



Ten Top Tips for Getting a Therapy Program Manager Job

When you are looking at **jobs for occupational therapy** you are entering a well respected and thoroughly rewarding vocational niche. **Occupational therapy jobs** provide a well structured career path, the opportunity to work with a wide variety of people and provide a service which impacts directly upon people's lives and well-being.

Here are the top ten tips for finding an occupational therapy position.

Tip Number One

Consider what an employer is looking for in a candidate and this will be found primarily in the job specification they provide- you need to make sure of the information that you are using to assess occupational therapy jobs.

Many potential candidates don't spend enough time on this and fail at the very first hurdle in persuading a potential employer for an interview.

Your resume is the most powerful tool in your arsenal when it comes to demonstrating that you have considered what the employer is looking for, so use it carefully.

Tip Number Two

If you use a web service or recruiting resource to assess vacancies you must make sure it is accurate and providing up-to-date information.

Most of the information you see on the internet is out-of-date by the time you get to see it so your first real task is to qualify the resources you are using in your job search.

Use a web resource that has a track record of dealing in this niche sector and also has a degree of credibility within the recruiting and employer community which in turn will reflect well upon you when you present yourself to an employer with a vacancy.

Tip Number Three

Agencies and web sites which charge fees upfront for placing you or your resume before an employer should be avoided. If a recruiting agency is going to be paid for placing you with an

employer then the employer is the one who will pay for the service and not the individual candidate.

Some vacancy listings do charge a subscription fee to access their information but this is not the same as being charged, frequently exorbitant charges either upfront or upon successful placement in a position. This form of charging is a scam - avoid any agency or site that engages in it.

Tip Number Four

Make sure you control who gets to see your resume!

This may seem a little strange but your resume has a value all of its own - first of all, it is the most powerful tool you have for getting yourself a face-to-face or telephone interview with a potential employer. So use it appropriately and effectively.

Secondly, some agencies and services will simply take your resume, erase identification information and mass market you with a bunch of other resumes to an employer mailing list. You may also find that the same resume crosses the same desk a number of times if you are registering with a variety of agencies and sites. This does not look good to an employer - it gives the impression of desperation and lack of professionalism.

You set the parameters of who gets to see your resume and under what circumstances. So avoid a recruiter or service which does not have stringent controls upon how your resume is used.

Tip Number Five

Poor preparation leads to poor performance!

Learn about the issues surrounding this vocational sector and take time to learn about your potential employers, their needs and the challenges they face.



Occupational Therapy Career Tips

Acquiring a thorough knowledge of the context within which they operate will help you enormously in preparing your resume and in interviews because it will first be obvious that you have done this research and secondly, you will be more confident as knowledge dispels fear!

Tip Number Six

Use a web site or resource which charges a subscription fee to access their vacancy database.

This may appear strange but the reality is that sites which are "free" to users are in fact providing a very restricted service to a large number of candidates. Employers are charged to advertise their positions and many choose not to do so – this means fewer vacancies to look at while "free" for users means you have a large number of users looking at the same jobs – this artificially inflates the competition and apparent demand for the jobs and reduces the need for an employer to offer a competitive benefits package.

Tip Number Seven

Select a web site or resource which actively collects and arranges vacancy information for you.

Many sites do not do this but for those few that actually do, the information they provide is of an excellent quality, highly comprehensive and contains very accurate information that is essential to any job search efforts of any candidate.

Tip Number Eight

If you are looking at a specialist position or a vacancy for a particular position of same seniority or functionality across several different employers then you really need to be using a web resource which specializes in the occupational therapy sector.

Take this example for [occupational therapy assistant jobs](#); in a general web resource or site, the word assistant is simply going to throw up hundreds of non-relevant vacancies for an "assistant" whereas in occupational therapy circles, an assistant has a much higher standing than say a clerical assistant.

Use a specialized service which deals with occupational therapy or you will be wasting a great deal of time, effort and energy.

Tip Number Nine

This is obvious but worth repeating again and again.

Arrive punctually for an interview and dress appropriately for the interview.

You will be surprised at how many times this is forgotten by candidates and first impressions really do count.

This is a simple advice which is easy for you to achieve – make sure you stick to it as some of your competition will not.

Tip Number Ten

Applying for positions, you feel, are beyond your experience level – don't be shy, just try sending your resume to a few employers with vacancies for jobs you know you would like but may feel you are not ready for yet.

The reason is simple – you may be surprised at the reaction and response you get.

If you are being called for interview as a consequence of this ascent in your expectations, you are ready for the next move upwards in your career.

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