# HOW TO CONDUCT A SELF-DIRECTED JOB SEARCH

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<td><strong>PHASE I - JOB SEARCH PREPARATION</strong></td>
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| **STEP 1** Identify a specific career action plan: What do you want to do? Where do you want to do it? | • 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 action plan | • Individual career advising  
• 4 Year Career Action Plan  
• O’Net  
• NACE Salary Survey  
• What Can I Do With This Major? |
| **STEP 2** Write an effective resume | • Write an effective resume to support what you want to do. Be sure to list:  
  o Education/certification  
  o Relevant experience  
• Have your resume critiqued. | • Resume Writing Guide  
• Resume Workshops  
• CareerNOW walk-in hours  
• Resume critique by Career Center Staff |
| **STEP 3** Research employers and job openings | • Conduct employer research using:  
  - Employer websites  
  - Networking Fairs  
  - Employer directories  
  - Job-related search engines  
• Make a list of 25-30 preferred employers  
• Consider informational interviewing | • Recruit-A-Bull Job Database  
• Job Search Checklist  
• NACE Choices  
• Book of Lists/Career Magazines  
• Employer websites  
• Job search engines  
• Employer Research Worksheet |
| **STEP 4** Plan strategies for making contact with preferred employers | • Select multiple strategies for contacting preferred employers:  
  - Career Fairs  
  - Job Listings  
  - Networking  
  - Telephone  
  - On-site visits  
  - Email  
  - Post resume on internet  
  - LinkedIn | • Individual Job Search Advising appt  
• Job search publications and articles  
• Job Search Strategies workshop  
• Computers for job searching |
| **STEP 5** Practice interview and telephone skills | • Practice answering interview questions  
• Practice positive, non-verbal behavior  
• Practice with telephone scripts  
• Develop questions to ask | • Mock interview with Career Center Staff  
• Workshops on Interview strategies  
• Lists of interview questions to practice  
• Interview books/articles |
| **PHASE II - CONTACTING EMPLOYERS AND REQUESTING INTERVIEWS** | | |
| **STEP 6** Contact employers and request interviews | • Write personalized cover letters  
• Implement job search strategies from Step 4  
• Send cover letters and resumes to several managers in each organization  
• Follow up with each contact person | • Individual advising appointment to:  
  o Improve cover letters and resumes  
  o Manage and organize your job search  
  o Set up a tracking and follow-up system |
| **STEP 7** Participate in Interviews | • Send a thank you letter after every interview  
• Continue to follow up on every interview until position is filled | • Career Closet – Free rental of business attire for interviews and events  
• Individual Appt to discuss follow-up |
| **PHASE III - INTERVIEWING** | | |
| **STEP 8** Accept or decline an employment offer | • Evaluate offer(s) based on: type of work, location, salary, benefits  
• Negotiate salary/benefits  
• Send letter accepting or declining position | • Individual Advising appointment  
• NACE Salary report  
• Career Center website (for links to salary information websites) |