

How do you prepare for a vacation?

This month's tip helps you take a break:

With summer just around the corner, vacation season is right upon us. If you have been checking off the days until your next getaway, you know that you are ready for a break! You can take steps before your trip to make your return less stressful and your vacation truly enjoyable.



Business Tip

Before you leave ...

Out-of-office prep: Two to four weeks before you head out of town, prioritize the tasks you need to accomplish before your vacation. Outline what it will take to complete each item and follow a schedule to wrap up your list.

Position proxy: A week before your time off, sit down with the individual who will be taking over your work while you are gone. Make sure they understand what you need them to do and discuss if it is reasonable so your substitute doesn't get overloaded or feel dumped on.

Constant contact?: Leave details of not only your specific contact information, but also what your availability will be during your vacation. Are you planning on checking email once a day or being completely unavailable? Your co-workers need to be aware of this.

When you return ...

Let yourself ease back into your work routine and schedule. Don't expect to be on top of everything your first day back. Plan to tackle key things each day and you will be back on track by the end of the week.



Myth: The online job hunt: it's out of your hands.

With the online job application, there is a sense of informality that can hurt your chances of landing an interview. Still, there are tactics to help you maintain professionalism in the online world.

And even though it feels like you are out of control once you click "Submit" and your resume is in some "In" box, you can find ways to manage the process.

Material review: Grammar and punctuation are still very important. Always edit and review your resume and cover letter before uploading them within the online application. If you have to type in information, take the time to read it and make sure there aren't any mistakes.

Page by page: Make sure you take your time going through the process. Read every question and all instructions very carefully and make sure that you are as truthful and thorough as possible. Many online forms have the option to save if you want to read it one more time with fresh eyes before submitting the final draft.

Question of follow-up: Following up an application with a phone call used to be a no-brainer. Now, most online sites don't have direct contact information for the person in charge of the search. It might take a little detective work, but it's worth it to show your interest in the position. Pick up the phone or send an email to the HR professional one to two weeks later to make sure your application was received OK and is being processed.

By taking an active role, you will ease the anxiety that surrounds a job search and help boost your confidence.

Are you ready for a conversation?

The Success Trek team is ready to talk! Sit down with us and we will listen to your issues and challenges. For more information, contact Theresa Valade at t.valade@success-trek.com or 219-680-7720.