

#GetReadyForEmployment

| 15-day guide to preparing for job-hunting |

If you are unemployed at this time of isolation, don't stop. We at the Adecco Group and its Foundation together with the International Paralympic Committee are proposing a checklist for you with actions you can do from home so you can feel more empowered when you resume your search for employment.

Specimen timetable 15 days / 8 hours a day

							
Wake up	Shower and breakfast	Plan your day	Morning session: Tasks for the day	Lunch and rest	Afternoon session: Tasks for the day	Culture, leisure, physical activity	Go to bed
8.00	8.00-9.00	9.00-9.30	9.30- 13.00	13.00-14.00	14.00-18.00	18.00-23.00	23.00-00.00

Task checklist

Prepare to have a positive attitude

- DAY 1** Don't become isolated. Keep in touch and active even though it might be digitally.
- Take this opportunity to strengthen your family ties and your friendships during these days of uncertainty for everyone.
- If you have an emotional block, seek support from professionals (psychologists, psychiatrists, counsellors...).
- Avoid complaining, look for solutions positively.
- Be aware: no one is going to look for a job for you, it is your responsibility.
- Responsibility yes, guilt no.

Define your purpose, goals and objectives

- DAY 2-3** Analyse your strengths and weaknesses and your interests and motivations to define your plan for finding a job.
- Define your purpose (It's what gives meaning to your life).
- Set yourself a target (what you propose to do to achieve your purpose).
- Set out some objectives (Specific objectives which you must accomplish to reach your target).
- Seek allies. We can't do it alone. (Think of some-one who will support you).
- DAY 4-5** Draw up a plan for when the situation gets back to normal (How, when and where are you going to look for work?)

Take this opportunity to strengthen your personal brand

- DAY 6-7** Revise your CV and dedicate some time to it.
- Work on your pitch for introducing yourself and pre-senting your purpose and candidacy.
- DAY 8** Make a plan for looking after your health (food, physical activity, rest, leisure...)
- Take care of your hygiene and personal cleanliness.
- Improve your personal image (body language, ward-robe for job-hunting and for work, skincare, care of your hair, beard...)
- DAY 9-10** Analyse the best social networks for helping you to find a job.
- If you are already on social networks, take this opportunity to improve your profiles so that they can help you find a job and not be damaging to you.
- If you don't have any social networks and don't know how to use them to find a job, now is a good time to learn.

Digitalise your job search

- DÍA 11** Investigate and learn about the employment ecosystem and the work market on the internet.
- Choose the most interesting employment portals for your job search.
- Register and add in high-quality content and create an eye-catching profile.
- DÍA 12** Train yourself to look for employment on social networks.

Train

- DÍA 13-15** Design a training plan: What are your shortcomings? There are a lot of free training courses on the internet. Take advantage of these and train.