

How to Conduct a Self-Directed Job Search

Phases and Steps of the Job Search Process	Tasks to be Performed	Career Center Services Available
PHASE 1 - JOB SEARCH PREPARATION		
<p>STEP 1 Identify a specific career objective:</p> <p>What do you want to do? Where do you want to do it?</p>	<ul style="list-style-type: none"> • Describe in one paragraph what you want to do. • Research your career fields. • Match your skills, values and interests to career fields and job titles. • Develop and write a targeted career objective. 	<ul style="list-style-type: none"> • Career resources, TER 200 • Guide for Occupational Exploration • O’Net • NACE Salary Survey • Individual career advising
<p>STEP 2 Write an Effective Resume</p>	<ul style="list-style-type: none"> • Write an effective resume to support what you want to do. Be sure to list: <ul style="list-style-type: none"> <input type="checkbox"/> A clearly stated career goal <input type="checkbox"/> Education/certification <input type="checkbox"/> Relevant experience <input type="checkbox"/> Awards, honors <input type="checkbox"/> Leadership abilities • Have your resume critiqued. 	<ul style="list-style-type: none"> • Resume Workshop • Resume help on the web • “How to Write a Resume” articles • Resume critique by Career Center staff
<p>STEP 3 Research preferred employers</p>	<ul style="list-style-type: none"> • Conduct employer research using: <ul style="list-style-type: none"> -Yellow Pages -Employer websites -Networking Fairs -Employer directories -Job-related search engines • Make a list of 25-50 preferred employers to target • Consider informational interviewing 	<ul style="list-style-type: none"> • Career Center resources <ul style="list-style-type: none"> <input type="checkbox"/> NACE Choices <input type="checkbox"/> Book of Lists/Career Magazines • Job Search computer lab <ul style="list-style-type: none"> <input type="checkbox"/> Employer websites <input type="checkbox"/> Job search engines
<p>STEP 4 Plan strategies for making contact with preferred employers</p> <p>And... </p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> • Select multiple strategies for contacting preferred employers: <ul style="list-style-type: none"> -Career Fairs -Job Listings -Mail -Networking -Telephone -On-site visits -Post resume on internet -LinkedIn -Email 	<ul style="list-style-type: none"> • Individual Job Search Advising appointment • Job search publications and articles • Job Search Strategies workshop
<p>If resume referral is one of your job search strategies: (available for full-time employment and Experiential Learning).</p>	<ul style="list-style-type: none"> • Register with Career Center: Submit electronic resume 	<ul style="list-style-type: none"> • Job search Recruit-A-Bull

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<p style="text-align: center;">Step 5 Practice interview and telephone skills</p>	<ul style="list-style-type: none"> • Practice answering interview questions • Practice positive, non-verbal behavior • Practice with telephone scripts. • Develop questions to ask. 	<ul style="list-style-type: none"> • Workshops <ul style="list-style-type: none"> <input type="checkbox"/> Interview strategies <input type="checkbox"/> Videotaped practice interview (very effective-instant feedback) • Interview books/articles • Interview videotapes
PHASE II - CONTACTING EMPLOYERS AND REQUESTING INTERVIEWS		
<p style="text-align: center;">STEP 6 Contact employers and request interviews</p>	<ul style="list-style-type: none"> • Write personalized cover letters • Implement job search strategies from Step 4 • Send cover letters and resumes to several managers in each organization • Send cover letters and resumes to all company locations/offices • Follow up with each contact person 	<ul style="list-style-type: none"> • The preparation you have done begins to pay off! But you may still need a little coaching. • Individual advising appointment to: <ul style="list-style-type: none"> <input type="checkbox"/> Make refinements to cover letters and resumes <input type="checkbox"/> Help manage and organize your job search <input type="checkbox"/> Help set up a tracking and follow-up system <input type="checkbox"/> Suggest books, magazines on relevant topics
PHASE III - INTERVIEWING		
<p style="text-align: center;">STEP 7 Participate in Interviews</p>	<ul style="list-style-type: none"> • Schedule at least one interview per week (approx. 6 per month ideal). • Set a goal of three or four second interviews within 2-3 months • Secure two or three final interviews or on site visits • Send a thank you letter for every interview • Continue to follow up on every interview until position is filled 	<ul style="list-style-type: none"> • Career/Employer Reference library <ul style="list-style-type: none"> <input type="checkbox"/> NACE Choices <input type="checkbox"/> Book of Lists/Career Magazines <input type="checkbox"/> Job search correspondence books • Job search computer lab <ul style="list-style-type: none"> <input type="checkbox"/> Employer web sites <input type="checkbox"/> Career Center Job Listings
PHASE IV - EVALUATING AND DECIDING ON A JOB OFFER		
<p style="text-align: center;">STEP 8 Accept or decline an employment offer</p>	<ul style="list-style-type: none"> • Evaluate offer (s) based on: <ul style="list-style-type: none"> -type of work -location -salary -benefits • Negotiate salary/benefits • Send letter accepting or declining position 	<ul style="list-style-type: none"> • NACE Salary report • Career Center website (for links to salary information websites)