is on pace to grow because technology is constantly evolving.

Some experts in the industry create applications that allow people to perform tasks on a computer, while others

develop the underlying systems that operate and control networks.

SOLAR PHOTOVOLTAIC INSTALLERS

Forecasted Growth by 2026: 104.9 percent
Median Annual Wage: \$342,680

The Solar Energy Industries Association estimates over 242,000 Americans are currently working in solar occupations. With installation costs dropping over 70 percent in the last decade, it's no surprise the industry is expecting huge growth. The need for installers will continue to surge as the country demands more solar

dependency.

This position typically requires workers to install systems on roofs or other structures based on site assessment and schematics.

PHYSICIAN ASSISTANTS

Forecasted Growth by 2026: 37.3 percent
Median Annual Wage: \$108,610

Constant growth in the demand for healthcare services will continue to increase as the population ages. The occupation typically requires a master's degree from an accredited education program to receive a license. Since physician assistants can provide

much of the same care as physicians, the field will thrive as PAs can be trained more quickly.

GENETIC COUNSELOR

Forecasted Growth by 2026: 29 percent
Median Annual Wage: \$80,370

Genetic counselors have specialized education in both genetics and counseling to personalize treatment and care to specific patients. The growth in the industry is due to scientists continuing to broaden the relationship between human genetics and rare inherited disorders and cancers.

Once You've Got the Job

You've finally landed your dream job after sending numerous applications, impressing during interviews and waiting to receive confirmation. So, what's next?

The anxiety regarding the uncertainty of your new job can be dismal. Relax and prepare for the upcoming journey.

If you're unsure how to act as you begin your new occupation, check out these tips from the career experts at Indeed.

THE FIRST WEEK

It doesn't matter how qualified or educated you are for your new position; you're not expected to know everything about the operation during your first week. Take this time to familiarize yourself with your surroundings, policies and peers.

To alleviate anxiousness, try to introduce yourself to as many people as you can. It shows that you're eager about the opportunity and interested to share your enthusiasm. This could lead to a chance to grab lunch or coffee after befriending a coworker. Their knowledge of the environment will be an advantage.

THE FIRST MONTH

At this point, you should be



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settling into your new role. Now is a good time to begin organizing tasks and determining how to perform them efficiently.

After the first month, your coworkers and managers are likely becoming more comfortable with you also and may offer more constructive criticism than before. It's import-

ant to use this as a chance to grow rather than get offended. Being humble and open-minded can help you transition into the new setting faster.

THE FIRST 90 DAYS

After the first few months, you should have a good grasp on the responsibilities sur-

rounding your new role. Be proactive in setting ambitious goals and create a strategy for reaching them.

Once these obligations become comfortable, step up the level of difficulty to challenge yourself.

This is also a good time to establish boundaries. In your first few months, you may feel

obligated to take on more work, but after learning what you can handle, it's OK to say no if it will impact your performance negatively.

Try to touch base with previous coworkers once you settle in to the new position. Keeping your professional network in tact is an important part of any career.