

Let recovery commence.

You'll need commitment, preparation and a little bit of luck to get a job ahead of the competition.

Take stock. Do you want to do the same type of job or could this be the push you need to do something different? Once you've decided, be disciplined and put the same hours into finding a job that you'd spend working.

Many jobs are filled by word of mouth. List the people you've worked with over the past five years, and talk to as many of them as you can about job possibilities.

Make sure you're looking for a job everywhere you can:

- **Check newspapers and job websites**
- **Register with employment agencies (they shouldn't ask for any fee)**
- **Send out your CV to anywhere you'd like to work**

In the meantime, you might want to consider doing voluntary, freelance or short-term work to keep busy and improve your skills.

Did you know...

...exercise is medically proven to make you happier. It releases chemicals called endorphins into your bloodstream, which raise your mood.

Writing a fantastic CV.

A sparkling CV is an absolute must. Spend time on yours to make it stand out from the rest.

Make sure your CV contains the most important information on page one – your main skills, know-how and achievements. For each job you've had, list the skills you used and what you did to add value to the role. Also remember skills gained from study, work placements and volunteering.

For each job you apply for you'll also need a short, persuasive covering letter. Look at the top five or six requirements for the job and list your own matching experiences in bullet points.

If you want to change career, consider writing a profile at the top of your CV about your situation, what you have to offer, and what you're looking for.

Use your spare time...

...to get out and about with your family and friends. It doesn't have to be expensive: go for walks or visit museums or the park.

Beating the competition.

Hurrah, you've got an interview! But there's more to do before you're home and dry.

Make sure to do your homework on the job and organisation before the interview. Work out what kind of person the employer wants, what kind of questions they might ask, and how you would answer them. Practise your answers with a friend.

Remember that first impressions count – dress smartly. Speak clearly, and don't waffle when you answer questions. Try not to say anything negative about your last employer.

Always have questions ready at the end of the interview. You could ask how the job will develop or about any training you'll receive.

Most importantly, don't beat yourself up if you get turned down. Ask for feedback. Learn from what went well, and think about what you could do better.

Why not...

...do some gardening while you're off? You'll get great satisfaction from seeing your garden looking good, and it's fantastic exercise too.

Keep your chin up.

You might not find a job immediately in these troubled times. That's not your fault, so try not to dwell on this. Focus on your next steps instead.

Remember that very few people remain unemployed in the long-term, particularly if they are fairly flexible about what they do and work as hard as possible at job hunting. Try to talk to people who have been made redundant and have since found work to keep your spirits up. Remember to take some time for yourself; get out and meet your friends at least once a week.

Why not take up...

...an evening class or new hobby? There are lots of free and low cost groups you can join – look on local noticeboards or search on the internet.



Made redundant?

The practical guide to getting back into work and staying healthy

drinkaware.co.uk
for the facts

So you've been made redundant.

Your first impulse is probably to drown your sorrows with a drink or ten in the nearest pub, or to go home, hide under the duvet and never come out again.

As appealing as that approach may be, it's probably not the best way to get your life back on track. Leading careers coach John Lees, author of a range of careers books including *How To Get A Job You'll Love* and *Job Interviews: Top Answers To Tough Questions* has come up with the helpful tips in this leaflet on how to get back into work.



Did you know...

...you'd need to swim for 20 minutes to burn off the average 200 calories in a pint of beer or two small glasses (125 ml) of 12% wine.



Your health.



Drinking and slobbering out might seem like a fantastic idea to block out worries, but that won't help you take the positive steps you need to move on.

Give yourself a couple of days to relax and then get yourself on top form ready to get back into employment by eating a healthy balanced diet, getting regular exercise and staying within the recommended drinking guidelines.

To stay healthy, start your day with a 10-20 minute jog or brisk walk. Exercise will leave you feeling fresh, invigorated and ready for the job hunt, especially if it's accompanied by a good diet with lots of fresh fruit, vegetables and oily fish, and energy food like porridge and bananas.

Try to stay away from alcohol; it is linked to both anxiety and depression and will make you feel worse. It can have hidden calories and is linked to serious health problems such as cancer and liver disease. If you do drink, it is recommended that men drink no more than 3-4 units a day, equivalent to one and a half pints of normal strength lager, and women 2-3 units a day, equivalent to a large (250 ml) glass of 12% wine. It is also recommended that you have at least two days off from alcohol a week to give your liver time to recover.



Don't panic!

Redundancy is happening to all kinds of people in all kinds of jobs. It's not your fault and you're not alone.

After you're over the initial shock, make sure you know your rights: how you should be treated, your notice period, and if you're entitled to a redundancy payment. Go to your trade union or professional body for advice.

You might be feeling angry at them at the moment, but could your employer help you get another job? They might be able to give your CV a review, do practice interviews with you, or introduce you to potential employers. You could even ask them for time off, before you leave, to job hunt.

Finally, unless you believe your employer has broken the law, don't get bogged down in lengthy disputes. Save your energy for the next stage.



Did you know...

...alcohol can raise your anxiety levels.



Money matters.

With no or reduced income, it's really important that you plan for the months ahead. Start by looking at your redundancy payment, savings and any other income you might have. Find out what state benefits you may be entitled to. Then work out a budget for the next three months.

If your sums aren't adding up and you think you're going to struggle to pay your mortgage, rent or bills, talk to your lender, landlord or supplier immediately about reducing or delaying your payments. It might surprise you how helpful they are.

Cut back where you can – but not on travel to interviews or meetings about work opportunities.

Did you know...

...eating a wide variety of food, especially fish, wholegrain cereals, nuts, beans, fruit, vegetables and protein, and drinking plenty water all help your mood.

Think carefully before making any big decisions. Take advice before spending your redundancy payment or saving it where you can't access your funds. The same goes for borrowing money.

Getting help

Health advice

Drinkaware:	www.drinkaware.co.uk
The Samaritans:	0845 790 9090
Drinkline:	0800 917 8282
National Drugs Helpline:	0800 776 600
NHS Choices:	www.nhs.uk/livewell

Careers advice

Jobcentre Plus:	www.jobcentreplus.gov.uk
Recruitment & Employment Confederation:	www.rec.uk.com/jobseeker
Graduate careers:	www.prospects.ac.uk
John Lees Associates:	www.johnleescareers.com

Updating your skills

Government information:	www.careersadvice.direct.gov.uk 0800 100 900
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Advice on your rights and managing debt

Trade Union Congress:	www.tuc.org.uk/redundancy
Citizens Advice:	www.citizensadvice.org.uk
National Debtline:	www.nationaldebtline.co.uk 0808 808 4000
Public services:	www.direct.gov.uk

About Drinkaware

Drinkaware is an independent charity with the sole purpose of providing people with information to make informed decisions about the effects of alcohol on their lives and lifestyles. We help dispel myths and present the honest facts about alcohol, based on evidence.

drinkaware.co.uk
for the facts