

Lowie First Steps Guide



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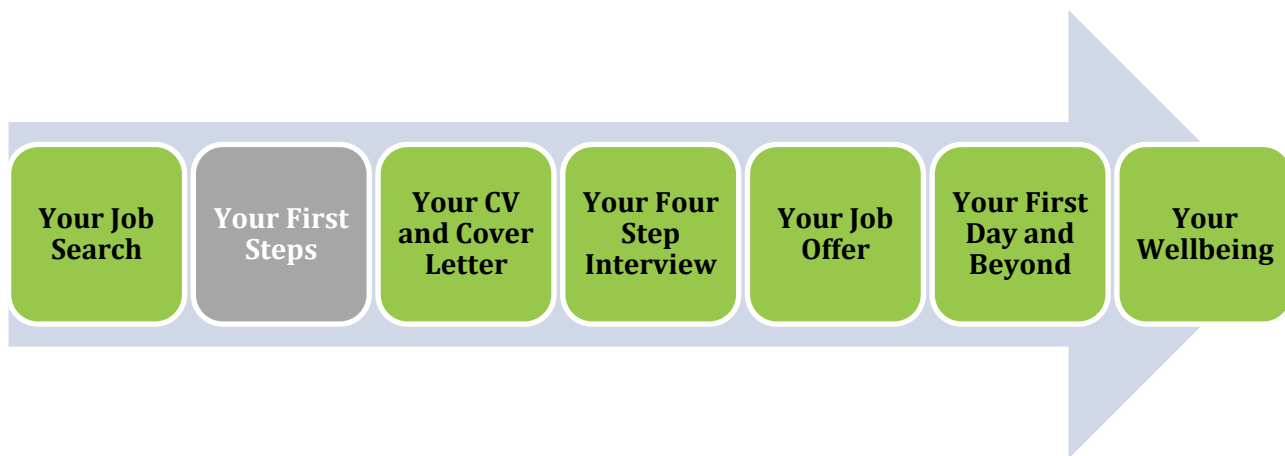
Find a Job the Lowie Way

At Lowie Recruitment, we are bringing the excitement to your job hunting experience.

Preparation and follow through at every step of the way is a very important ingredient in securing a job. Empower yourself today with all the critical information and develop the skills required to be successful. Give yourself time and be patient when working through the process.

At Lowie, we have many opportunities for you to consider – www.lowie.co.nz. You can register yourself with us at Lowie for us to guide you through the process and assist in finding the job that suits you best.

The Team at Lowie wish you all the best in your job search and are here to assist you at every step.



Your Job Search - **Find a Job the Lowie Way Guide** is a simple and practical approach in which to develop the confidence and professionalism required for this important transition.

Your First Steps - **Lowie First Steps Guide** will assist you with all the areas of importance for you to decide what type of job you want.

Your CV and Cover Letter - **Lowie CV and Cover Letter Writing Guide** will guide you step by step to create a CV and cover letter include to capture the attention and stand out.

Your Four Step Interview - **Lowie Interview Guide** and **Lowie Interview Questions Guide** will provide you with vital information to assist you with this critical stage.

Your Job Offer - **Lowie Job Offer Guide** will provide with guidance on how to deal with all aspects of a job offer.

Your First Day and Beyond – **Lowie Day One and Beyond Guide** will provide you with pointers on how to be amazing on your first day.

Your Wellbeing - **Lowie Creative Thinking Program** provides an extraordinary service to you to provide you one-on-one assistance and we also hold Lowie Creative Thinking Forums.

Lowie First Steps Guide

What type of job do you want – take time to consider asking yourself why you are starting a job search and to consider the exact characteristics of the job you want. You will gain insight into the important aspects of your life. This process will make it clear to know what type of CV to create and what job type to search.



You may want to separate the important characteristics from the “nice-to-have” characteristics. The “nice-to-have” will not be deal breakers in securing yourself the job you want. Understanding these characteristics will allow you to find a job that will give you satisfaction and fulfilment.

Our **Lowie First Steps Guide** will assist you with all the areas of importance.

Why are You Looking

Ensure that you are looking for the right reason, particularly if you are already in a job. Is there something that needs to be resolved in your current role which would mean you could stay and be happy and satisfied in your current role.

Industry

What industry do you want to work for and are your skills transferable to new industries. What would moving to a new industry mean for you.

Companies

Which companies would you want to work for - Research the company. A good CV is tailored to the specific job and company you are applying for. What does the company do? What is their mission statement?



Product or Service

What are the products or services that you feel aligned with that match your values and what's important to you.

Culture of the Business

Consider all the values and aspects of the business and team environment that are of importance to you and what would be a good team fit for you.

Job Responsibilities

What are the types of day to day tasks you want to be involved in that will keep you energised and excited to go to work.



Career Progression

Building a two to five-year career path for yourself is important as this will allow you to cast your eyes into the future to see which direction you would like to take.

Personal and Job based Skills Growth

The qualities in which you want to grow in are important to consider so that you feel you are growing and always bringing new breakthroughs.

Technology

This is important to consider ensuring that you can be effective in your job. What equipment do you need to get your job done effectively. Will you require any upskilling.



Distance from Home

Proximity to home is important to consider as this can impact your lifestyle and ability to manage the other important aspects of your life. You want to ensure that if you are not able to drive that you know the public transport facilities in your area so that you can get to work without any undue concern.

Hours of work

Are you looking for standard hours, does shift work suit you or are you looking for part time hours. Bear in mind the time of travel and this may reflect on the hours that you are able to work.

Size of the team

Are you wanting to work for a small close-knit team or for a large corporate or family business.

Travel

How far are you willing to travel for work and understand what impact the travel time will have on other aspects of your life. Would you consider national or overseas travel and how often. Would you consider relocating.



Work from Home

Is this a feature of the job that is important to you and does the role have this flexibility.

Vehicle/ Mileage

What mode of transport will you use and how can you make this cost effective.

Social Responsibility of the Business

Is the company culture and commitment to the community important and what are some of your interests and goals in this respect.

Salary and Package

What package would be suitable for you to manage your day to day needs and other incentives that you may consider.

You may want to separate the important characteristics from the “nice-to-have” characteristics. The “nice-to-have” will not be deal breakers in securing yourself the job you want. Understanding these characteristics will allow you to find a job that will give you satisfaction and fulfilment.



Your Lowie Consultant will provide experience and assistance to understand what is important to you.

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