

Job Search Tips 1: Top 7 Suggestions for an Effective Job Search

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The preferred way of looking for jobs in Alberta is almost certainly through networking; you'll hear varying reports of 50-80% of jobs being found that way. That's not to say that traditional job search is dead; it isn't, and you should still be spending at least a few hours a week looking at online job boards, corporate career portals and recruitment websites. Even if you are networking heavily, traditional job search is a useful way to find leads on who is hiring and who might be useful to target for introductions. Here we discuss ideas for finding the best available posted opportunities in a time efficient manner.

1. Know yourself. Knowing yourself helps you know what you're looking for. If you don't know yourself, do some self-discovery. Key in on your past accomplishments, how you achieved them, what skills you used, what you like doing, what kind of environment you like working in, what industry (or industries) or company (companies) really grab you. Use that information to develop an image of the "ideal work situation," and use that as a starting point for your job search activities. If you need some expert advice, get a copy of "What Next?" by Barbara Moses, or download "[Advanced Techniques for Work Search](#)" from the ALIS website.
2. Check out the [CPA Alberta Job Board](#). See what positions – both paid and volunteer – are available there. The fact that companies are posting jobs there shows they're serious about hiring designated accountants and/or students. Check back regularly!
3. Take a look at the [Advantage Employer](#) information on the CPA Alberta website. Have a look at the list of participant employers, all of which have committed to hiring designated accountants and accounting students, and also to supporting students by placing them on appropriate projects to fulfill practical experience competencies and by coaching/mentoring from designated accountants on staff. Hop on over to the Advantage Employer corporate websites and access their Career pages for current positions.
4. Attend a "Brown Bag" seminar. These are hosted and presented by CPA Alberta Career Services, and focus on both job search and career advancement topics, with a presentation followed by a brief networking session. For a schedule of upcoming events, and to register, visit the [Career Services Events](#) page.
5. Contact some of the recruitment companies that have postings on the [Job Board](#). They're typically keen to place designated and soon-to-be designated candidates with employers. Look on their websites at the current openings. Remember that agency recruiters can be very busy, so be persistent if you don't hear back from them.
6. Use the major online job boards. These typically have sophisticated search features that allow you to specify location, industry, salary level, job title, position type (permanent, contract, etc), and other criteria. Some suggestions include [Workopolis](#), [Indeed](#), [Monster](#) and [Service Canada](#).
7. Rather than you looking for jobs all the time yourself, why not let the recruiters come to you? Many recruiters will do searches on the job websites for people with a particular set of skills and experiences, and will then approach individuals with job openings. Upload your resume, and make it searchable. The major online job sites will allow you to import your details from your existing resume, which makes this easy to do.
8. Afraid you're going to miss new opportunities when they're posted? Don't want to check back on the job sites on a daily basis? Set up career alerts. These are typically available on both corporate career pages and general job boards. You specify what you're looking for (industry, role type, location, salary range, etc.) and you get an email anytime a position matching your requirements is added to the database.

As noted, traditional search is still a useful tool, but you really want to spend the bulk of your time networking. See our Networking Tips series for ideas on getting connected, both in person and online.