

Job Search Tool Kit



Roadmap – Find Returner Friendly Jobs



<https://backtoworkconnect.ie/careerhub/back-to-work-roadmap/>

Welcome!

My Returner Job Search Toolkit

Search smarter. Apply with confidence.

Finding the right job isn't about applying for everything you see. A more focused approach can help you spend your time on opportunities that genuinely match your skills, experience and what you want from work today.

Use this toolkit each week to keep your job search focused and manageable.



BTWC Returner Tip

Don't wait until you meet 100% of the requirements. Job descriptions often describe an ideal candidate. If you can demonstrate many of the key skills and requirements, consider applying.

Find the Right Opportunities

Know What You're Looking For

Before you start searching, remind yourself what matters to you.

Roles I'm interested in: _____

Industries/sectors I'd consider: _____

My preferred location / commute: _____

My working preferences

- ☐ Full-time
- ☐ Part-time
- ☐ Hybrid
- ☐ Remote
- ☐ Flexible hours
- ☐ Contract
- ☐ Returnship
- ☐ Open to different options

My salary range (if applicable): _____

My non-negotiables: _____

What really matters in your next role? _____

Find the Right Opportunities

Look Beyond the Job Title

Don't rule yourself out because your previous job title doesn't exactly match.

When you find an interesting role, ask:

- ☐ Can I do most of the core responsibilities?
- ☐ Do I have transferable skills that match?
- ☐ Could I learn the things I'm missing?
- ☐ Does the role fit what I want from work now?
- ☐ Am I genuinely interested in it?

Is This a Returner-Friendly Employer?

Look for signals that an employer genuinely values different career journeys.

Positive signs

- ☐ Flexible or hybrid working is mentioned
- ☐ Skills and experience are valued rather than a rigid career history
- ☐ Career breaks are acknowledged positively
- ☐ Training or development is available
- ☐ The organisation talks about inclusive recruitment
- ☐ Flexible working or family-friendly policies are visible
- ☐ The application process allows you to demonstrate transferable skills
- ☐ You've found them through Back To Work Connect

Don't just research the job, research the employer.

Read their website, careers pages and BTWC Employer Spotlight before applying.

Before You Apply

My Application Checklist

The job

- ☐ I've read the full job description.
- ☐ I understand the main requirements.
- ☐ I've identified the skills they're looking for.
- ☐ I've researched the employer.

My CV

- ☐ I've tailored my Professional Profile to this role.
- ☐ My most relevant skills are easy to find.
- ☐ I've included achievements, not just responsibilities.
- ☐ My career break is presented clearly and positively.
- ☐ I've included relevant volunteering, learning or professional development.
- ☐ I've used keywords from the job description where they genuinely match my experience.
- ☐ I've checked spelling, dates and formatting.

Before I click Apply

- ☐ I can explain why I want this role.
- ☐ I can give examples of the key skills they're looking for.
- ☐ I meet enough of the important requirements to give this a go.

Ready? Apply.

Before You Apply

My Weekly Job Search Plan

Job searching can quickly become a full-time job in itself. Give yourself a manageable target.

This week I will:

- ☐ Check the BTWC Job Board
- ☐ Read the Weekly Job Alert
- ☐ Identify 3 roles worth exploring
- ☐ Submit _____ quality applications
- ☐ Contact one person in my network
- ☐ Research one Returner-Friendly employer
- ☐ Spend time on learning or professional development
- ☐ Take time away from job searching too



BTWC Returner Tip

Measure your progress by your actions, not just your outcomes.

You can't control whether an employer invites you to interview. You can control the quality of your applications, the opportunities you explore, the people you connect with and how well you prepare.

Final Reflection

One final check...

Before deciding not to apply for a role, ask yourself:

"Am I genuinely unsuitable for this role—or am I talking myself out of it?"

If you have relevant experience, transferable skills and the ability to learn what's missing, give the employer the opportunity to decide.

Your BTWC Support

Your job search doesn't have to happen in isolation.

Use the support available to you:

- Returner-Friendly Jobs
- Weekly Job Alert
- Employer Spotlights
- Community Events
- Career Relaunch Newsletter
- Community Care Team

And remember...

You don't need dozens of applications. You need the right opportunities and strong applications.