

# Keep Smiling When You Are Given The Push

**By Barbara Oaff**

Stay positive, that's the message to thousands of workers who are likely to be looking for new jobs in 2002 as the economic downturn continues. A quarter of the workforce is now afraid of being made redundant, according to a survey by European recruitment agency Newmonday.

Jane Barrett, a career coach with London-based consultancy Workmaze, stresses:

**RULE ONE:** Believe in yourself, 'If you don't, no one else will. Staying upbeat about your abilities and your chances is always crucial.

**RULE TWO:** Be flexible, says Tim Hurst, director of HBS solutions, a London consultancy that gives advice on redundancy. When times are tough, you can't afford to be too choosy, 'It is helpful to carry out a personal audit to identify your skills', he says. 'Then you can try to see how they may apply to other types of businesses or other sectors'.

**RULE THREE:** Search widely and persistently. Claire Edmonds of national headhunter Ashley & Coutts, says 'Don't just rely on advertisements in newspapers and notices in agency

windows. Talk to your friends and family, get out there and network'.

**RULE FOUR:** Try temping. Dai Williams, who runs Eos, a consultancy in Woking, Surrey, that counsels redundant workers, says: 'Temping is no longer something just for people in support roles, it is also something that professionals and executives take on. 'Short-term contracts are good experience. You can make valuable contacts and, if nothing else, they can help to maintain a job seeker's confidence and motivation. 'Public relations manager Farial Ameen knows how hard it is to find a job. She resigned in July to take a job with another company in London, but the offer fell through. Farial, 28, had to begin job hunting again. 'There wasn't a lot out there,' she says. 'People weren't even saying "No, we don't want you". They were saying "We don't want anyone". It was really disheartening. 'It was November 14 before she found a new job with August One, a London PR firm. 'You have to be persistent. The desperation to get a job will drive you on,' she says. And finally...

**RULE FIVE:** Remember your long-term goals, says Williams. 'Don't focus only on the short-term necessity of getting a job. Ask yourself where you want to be when the economy recovers. Try instead to maintain your own sense of purpose and vision.