

Career Development Services

Jennifer Bradley, PhD

How to Get More from Job Boards: A 10-Point Checklist for Career Changers & Job Seekers

Are you frustrated with job boards that promise a lot but deliver little?

If you're a career changer or job seeker, this checklist will save you time and help you use job boards more effectively.

Using Job Boards

Each person's career situation is different. There is no "one right way" for everyone.

The 10-point checklist below is based on common mistakes and some of the things that career changers and job seekers struggle with most often when using job boards.

10 Questions To Help you Use Job Boards More Effectively

		Yes	No	Don't Know
1	Am I familiar with how employers use job boards in my industry?			
2	Am I clear about where job board use fits into my overall search strategy?			
3	Do I have a list of job relevant boards?			
4	Are there niche boards that I can use?			
5	Do I know the search terms that are relevant to me?			
6	Am I getting relevant search results?			
7	Have I set up the platform tools (e.g. email alerts; filters) for more efficient use?			
8	Are my career documents (resume/CV; online profiles) updated and ready to customize for a specific application?			
9	Are my supplementary career communication materials prepared (emails, etc.)?			
10	Do I have a schedule and a plan to help me monitor the results of my job board use?			

Additional Hints for Effective Job Board Use

The best approach for you will depend on several things such as:

- your personal and professional goals,
- your industry
- your work history
- trends in the job market

If you are an experienced professional, you may be familiar with recruitment practices in your organization. You may have referred candidates and been involved in hiring decisions. But recruitment practices vary.

If you are changing direction or targeting a different level or a different industry, you can save yourself a lot of frustration by finding out how hiring works in your target industry.

Don't assume it is the same as it was when you were last looking for a job.

Social media, ATS (applicant tracking systems) and other technologies are having a big impact on how companies recruit. Job boards are just one of the tools that companies use.

Reduce unnecessary obstacles to your search by being as informed as possible.

If you are not sure how hiring works for the employers you are targeting, take some time to find out.

You may need to do a bit of detective work. Use the ideas below to get started.

Begin with publicly available information. Use the list of companies you are targeting. Check the careers page of their websites. Look for their social media links.

Do they have a Facebook career page? Do they have LinkedIn Company page?
Look on job boards and review sites such as Glassdoor.

Next, look for opportunities to learn from company insiders. Review your network. Maybe one of your colleagues has worked there before and still has connections.
Try LinkedIn search to identify people in your online network who might be able to help.

Effective Job Board Use: Next Steps <i>List your planned changes below.</i>	Actions & Resources Needed <i>List the support you need below.</i>

Next check your schedule. Allocate times to complete at least the first 2-3 steps.
Reduce the stress of career change and job search with more effective job board use.

About Jennifer Bradley, PhD



Jennifer Bradley helps professionals navigate career transitions with more ease and less stress. Having lived and worked in both US & UK, she brings firsthand experience of the ups and downs of significant work-life changes (both planned and unplanned) to her professional role.

A member of the Career Thought Leaders' Consortium, Jennifer is a Registered Occupational Psychologist, a Certified Coach, and a Registered Career Development Professional.

With several specialist career-industry certifications, she helps individuals and groups reach their career goals more quickly with individualized approaches to career communication, job search, and career management. Jennifer helps her clients get the benefit of newer technologies for career development without getting overwhelmed.

Jennifer has published articles in professional journals and uses her blog, [Career & Work Life Matters](#) to share career management tips, tools, and trends.

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