FINDING YOUR WAY THROUGH THE JOB SEARCH

Searching for a job can be challenging, confusing, and time consuming. Gathering tools and information on how to conduct a successful job search is the key to obtaining a job.

BEST WAYS TO FIND A JOB

• Ask for job-leads from: family members, friends, people in the community, and career centers.

• Do extensive homework on yourself. Explore your personal values, interests, favorite and best skills, and where you would like to utilize those skills.

• Visit those employers/companies that interest you, whether they are known to have a vacancy or not.

• Use a directory or online resource to identify those employers/companies that you are interested in within a desired location. Then, call up the employers listed in that field, to ask if they are hiring for the type of position you can do, and do well.

Insiders Tip: Consider obtaining an internship, doing volunteer work, participating in job shadowing or conducting an informational interview with those companies/employers that interest you. These are all activities that can potentially lead to future employment. See Preparing to Conduct an Informational Interview and How to Find and Complete a Valuable Internship handouts for more information.

TOP PLACES EMPLOYERS FIND NEW HIRES

• On-Campus Interviews
  Check out the On-Campus Interviewing tab of Jobs4Cats

• Company Internship Program

• Employee Referrals

• Company Co-op Program
  Paid work sessions that involve projects or assignments that are closely related to a student’s area of study

• Career/Job Fairs

• Faculty Contacts

• Company Job Postings
  An individual company’s website

• Career Center & Online Job Postings

• Student Clubs/Organizations
  Visit the Campus Activities & Student Organization website at http://www.1bjsc.txstate.edu/caso/about/mission.html

JOB SEARCHING TIPS FROM OUR CAREER SERVICES STAFF:

You need to put yourself “out there” and make the best impression you can! Remember, you’re the only one who can successfully sell yourself!

- Karen Julian
  Assistant Director

When you are interning everyday is a job interview. Make a good first impression and go above and beyond requirements.

- Catarina Dominguez
  Career Counselor

Nonverbal cues such as your tone of voice, rate of speech, posture, handshake, facial expressions and physical appearance are important components of your image in the job search. First impressions count with every personal interaction.

- LaTonya Henry
  Assistant Director

You only get one chance to make a first impression, dress to impress.

- Casey Menn
  Recruiting Coordinator

Insiders Tip: Remember that A Successful Job Search = Time, Organization, and Strategy.
THE JOB SEARCH CHECKLIST

1. Get Started Early
2. Get Organized
3. Get A Target
4. Get Professional
5. Get Going

#1 Get Started Early

• Looking for a job can potentially take many months and lots of time!

• Not sure what you want to do or how to get there? Set up an appointment with a career counselor.

• Start early, be organized, and stay committed to the job search.

Insiders Tip: Keep in mind that looking for a job is similar to having a part-time job because of the time and commitment it requires. By maintaining this notion you can hold yourself accountable for putting the work into getting employed.

#2 Get Organized

• Determine a timeline for your job search.

• Make daily, weekly, and monthly plans/goals, committing a set amount of time per day to devote to the job search.

• Keep a running to-do list and prioritize it!

• Set up a filing system for contacts, articles, and ideas

• Follow-up and keep records by documenting all interviews, thank-you notes sent, referrals made and follow-ups.

Refer to Career Services for Job Search Log
www.careerservices.txstate.edu/Students/Job_Searching-Career_Prep.html

• Narrow down your search and only apply to those positions in which you are really qualified and interested in.

#3 Get A Target

• Target those employers and companies that match your skill sets and related field of interest and then do extensive research on their company.

• Identify preferences in work type, industry, environment, geographical location, compensation, etc.


• Stay current. Read trade publications, comment on industry blogs and stay on top of any emerging technologies or policies that may affect your career path. This will not only help you have a great conversation with an interviewer and keep your professional edge, but it may also give you new ideas about where and how to look for a job.

• Refer to the Employer Research Handout available in Career Services
#4 Get Professional

- Set up an appropriate email address (i.e.– smith.john@xyz.com and NOT surferchick@xyz.com)
- Make sure that your voicemail is appropriate and professional.
- Goggle yourself! Examine your profiles on social media sites. Ask yourself: Is the content appropriate…are the pictures appropriate?
- Develop an “Elevator Speech.” This should be a two-minute statement that can be told to an interviewer or potential employer. The “Elevator Speech” should include your background, your accomplishments, why you want to work at XYZ company and what your future goals are.
- Join professional social networking sites, such as LinkedIn to build a network and create contacts.
- Once you have established your targets, call them. Your ability to sell yourself on the phone shows exceptional sales skills, self-confidence, drive, and commitment.

Script for Calling your Targets

Hello, my name is __________. I have ___ years experience as a ________________ , specializing in ________________, and _________________. I have a (B.A., M.S., Ph.D., certificate) in _________________ and I recently completed (name a recent successful project with a measurable result). Do you have any contacts or know of any openings I could pursue?

#5 Get Going

- Network! Talk to friends, family, or people in the community.
- Make an appointment with a professor in your field of interest.
- Apply for internships or do volunteer work especially in those companies/departments that you are interested in working.
- Consider temporary work. There are temp agencies that can help you get short term work, in places that need your skills.
- Check the want ads daily. These include the local/state paper, Jobs4Cats, Craig’s List, etc.
- Set up informational interviews (refer to our Informational Interview Handout at Career Services) with employers/organizations by phone or e-mail to request an appointment to get insider information on your field of interest and your contact’s career pathway.

Insiders Tip: Don’t forget to finalize your resume and cover letter as well as prepare for a potential interview! Call Career Services to make an individual appointment with a career counselor. Also, take a look at some of our resources:

- **Handouts Resume & Cover Letter**
  www.careerservices.txstate.edu/Students/Handouts.html

- **48 Hour Resume Critique**
  Online resume critique assistance
  www.careerservices.txstate.edu

Make some time for relaxation and rejuvenation. You do not want to burn yourself out in the job search!
WHAT NOT TO DO IN A JOB SEARCH

• Make a mistake on your resume. Employers typically get hundreds of resumes for each position they list and perfection counts.
• Limit your job search by only applying to positions that meet your exact criteria.
• Send out resumes at random. Resumes should be tailored to each position you apply for.
• Only search for jobs online. Be sure to be proactive by using both online and offline job searching techniques.
• Contradict Yourself. If you are interviewing with several people make sure you keep your story straight. Telling one interviewer one thing and another something else is a good way not to get the job.
• Insult or speak poorly of a former employer.
• Show that you are desperate for ANY job. You want employers to believe that you want the job because it’s a good opportunity and you can be an asset to the company.
• Give up! Even when the job market is tough you must keep motivated by having positive and determined attitude.

POSSIBLE ONLINE RESOURCES

American Business Journals
www.bizjournals.com
Sites features local business & industry news from 41 different markets around the nation.

CareerMag.com www.careermag.com
Provides industry specific career channels with a wealth of information tailored to your career goals.

CareerPath.com www.careerpath.com
Career advice, assessment, job search engine.

CollegeRecruiter.com www.collegerecruiter.com
Internships and entry-level jobs for college students.

EmploymentGuide.com www.employmentguide.com
Part-time, full-time, and work-at-home jobs. Online solution to the print publication of the Employment Guide.

Indeed.com www.indeed.com
Search job sites, newspapers, associations and company career pages.

JobBank USA jobs.jobbankusa.com
Job seeker tools, career resources (career videos, tests, salary report).

Job-Hunt.org www.job-hunt.org
Job search, career news/resources (e.g., international & state employment).

NationJob.com www.nationjob.com
Different services for job seekers in addition to job search.

Partnership for Public Service www.ourpublicservice.org/OPS
Non-profit, non partisan organization with helpful tools for your federal job search.

Online Network www.recruitersonline.com
Find a recruiter who has the right job for you.

TopUSAJobs www.topusajobs.com
Job search portal site. Review opportunities posted on top career sites.

True Careers www.truecareers.com
Tips from other job seekers and career articles/assessments.

Yahoo! HotJobs hotjobs.yahoo.com
Job search engine and career tools (e.g., job winning resumes).