



JOB SEARCH STRATEGIES

Overview of Job Search Process

- Develop a goal/objective
- Write a resume
- Research companies
- Find job leads
- Conduct networking
- Apply for positions that interest you
- Interview with employers
- Negotiate Salary

Develop Goal/Objective

- Conduct self-assessment
 - Consider your interests, skills, personality, and values
 - Talk with CSC counselor and/or take career exploration test(s)
 - Make a list of every job/career that has ever interested you (from the earliest age) and why; look for patterns
 - Consult career planning books such as *What Color is Your Parachute?*
- Investigate various fields by reading occupational info and talking with people in the fields

Write a Resume/Develop Cover Letters

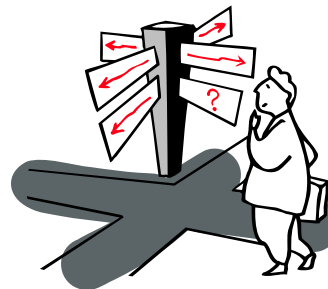
- Use CSC's *Job & Internship Resource Guide* for information on writing resumes and cover letters
- Bring your resume and cover letter to the Career Center to receive feedback from a counselor during drop-in sessions
- Revise and create targeted versions for different types of jobs, if necessary
- Create electronic versions of your resume/cover letter, make sure subject line addresses the position you're applying for/your relevant background

How to Research Companies

- Visit company websites (find through Google, Yahoo, Book of Lists, etc.)
- Other online research sites:
 - www.Vault.com
 - www.Hoovers.com
 - www.Morningstar.com
- Use Career Services Center resource library
- Visit Gleeson Library
- Talk with current & former employees of the company

Where to Find Job Leads

- CSC resources:
 - DonsCareers
 - On-Campus Interviews
 - Company presentations
 - CSC Career & Internship Fair, Non-Profit Expo
 - job binders
- Other websites:
 - www.craigslist.org
 - www.usajobs.opm.gov/
 - www.careerbuilder.com
- Trade/professional association publications, websites, events
- Industry-specific career fairs
- Employment agencies/recruiters
- Newspapers
- Social Networking-Linked-In



The Power of Networking

- Most jobs are found this way (60-70%)
- Let everyone know you're looking (friends, family, professors, classmates, alumni)
 - Brainstorm 5 contacts today

How to Network

- Develop 1-2 minute introduction to communicate your goals/objectives:
 - "Hello, my name is _____."
 - (Chitchat about weather, event you're attending, current events, etc.)
 - "Most recently I have been (in what industry or at what school, etc.). My interests are strongest in _____, so now I'm looking for information about _____ and would like to meet people who _____. Do you know anyone you think I should talk to to get the information I need?"

Apply for Jobs that Interest You

- Include targeted resume & cover letter
 - Submit them in company's preferred format (email, mail, or fax)
 - Be aware of formatting differences
- Follow up with call or email in 1 to 2 weeks if you haven't received a response – restate your interest

Job Interviewing

- Prepare by researching company & position
- Know 3 of the traits, skills, and characteristics that make you an excellent candidate for this job
- Dress professionally
- Communicate your enthusiasm about the job – have questions ready for interviewer
- Bring paper, pen, & extra copies of resume
- Have a career portfolio if appropriate
- Be friendly - "People hire people they like."
- Ask about next steps before you leave
- Follow up with a prompt thank you note
- Practice by doing a videotaped mock interview or having a friend ask you sample questions

Job Interviewing (continued)

- Use "PAR" to answer questions:
 - Problem / Action / Result
- Be specific & support your claim!!
 - e.g. "One of my strengths is my ability to adapt easily and effectively to changing situations. When I worked at the front desk of a residence hall, I encountered many instances in which I had to make quick decisions. For example...(give specific P-A-R)."

Negotiating Salary

- Do
 - Research salary ranges
 - Have a realistic budget
 - Be prepared to explain why you're worth the \$\$
- Don't
 - Mention salary/benefits in the 1st interview!
 - Be the first to say a number

Job Search Pointers

- Develop job search strategy that works for you:
 - How much time do you have to devote to your search?
 - Make schedule of "to do's" & break it down into manageable parts (weekly & daily tasks)
 - Use someone you know as an example
- Make sure you have a support system (family, friends, current employer, etc.)
- Visit CSC for assistance along the way

Where to Find Out More Info

- Career Services Center, UC 403 has handouts and other resources on
 - Resumes
 - Cover letters
 - Researching occupations & employers
 - Informational interviews
 - Job interview & salary negotiation
 - Evaluating job opportunities
 - And more!