

PLAY CHESS NOT CHECKERS



AFTER YOU LAND THE RIGHT POSITION

- Develop a transition plan for how you'll spend your first 90 days in the new role.
- Consider a strategic planning or Servant Leadership workshop for your new team.



BEFORE YOU SEEK A POSITION

- Review your social media profiles and digital footprint to ensure you are putting the most positive representation of yourself online.
- Update your social media profiles with the most recent employment information to ensure that it matches your resume.



WHAT TO EXPECT IN A JOB SEARCH

INTERVIEWING FOR THE RIGHT POSITION

- Know your interviewers, if possible. You will most likely be given the names of those you will be interviewing with, so know what they look like and what their roles are in the organization.
- Think about your past experience and how it may line up with the job's duties/requirements. Be prepared with some examples that you can include in your answers, if applicable.
- Dress to impress—you can never be overdressed for an interview.
- Follow up with all members of the interview panel with a personalized thank you—this gives you one more opportunity to set yourself apart.



FINDING THE RIGHT POSITION

- Subscribe to SGR's 10 in 10, Job Alerts, and SGRJobs.com for daily and weekly alerts that include the latest local government openings.
- Create a profile on SGRrecruiter to match your confidential professional profile to career opportunities. Your information is anonymous to local government hiring managers until you decide you're ready to consider the right opportunity.
- Regularly visit other firms' websites for current job postings:

JOBS



ONCE YOU FIND THE RIGHT POSITION

- Thoroughly review the profile for the community, organization and position to determine fit with your skills, experience and values.
- Update your resume and cover letter to reflect how your skills and experience match those of the position. SGR can refer you to a professional resume writer if you need assistance.

affionpublic.com
bobmurrayassoc.com
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