

JOB SEARCH STRATEGIES

1. Self-Assessment

- What are your skills and interests?
- What are your strengths and qualifications?
- What are your short-term and long-term goals?
- What type of work environment would you prefer?
- What other work values would you prefer?
- What other work values are important to you?
- Take time to reflect on these important questions!

2. Job Search Preparation

- Fine tune your resume and tailor it to each employer.
- Work on your interview skills via mock interviews.
- Establish a great cover letter.
- Purchase appropriate interview attire.
- Clean up any digital dirt you may have on social websites.

3. Job Search Methods

- Do your research for conducting the search.
- Understand job search (average search takes 6-9 months; competition is keen and looking for job is a job in itself!)
- Search internet for labor market trends.
- Develop a list of specific job titles and potential industries, via networking library, databases, company websites, social media websites, etc.

4. Identify Job Openings via:

- Networking (notify family, friends, former employers, professors and classmates)
- Online job boards (including LakerCareer Zone; Idealist.org; USAJobs.gov; Internships.com; LinkedIn.com)
- Employment agencies; job fairs; employer information sessions; on-campus recruiting/interviewing; newspaper want-ads

5. Target Job and Industry

- Develop a strategy.
- Be careful of job scams.
- Join professional organizations.
- Subscribe to professional magazines and journals.
- Consider internships and volunteering.
- Conduct informational interviews.
- Establish a routine and set weekly goals.
- Submit application or resume.
- Interview (80% of jobs are in the hidden job market – never advertised!)
- Follow-up via thank you card or email.

6. Maintain an Effective Approach

- Keep a positive attitude.
- Conduct an organized search, keeping track of when applications are sent, follow-ups and interview dates.

7. Evaluate Your Job Search Activities

- Be willing to change job search tactics if something is not working
- Talk with Career Services about your job search activities to find out if there are techniques you have missed.

8. Take Care of Yourself

- Job searching can be demanding and frustrating. Make sure you get support by involving your family and friends in your search activities. Inform them of the seriousness of this project and ask for their help and understanding.
- Do not take rejection personally.
- Focus on the things you can control - - your attitude, diet, exercise, schedule, focus and organization.

9. Accept Responsibility

- Provide accurate information about yourself on resumes and job applications.
- Show up on time for all scheduled interviews.
- Interview genuinely, and interview only for jobs in which you are truly interested.
- Communicate your acceptance or refusal of a job offer as promptly as possible.
- Accept job offer in good faith.
- Claim fair reimbursement if an employer agreed to reimburse you for costs incurred during your recruitment.

10. Know the Top Skills Employers Seek

- Ability to verbally communicate with persons inside and outside the organization
- Ability to work in a team structure
- Ability to make decisions and solve problems
- Ability to plan, organize, and prioritize work
- Ability to obtain and process information
- Ability to analyze quantitative data
- Technical knowledge related to the job
- Proficiency with computer software programs
- Ability to create and/or edit written reports
- Ability to sell or influence others