



Are you a graduate
in the wrong job?



The 4 Step Plan to Success

“Find a job you love, and you’ll never work again”

The chances are that you are reading this because you’re a graduate and the dreams you had when leaving university, are not matching your current situation.

It’s probably hard to believe that at your graduation ceremony you would have envisaged being in the job you are in today - but you probably had to take this role because you were getting desperate and had bills to pay? A job is a job – right?

But it’s not too late to rectify this situation, and I certainly wouldn’t advise you to stick around and hope it gets better if it’s clearly not the right role for you. You need to take decisive action and what better way to start than with an intention to get a brand new job!!

“Nothing happens until something moves ...”

1

Take Stock

Get back to basics

Just like a shop keeper would do a stock-take, I want you to do one on yourself. You need to know what you have, in order to know what you are offering. Get some paper and a pen and really take stock of what you have to offer. Don't just copy out your CV, think long and hard about this – there may be things you have missed.

Things to list on your inventory are:

1. Your hard skills (qualifications and training courses you've attained) go right back to High School
2. Your soft skills (interpersonal skills, e.g. teamwork, time management, flexibility, motivation)
3. Your core values in life and work
4. Your work/career experience to date

***'Success
occurs when
opportunity
meets
preparation'
- Zig Ziglar***

2 Get Clear

Clarity of purpose, trumps knowledge

Now you need to get **really clear** on what you are aiming for. After all, you'll never reach your destination without a map and plan of where you are heading!

Take yourself back to graduation and answer these questions:

1. What were you hoping to do with your degree?
2. What kind of role did you envisage?
3. Where was it based? UK/abroad? What area/town?
4. What type of company did you want to work in? Large corporate? Public/Private Sector? SME?
5. What sector/industry was most appealing to you?
6. And for every question write your **'Why'**. Why is that important to you?

'The clearer you are, the easier it will be to find the right role'

3

Identify The Problem

Try the magic key ...

When I work with graduates who are unhappy with their careers, I start by asking them 4 key questions to identify where the problem lies -

1. Do you know where to search for graduate jobs?
2. Are you applying for roles that clearly match your skill sets and qualifications? Are you a perfect match for these roles? **Yes/No**
3. Is your CV opening doors to interview? **Yes/No**
4. If you do get through to interview, are you then getting rejected? **Yes/No**



‘The only way to do great work, is to love what you do’ – Steve Jobs

Want extra help from the Graduate Career Doctor?

Contact me at
christine@graduatecareerdoctor.com
and get ahead of the crowd!

4

Apply The Solution

What problem is stopping you?

PROBLEM 1 – you are not sure where to look for jobs

SOLUTION – you certainly need to be accessing the hidden job market and looking in places where other graduates don't look – check out LinkedIn, and fish where the fish are!

PROBLEM 2 – you are applying for jobs where you don't have a close enough match to the job/person specification

SOLUTION – your inventory in Step 1 will identify whether this is the case for you. You should be able to tick each of the requirements in the ad and have evidence to back this up on your CV and covering letter.

PROBLEM 3 – your CV is not tailored for each particular role and you haven't demonstrated how you fit the criteria

SOLUTION – tailor your CV so it 'mirror and matches' what the employer is looking for. Look in my online shop for a cost effective solution with a CV template you can use, if you need extra help.

PROBLEM 4 - you failed to impress at interview

*SOLUTION – more practice is needed with mock interviews - you need to answer competency based questions with the 'CAR' framework – describe the **Challenge**, then the **Actions** you took, and the **Results** you got.*

IN A NUTSHELL:

- 1. Know what you have got to offer**
- 2. Get clear on what you want**
- 3. Identify your problem area(s)**
- 4. Learn how to present yourself positively – both on paper and at interview**

Believe me there are no other reasons!

Identify the problem and then take ACTION!

Over To You!

Checklist:

What is your sticking point?

Job search skills OK?	
CV looking 1 st Class?	
Do you fit the job criteria exactly?	
Getting rejected after interview?	

What are you going to do next? Pick 3 action points and then move!

1. _____

2. _____

3. _____



Learning is a continuous skill ...

Christine Ware – The Graduate Career Doctor

Christine has a wealth of experience working with graduates of all disciplines from undergraduates through to MBA students.

She worked at Hull University for 13 years before moving into the private sector and recruiting graduates on the milk-round for Smith & Nephew and many other blue-chip organisations. As a former HR Manager too, she knows what employers look for and can guide graduates in how to craft their CV's and applications to get through to interviews.

For the past 16 years Christine has specialized in getting graduates into roles commensurate with their degrees and also teaches employability skills at Hull University Business School and other universities.

Christine has helped students in the UK and internationally to get into their dream roles and supports graduates who are in the wrong job, to get their careers back on track.



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