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.Hoovers.com](http://www.Hoovers.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](http://www.craigslist.org)
  - [www.usajobs.opm.gov/](http://www.usajobs.opm.gov/)
  - [www.careerbuilder.com](http://www.careerbuilder.com)
- Trade/professional association publications, websites, events
- Industry-specific career fairs
- Employment agencies/recruiters
- Newspapers
- Social Networking-Linked-In

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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!

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