



Job Search Strategies

Job Search is a long-term process of acquiring the training, background, and experience needed to be competitive in the job market. The process of a job search has been equated with actually having a job.

Researching the job market

Researching the conventional and hidden job markets requires time, patience, and proper planning. Getting your job search started with general job search Web sites but make sure you also spend time networking with people.

Developing employability skills

Employability skills are the “skills you need to enter, stay in, and progress in the world of work – whether you work on your own or as part of a team.” Employers seek individuals who have developed employability skills through past experiences because these skills are considered “transferable”. To determine the skills you will need for a specific occupational field and the experiences that are relevant to the development of those skills, it is important to meet employers and people in the professional field of interest through **career fairs, recruitment receptions and employer presentations**, as well as visit the Human Resources and Skills Development Web sites to research profession-specific competencies. Who can potentially set you up for a job interview? By doing so, you will open more doors to your career.

Some skills are desirable in any given position:

- Adaptability and flexibility
- Analytical abilities
- Communication (verbal and written)
- Computer knowledge
- Creativity and innovation
- Decision making skills
- Goal orientation
- Honesty
- Interpersonal skills
- Leadership and management
- Listening skills
- Managing and organizing information
- Negotiation skills
- Participation in projects and tasks
- Positive attitude and behaviour
- Problem solving abilities
- Reliability
- Sense of responsibility
- Strong work ethic



- Team work
- Willingness to keep learning
- Work safety

Becoming familiar with different types of employers

The public, private, and non-profit sectors can be difficult to differentiate. The following descriptions will help you understand the mandates and roles of each sector.

- The **public sector** is spread across three levels of government: federal, provincial or territorial, and municipal or local. Each level exercises its power through ministries, agencies, and departments. For more information on the public sector, visit:
 - **Federal Public Service Commission**
<http://www.fpsc.gov.pk/>
 - **Khyber Pakhtunkhwa Public Service Commission**
<http://www.kppsc.gov.pk/>
- The **private sector** regroups organizations that are not owned or controlled by the state or government and whose main function is the production of marketable goods and services. These businesses are owned by individuals or by groups of investors. Although not operated by government, private sector organizations may be regulated by municipal/local, provincial/territorial or federal law. For more information on opportunities in the private sector, visit **Career Development centre, UoP website**.
- The **non-profit, non-governmental or volunteer sector**, also referred to as the civil sector, belongs to the sphere of social activity undertaken by independent citizens or organizations that help focus attention on social, religious, charitable, educational, athletic, literary or political objectives. These local, national and international organizations vary in size, may or may not be incorporated, and be run by paid employees or volunteers.