Job Hunting

How to guide

What is Job Hunting?

Job hunting is the process of actively seeking out new employment. It may include developing an action plan or schedule with targets and deadlines. It might also include networking, checking jobs boards, developing a professional profile and writing speculative applications.

Do:
• Reflect on your experience, attributes and key skills to date and take time to plan a speculative career path based on research and your own motivations, strengths and aims.
• Establish a role or area of industry to focus on and get to know as much as you can about.
• Make an action plan. i.e. short and long term goals with a series of practical tasks to do in order to get going.
• Be aware of your public profile and update your professional profiles regularly. Deactivate unused accounts.
• Develop a list of jobs boards to regularly check and key companies/organisations to ‘follow’.
• Research recruitment agencies however, be aware of contracts/fees.
• Use your time effectively, be selective about what you apply for; research the company/role and tailor applications every time.
• Have a tiered approach with many scenarios (i.e. plan a, b, and c). Be ready to review and adapt.
• Keep a schedule or spreadsheet of applications, contacts and interviews and follow up applications or interactions via phone or email.

Use the job hunting plan overleaf to get you started

Top Tips

Be proactive, be visible

Join LinkedIn, create a website and use Eventbrite to seek out relevant events to connect to your industry and speak to potential employers if you get chance. Create Google alerts, connect with and follow businesses on social media. Pick up the phone, ask questions and make speculative applications. Tell people you are on the look out for opportunities.

Draft a script, know your ‘pitch’

Practice interviews and networking dialogue with friends, colleagues or C&E. ‘Selling yourself’ is difficult and does not come naturally to most. Practise makes it easier.

Make it clear

Put yourself in their shoes. What can you bring to their team/business? Be specific. What do you know about them? How are you the best fit?

Avoid additional stress

Be honest with yourself and make realistic goals and timescales. You may have immediate needs that require attention before starting your job search or might not get your ‘dream job’ straight away, that’s OK.

Adapt and Learn

Reflect regularly on what is/not working at interviews and with applications. Be ready to revise your approach in response. Share your experiences with peers and learn from each other.

For more resources

Creative jobs boards
creativeworksjobs.arts.ac.uk
arts.ucluk/creativejobs
creativejobshub.co.uk
creativepool.com
creativeworks.co.uk
jobs.mad.co.uk
the-dots.com

Advertising, PR
simplymarkethubjobs.co.uk
jobs.marketingsweek.com
prweekjobs.co.uk
ipa.co.uk/jobs

Arch, Interiors, 3D
careerin-design.com/design-jobs
id-sphere.com/blog-info/jobs
benchpeg.com/jobs
adremgroup.com
bd4jobs.com

Fashion, Retail
fashionpersonnel.co.uk
businessoffashion.com
fashionworkie.com
fashionunited.uk
fashionjobsonline.com

Film, TV, Theatre
productionbase.co.uk/film-tv-jobs
4rivo.co.uk/broadcast-jobs
thestage.co.uk/jobs
theunitlist.com

Fine art, Curation
nationalmuseums.org.uk/jobs
artquest.org.uk
artjobs.org.uk
a-n.co.uk

Games
jobs.gamesindustry.biz
gamesjobsdirect.com
jobs.mciuk.com

Graphics, Vis comms
jobs.creativereview.co.uk
designjobsboard.com
campaignlive.co.uk
uxjobsboard.com

Journalism
holdthefrontpage.co.uk/jobsboard
theadmission.co.uk/jobs
journalism.co.uk

Jobs advice from UAL
arts.ac.uk/student-jobs-and-careers/get-jobs-advice

Job hunting workshop
arts.ac.uk/student-jobs-and-careers/events-and-workshops/

All information is correct at time of publication April 2018
Job hunting plan

What do I really want to do - List your current top three career goals here.

1
2
3

Chose one and start to research where/how you can do it, consider, locations, organisations, job titles etc - sketch out results here, then start to work through the headings below as you get going with your job hunting

Industry / sector
(eg Visual comms)

Job title
(eg Graphic Designer)

Job level
(eg Intern, Junior, Mid, etc)

Pay level
(eg £120/ day or 22k/yr)

Listings
(eg The DRUM jobs board)

Preparation
(eg CV, portfolio, cover letter, professional profile, business cards etc)

Activities
(eg Daily- weekly - monthly tasks and progress of your job hunt)

Review
(What have I done and what will I do next and differently)

Checklist - of things you have prepared as part of your job hunt.

- Identified Job Title
- CV, Statement, Showreel
- Cover letter
- Business cards
- Physical portfolio
- Website portfolio
- Online profile
- Contacts spreadsheet
- References
- Elevator pitch
- List of jobs boards
- IP e.g. copyright