

2017
JOB SEARCH GUIDE
USEFUL TOOLKIT ON HOW TO FIND A
JOB
UAE EDITION

(TIPS, TRICKS AND LOTS OF ADVICE)



TABLE OF CONTENTS

TOPICS	PAGE NUMBER
1 – GETTING STARTED	
1.1 Identify your field – test yourself	4
1.2 Your CV/Résumé	5
1.3 Day one checklist	8
2 – ROAD TO DISCOVERY	
2.1 Discovering Personal Platform	9
2.2 Discovering LinkedIn jobs	10
2.3 Discovering Mobile Apps	11
2.4 Discovering Hiring Managers - Directly	12
2.5 Discovering Recruitment Agencies	14
2.6 Discovering Job Sites	16
2.7 Discovering Job Alerts	19
2.8 Walk-in Interviews	23
2.9 Discovering Jobs on Twitter	24
2.10 Discovering Jobs on Facebook	26
3 – HOW TO PREPARE FOR YOUR INTERVIEW	28
4 – MISCELLANEOUS	
4.1 Cost of living in UAE	31
4.2 Salary index	31
5 – APPENDIX OF RECRUITMENT AGENCIES	32

*Disclaimer – This toolkit will provide you with tools as well as advice on how and where to apply. This information has been gathered based on years of working as an agency recruiter in UAE. IT DOES NOT GUARANTEE YOU A JOB!

1. GETTING STARTED

Looking for a job in the UAE can evoke a range of emotions as it can be quite an overwhelming task. As recruiters, we see thousands of hopeful candidates from over 180 countries entering the UAE eager to land their dream jobs and build a life here. Now, before you roll up your sleeves and fire away your CV in all directions, take a moment to create a more strategic approach. This guide will show you HOW to approach companies and recruiters, where to enroll, and provide you tips, tricks and hacks - all from a recruiter's perspective.

Tip # 1 – When to plan your visit?

Best time to visit is between the months of September to November and January to May. Avoid travelling in December; there's a slowdown due to Christmas, and between June & August; it usually coincides with Ramadan and the summer holidays – both are low recruitment activity periods.

To find work, you first need to understand how companies and recruiters use different sources to fill positions. The graph below gives you an idea of how it really works.



Employee referrals are a LOT cheaper than hiring a search firm and typically employees know who would be a good fit for the company. THIS IS WHY NETWORKING IS IMPORTANT!

1.1 Identify Your Field – Test Yourself

We all have our own inclinations and preferences; or in others words, our fields of interest. These are also determined by personal and professional experiences that have marked our past. Of course, your field of interest is also directly correlated to your education qualification. However, taking an assessment test will help you know yourself a bit better.

Here is a free link - <http://www.jobhuntersbible.com/for-career-changers/view/figuring-out-a-career-through-taking-tests>

Some of the most popular career assessment tests online:

Myers-Briggs	Parachute Test	Clifton Strengths
The Keirsey Temperament Sorter	Motivated Appraisal of Personal Potential (MAPP)	O* NET Online Career Exploration

Tip # 2 – Other than the six mentioned, there are plenty of other free online tests as well; just google “free job assessment test” or “free career assessment test” and make sure you try more than one test to compare the results.

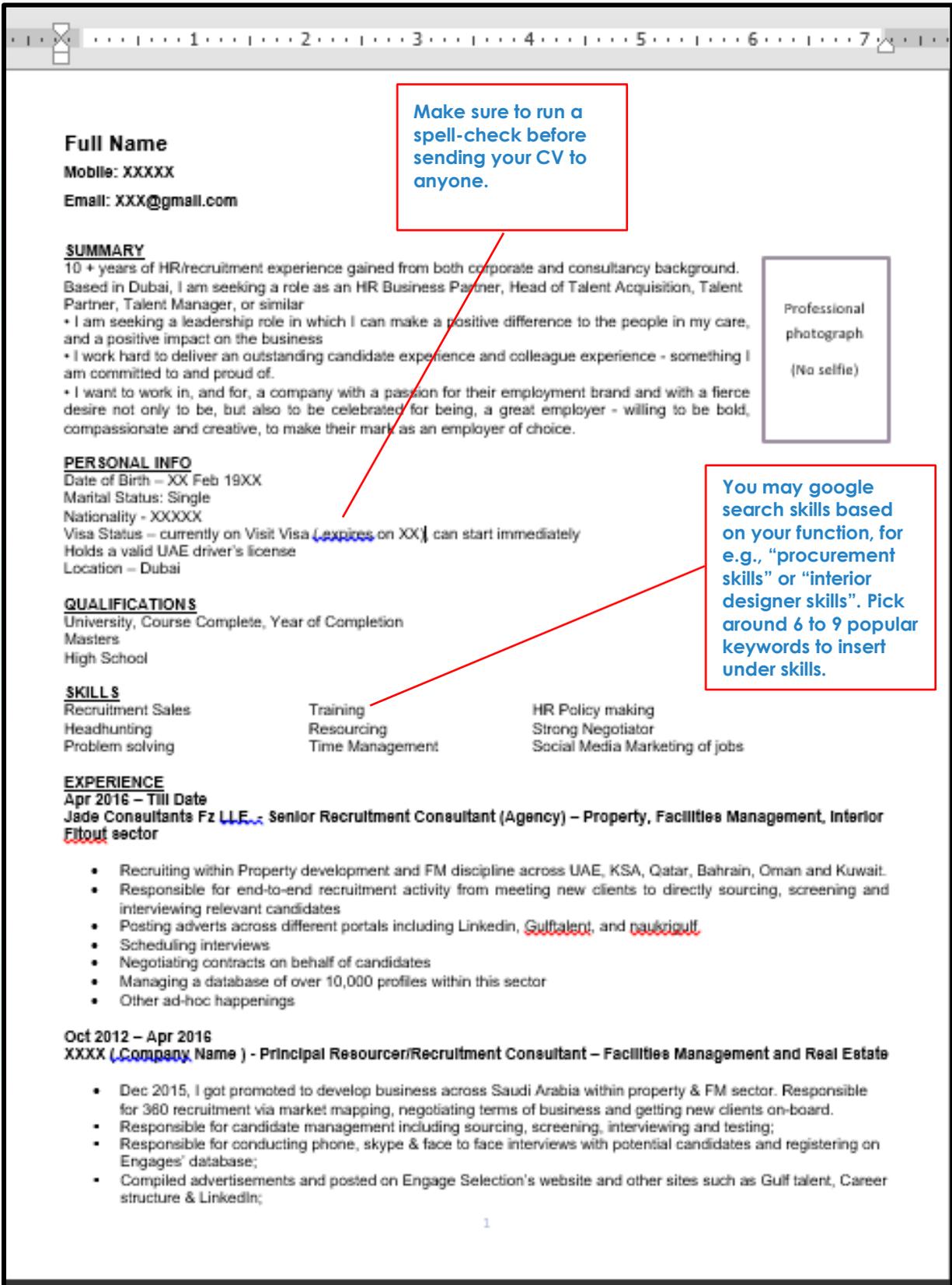
1.2 Your Cv/Résumé

Once you identify where your strengths and interests lie, the next aspect would be to start applying for prospective jobs. For this, you need a well written CV. We're not going to get into the basics of résumé writing, assuming that you already have a basic CV/ résumé in place. This segment will cover what information UAE employers specifically look for in CVs.

WHAT UAE EMPLOYERS LOOK FOR IN YOUR CV

- **Cover Letter**: Address it to the employer by name and personalize the cover letter before sending out your CV. Usually, the cover letter is 1 page long.
- **Summary**: In 3 to 4 lines (paragraph or bullet points), describe what kind of experience you have gathered and the kind of roles you are applying.
- **Personal Information**: Full name, contact number, email address, gender, nationality, marital status, date of birth, languages (spoken/written), visa status (visit/residency), potential joining date and driving license - these are essential details. You may also add your LinkedIn profile link if you wish to re-direct employers to your online CV (that is usually a good practice)
- **Education (School or professional training)**: Indicate the schools you have attended along with the exact dates when you began and concluded your education or training. Include any scholarships, awards or distinctions you may have received.
- **Skills**: This is an important part of your CV. Employers usually run a Boolean or keyword search on jobsites to find their ideal candidate. Mention around 6 to 9 keywords that describe your skillset (look up keywords used in your industry/function, if you're not sure).
- **Work Experience**: List all the jobs you have held along with the start and end dates and the duties you performed in bullet points. The experience should be in chronological format, starting with the most recent and ending with your first job. If you are applying for your first job, describe your work-related experience, i.e. internships, apprenticeships, or unpaid activities.

Tip # 3 – Cut out unnecessary details. Your CV needs to be crisp! Please avoid the names of your children, father, spouse, etc. It may sound rude, but employers are not interested in this kind of information. Also, avoid mentioning your height, weight and religion.



(This is an excerpt – to purchase the entire e-book, go to:

<http://www.jadeconsultants.ae/ebook/>)