



Information Guide No. 8

Organising Yourself

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1. Introduction

Irrespective of whichever market you are aiming for at a specific moment in time, an analytical approach to each job opportunity is essential.

For jobs being advertised on the open market, it will almost certainly involve stiff competition, both in terms of quality and quantity of applications. Therefore, your application must be specifically targeted to stand out from the competition.

In respect of the hidden market, you will need to make use of all your existing contacts, extend your network of contacts, making your availability as widely known as possible. You will also need to undertake some research to contact both potential employers and search and selection consultants who are known to handle assignments in your specific field and expertise.

2. Things You Need To Do

- (a) Identify six or seven search and selection consultancies, who handle vacancies in the work area where you are seeking employment.
 - Check they deal with jobs in your area, preferably at least 20% of their activity.
 - Find out the name of a consultant in each agency who handles the sort of vacancies you would be interested in. Telephone and introduce yourself to them, indicating the type of opportunities you are looking for.
 - Let them have an up-to-date CV and follow it up with another telephone call to the consultant – build up the rapport.
 - Contact them once a fortnight to see if they are due to handle new positions applicable to you.
- (b) Identify four or five companies each week that you would like to work for and make an approach.
 - Know what they do and where you might fit in.
 - Choose either speculative or direct approach.
 - Follow up these contacts.
 - Be clear about what you want to do for them.

- Write to a manageable number. If you contact 20 per day, you will lose track of where you are. Keep notes on everything that you do (copies of letters, records of phone calls, who you have spoken to etc)
- (c) Identify the newspapers and trade journals related to your career and identify warm contacts and reply to job advertisements.
- Go to the library and read them or subscribe.
 - Analyse advertisements carefully, where you have a 70% match, go for it, if it meets your needs.

From articles: Identify expanding firms, or firms that are moving or restructuring.

- If they are advertising for senior people, this may indicate positions below may become vacant or expansion may be occurring.
- (d) Use your network of friends, relatives and business contacts to generate warm leads into firm ones, four or five per week is our suggestion.
- e) If you are not already on Linked In (www.linkedin.com) then register yourself and create your Profile. Also join as many Linked In Groups that you feel are relevant, as many of the Group's Message Boards have jobs advertised on them. Seek out individuals that you know and try and connect to them.
- (f) Work about three hours per day doing these things (eight hours is too much). Give yourself a break with some physical activity each day, gardening, walking, golf etc.
- (g) When writing letters, identify exactly what you need to say that will catch the receiver's attention.
- (h) Organise a ring binder or set of files to hold:
- CV data and up to date CV's
 - Copies of letters and examples of formats
 - Advertisements and their analysis
 - Complete list of contacts
 - Diary for letters, phone calls, interviews
 - Goals and objectives for your career
 - Career Plan/Action Plan
 - Analysis of career alternatives
 - Company information
 - Press articles and analysis

- (i) Once a fortnight, review how well you are doing.
- If response is poor consider changing method e.g. style of letters, firms approached.
 - Review goals.
 - Review personal appearance, are you looking after yourself?
 - Discuss with a close friend what else you might do.

If response is good:

- Keep doing the things that get results.
- Maintain standards.
- Tell someone about your success.

PS : If you enjoyed reading this guide, why not head over to The rpc Group of Companies Blog Page www.therpcgroup.co.uk/blog where you can view an array of content on Recruitment, HR and Management.

Need Help With Your Recruitment?

You can get in touch with **the rpc team** in multiple ways.

Call us on: **+ 44 (0) 23 8022 4654**

Alternatively, email us on info@therpcgroup.co.uk

Do also follow us on LinkedIn. We have our own Group on LinkedIn entitled “**The rpc Group of Companies**”.

You can also follow us on Twitter [@therpcgroup](https://twitter.com/therpcgroup)

We have a Facebook page “**The rpc Group**”, click on “Like” and two Groups, one called “**rpc Group of Companies**” and the other “**Friends who like The rpc Group of Companies**” both of which you can apply to join.

And an Instagram page [@rpcrecruitment](https://www.instagram.com/rpcrecruitment)

If you wish to follow me personally (David Beck), my Twitter account handle is [@rpcrecruiter](https://twitter.com/rpcrecruiter).

My Instagram account name is **beck1084** and I have a Facebook page “**David Rpc**”, click on “Friend Request”

The rpc Group of Companies has 6 operating divisions:

rpc I technical recruitment formerly known as **rpc search and selection** is a leading technical recruitment specialist in logistics and supply chain, engineering, FM, Military and Defence, IT and Telecoms positions across the whole of the UK

It has 2 sub brands – **rpc I logistics & supply chain recruitment** and is one of the UK's oldest established executive search and selection companies with its origins going back to 1985 and specializing in filling key UK based management roles for leading organisations operating within the Logistics and Supply Chain and related sectors

rpc I IT and telecoms recruitment – our newest division specialising in IT and Telecoms positions across the whole of the UK

rpc I foodservice recruitment is a leading recruitment specialist in the foodservice sector. Operating throughout the UK and Internationally in the areas of Delivered Foodservice - All temperature spans, Contract Distribution, Food to Go, Van Sales, Food Ingredients, Catering Disposables, Catering Equipment, Foodservice Manufacturing, Fresh Produce, Meats, Seafood, Charcuterie and Fine Foods and Cash and Carry

rpc I catering & hospitality recruitment is a leading catering and hospitality recruitment specialist in supplying Chefs of all grades and Hospitality General / Deputy / Assistant / Restaurant / Bar Managers / Sommeliers and Mixologists and Hotel staff of all levels throughout the UK and Internationally

rpc I commercial recruitment is a leading commercial recruitment specialist for Sales, Marketing, Business Support, HR and Finance positions across the whole of the UK.

rpc I international recruitment is an international technical recruitment consultancy and in addition to its core strength of managing logistics and supply chain assignments worldwide, also focuses on the additional sectors of facilities management, catering and life support services, military and defence support services, aviation, security, fuel supply and distribution, IT and telecoms, retail and wholesale, cruise ships, mining, engineering and construction including oil and gas.

rpc I interim recruitment specialises in the growing market of supplying Interim Managers and Consultants in the UK and Worldwide. All recruitment divisions source HR / Personnel, IT, Sales / Business Development and Finance Executives who have particular experience in the sectors in which **The rpc Group of Companies** operates.

Thank you for taking the time to read this guide

Best Regards

David Beck and Anita Searle

Co-Directors

The rpc Group of Companies

