A roadmap

Using a structure approach to job search

Seeing job search as a project with different streams of work

Clarity	Preparation	Execution	Connection	Motivation
Show-up with purpose and intention	Use AI for insight and productivity without compromising on your authenticity	Submit authentic applications and interview with calm and confidence	Make true connections with referrals, recruiters, hiring managers	Keep yourself confident and motivated

Key question

How can I use AI in job search to increase efficiency and insight, but still preserve authenticity?

The 4 pillars of authenticity in the age of AI

Ownership

AI supports you - but you remain the decision-maker.

Clarity

What do I want and why?

Judgment

Is this pitch accurate?

Does this pitch clearly show how I'm a fit for this role?

Voice

Does this sound like me?

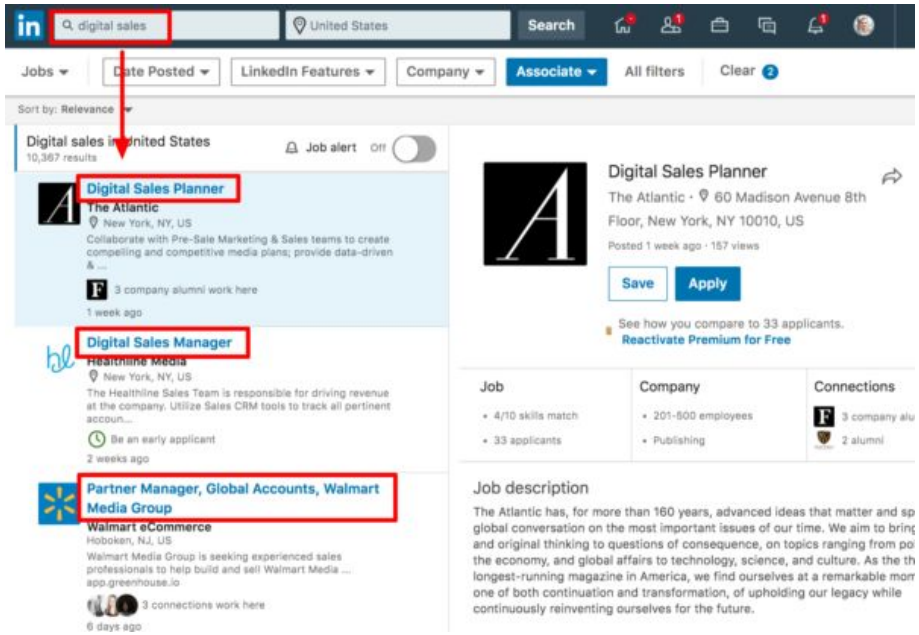
Would I feel confident saying this out loud?

Connecting: who you are, what you beleive and what you do

Prepare

- Introduce a new tool
- Demo:
  - Scan the job market
  - Identify roles to apply
  - Know which skills are the most valuable

Job scanning exercise



Impact-oriented job boards

Prompt: Give me a list of impact-oriented job boards relevant to **[area of expertise]**,

Tips for using job boards

- **Blend broad + niche**

  Don't rely exclusively on one board. Use 80,000 Hours + one or two niche ones (like EA Opportunities or DevelopmentAid) + a general aid/UN board (ReliefWeb, UN Careers) to get full coverage.

- **Be selective / set alerts**

  Because niche boards often have fewer listings, turn on alerts so you don't miss something good when it appears.

- **Optimize your profile / visibility**

  On boards like DevelopmentAid, your profile (CV, keywords, area of expertise) often plays a large role in whether recruiters ever see you. Use all available "matchmaking" features.

- **Check cause / domain boards**

  If your interest is in climate, global health, AI governance, biosecurity, etc., find the specialized boards in those domains. (EA communities often maintain curated lists of domain boards.)

- **Use community / network hubs**

  Many high-impact roles circulate inside communities before (or instead of) being publicly advertised. Being active in EA, policy, global health networks can give you early access.

- **Watch out for premium / paywalls**

  Many niche boards offer "free" viewing but charge for premium matchmaking, CV exposure, or broadcasting services — weigh cost vs expected return.

- **Don't ignore tenders & consultancy lists**

  Some roles in international development are posted as "tender / contracting" rather than "staff jobs." Platforms that also list grants / tenders (like DevelopmentAid) can help you catch those.

- Application documents
- Interviews

Your application: what does a recruiter see?

First impressions matter: Recruiters take **6–10 seconds** to scan a CV initially.

What they look for: Clear structure, alignment with the job, and impact.

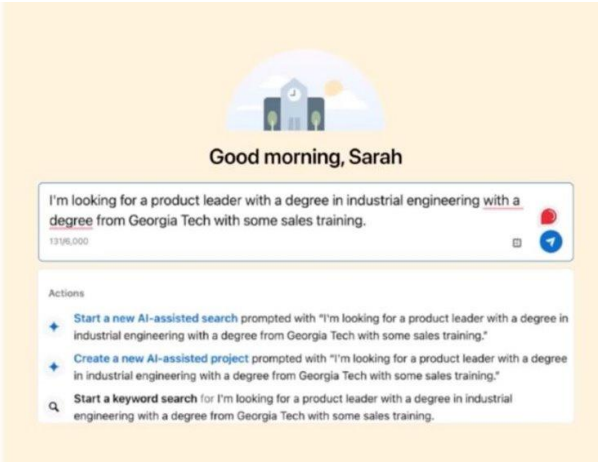
The Two-Minute Test – are your strengths, value added and fit for role clear?

Your Map: Recruiters

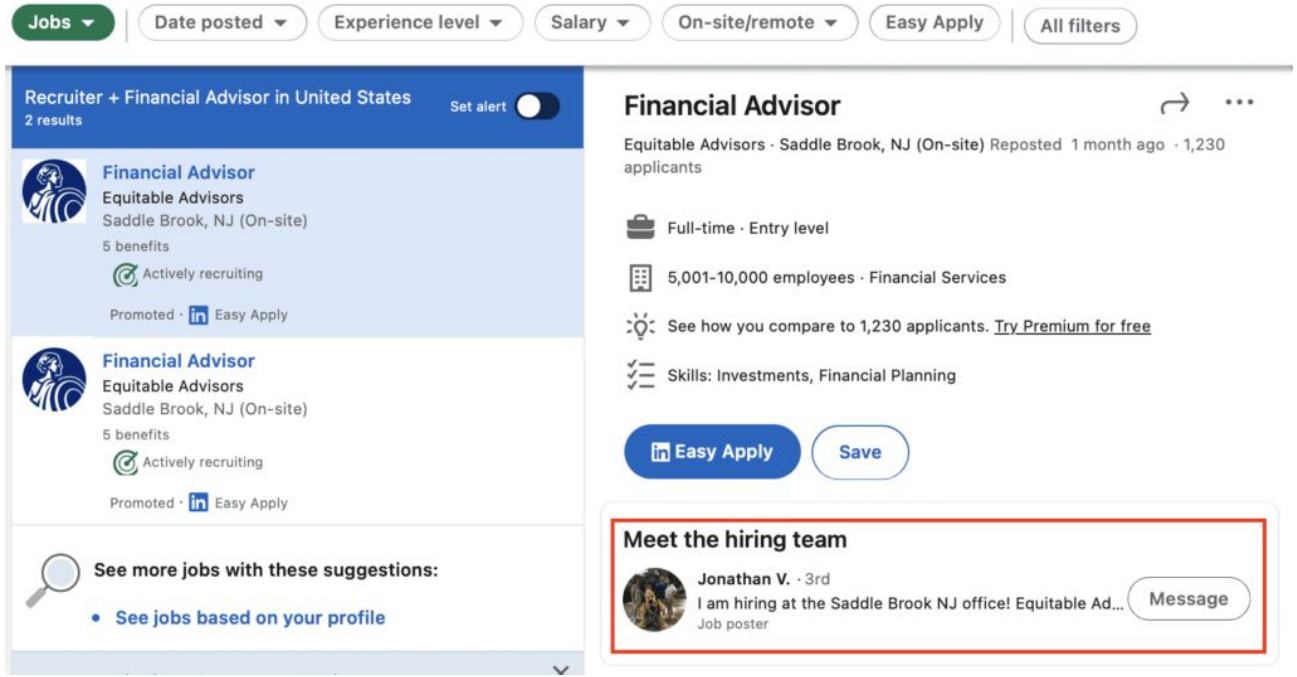
The more complete your profile, the more likely you are to get recruiter views

Years of experience + Total years of work experience	**Industries** + Candidate industries	**Postal code / Zip code** + Enter location or zip code
Years in current company + Years working in their current company	**Schools** + Schools attended	**Profile languages** + Languages used on LinkedIn
Years in current position + Years working in their current position	**Fields of study** + Topics studied in school	**Network relationships** + How closely you're connected

Your Skills section is important



Your Map: Recruiters



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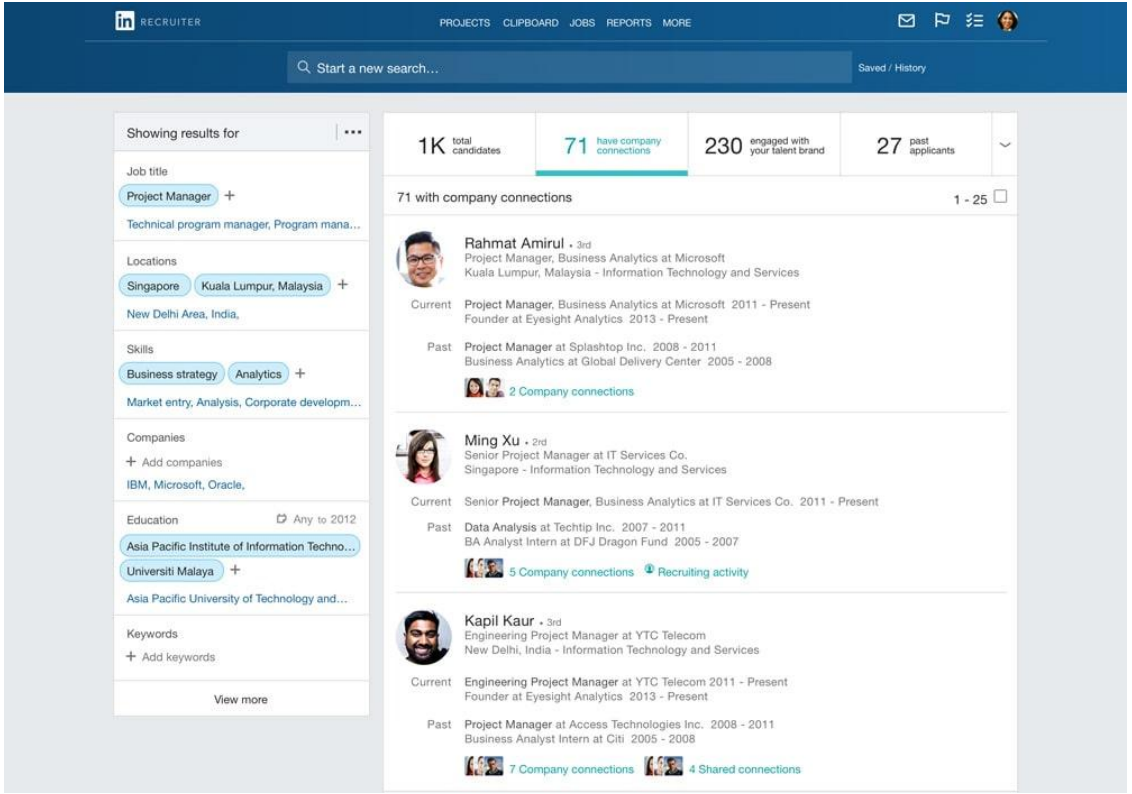
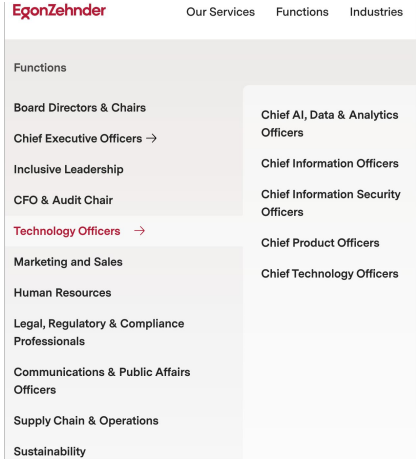
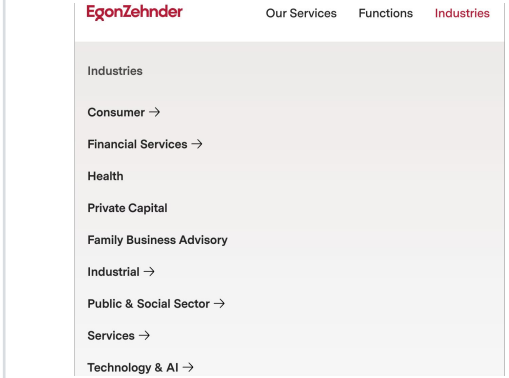


Recruitment agencies





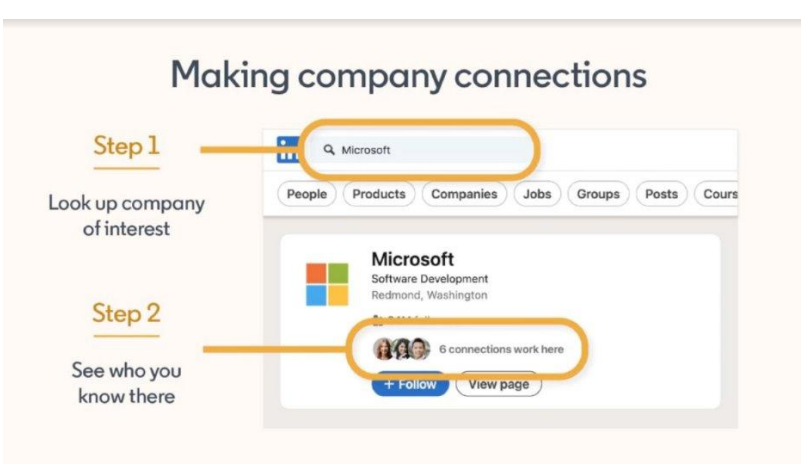
Prompt: Give me a list of impact-oriented recruitment agencies relevant to **[area of expertise]**

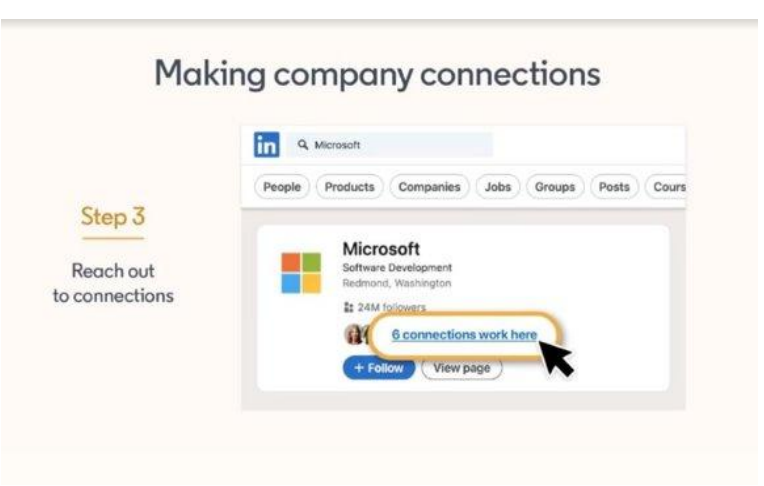
Connect

- Referrals, hiring managers
- Strategic networking exercise

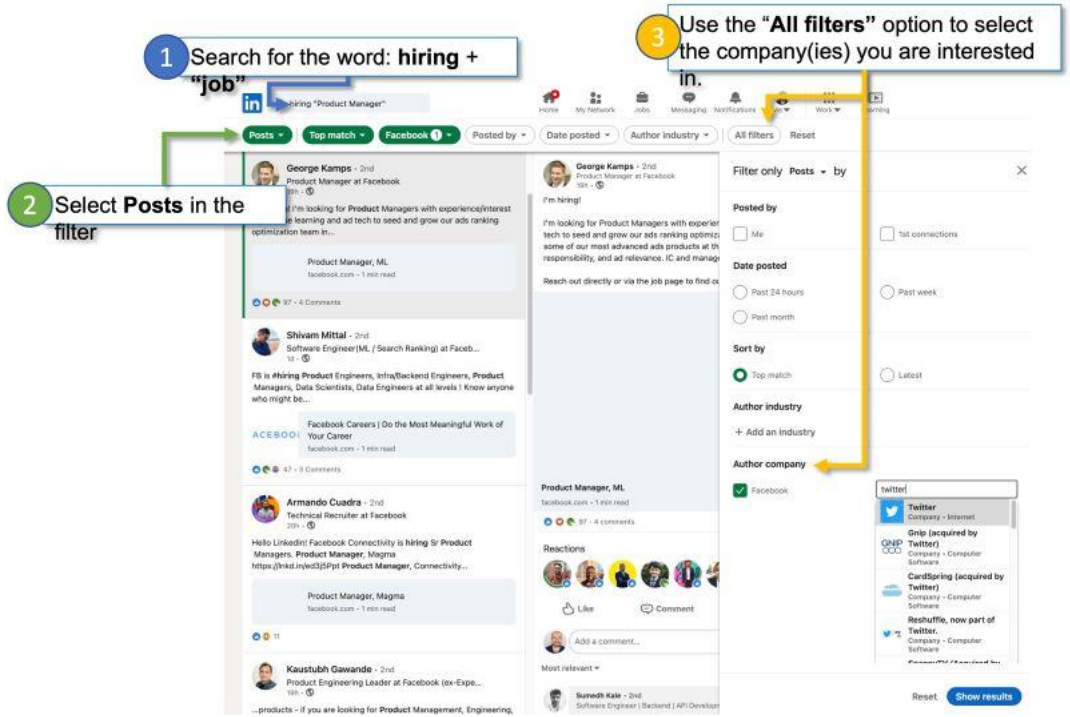
Your Map: Referrals

Your Map: Make a list of companies

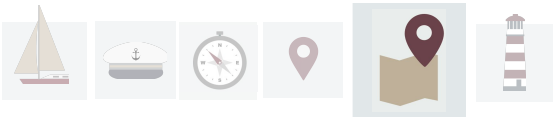




Your Map: Hiring Managers



Your Map: Connections

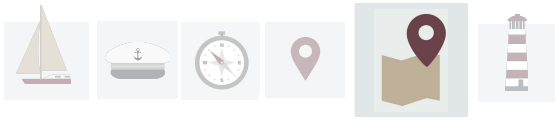


Here's how you can export your LinkedIn connections (names, emails if available, and other details):

1. **Go to Settings & Privacy**
   - On LinkedIn, click on your profile picture (top right).
   - Select **Settings & Privacy**.
2. **Access Your Data**
   - In the left-hand menu, click on **Data privacy**.
   - Then click **Get a copy of your data**.
3. **Choose What to Download**
   - Select **Connections** (or the full data archive if you want everything).
   - Click **Request archive**.
4. **Verify**
   - LinkedIn may ask you to re-enter your password.
5. **Download the File**
   - Within about 10 minutes, LinkedIn sends you an email with a download link.
   - The file is in **CSV format** (you can open it in Excel, Google Sheets, etc.).

⚠️ **Note:** LinkedIn doesn't always provide email addresses anymore (due to privacy settings). You'll get names, current positions, and sometimes company names — but only emails if your connections have chosen to share them.

Your Map: 2025 Updates



What's New in LinkedIn's 2025 Algorithm?

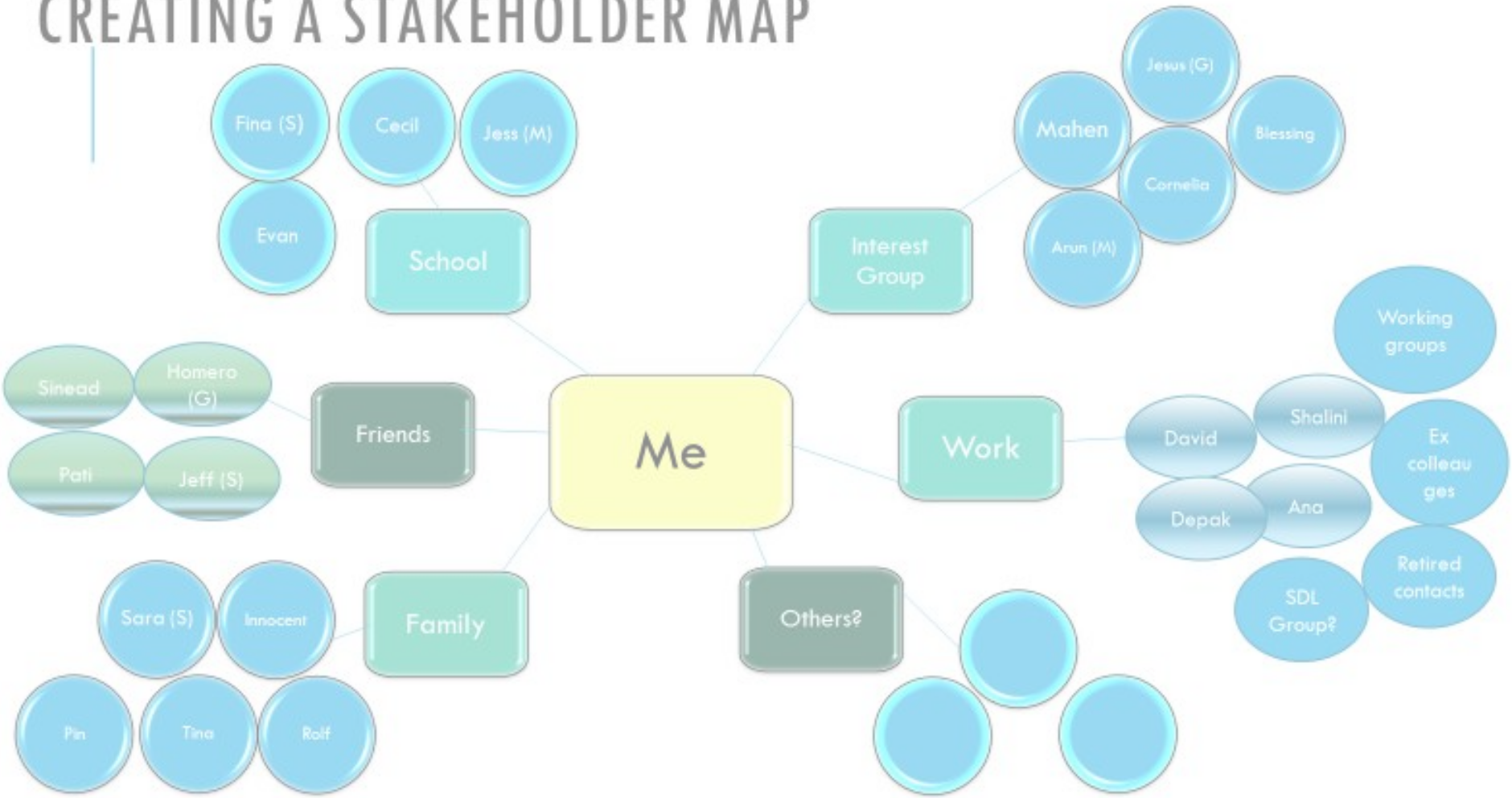
LinkedIn's algorithm is designed to show users the most relevant and engaging content. In 2025, the platform has made some key updates to improve user experience and prioritize meaningful interactions. Here's what's changed:

1. **Focus on Quality Over Quantity** LinkedIn is now prioritizing high-quality, original content over frequent, low-effort posts. This means posting just for the sake of posting won't cut it anymore.
2. **Engagement Matters More Than Ever** The algorithm now values meaningful interactions—comments, shares, and thoughtful reactions (like the "insightful" button) over simple likes.
3. **Video Content Gets a Boost** Native videos (uploaded directly to LinkedIn) are being prioritized over external links or third-party videos. Short, engaging videos perform especially well.
4. **Niche Relevance is Key** LinkedIn focuses on showing content to users based on their specific interests and professional fields. This means your content needs to be highly relevant to your target audience.
5. **Penalty for Over-Promotion** Posts that are overly promotional or sales are being demoted. The algorithm favors content that provides value, educates, or sparks conversations.

Exercise 1 – CREATING A STAKEHOLDER MAP

- Increasing awareness of who is in your network and key stakeholders

1. Using the ‘Creating Stakeholders’ handout, please start by highlighting all the ways contacts can serve and provide value to each other.
2. Self-work: please list all the groups you belong to or have belonged to, including online and face to face groups and your role
3. List in the next sheet ‘Stakeholder map’ listing the names of contacts from each group and use the key to show how they may be helpful.

   S= Supporter, I = Information holder, M = Mentor, G = Gatekeeper
4. Asterisk those with whom you’ll make contact over the next three months

CREATING A STAKEHOLDER MAP