Job Search Information

Finding a job that is right for you will take patience, time, and hard work. In fact, you need to look no farther than within yourself to realize your professional goals. Take the lead. Take notes. Take networking and deadlines seriously. Most jobs do not necessarily go to the most qualified applicant; they go to the best prepared applicant.

1. Get Organized
2. Know Yourself
3. Network
4. Target Your Job Search

Things to Know Before You Begin Your Job Search

- What is Networking?
- Key Networking Tips
- Three Skill Sets Needed for Networking Success
- Things to Know Before You Begin Your Job Search
- Finding a job is a full time job! Do not delay your job search until after school. Employers expect college students to be time managers.
- The more research you have done about yourself and the organization, the greater will be your success.
- Use the web both for identifying and sending resumes to companies.
- Employment is a two-way street where both parties’ needs must be met.
- You must know the employers needs and position yourself as the best match for their needs.
- Identify opportunities that align with your goals and interests.
- Approximately 75% of all job seekers find their work through their own efforts.
- The best jobs probably won’t be advertised. The “hidden” job market represents 80% of the job openings. Therefore, NETWORKING is crucial.
- Face-to-face contact with potential employers is the most effective approach to your job search.
- You need to answer the following:
  1. Where do I want to use my skills?
  2. On what kind of organizations can I focus?
  3. What are the names of such organizations?
  4. Who has the power to hire me?
- You must be able to communicate:
  1. Your strongest abilities and how they relate to employers’ needs
  2. What you are looking for
  3. What you would like to know about the employer
  4. Why you should be hired
- Prolonged unemployment, as a result of an unsuccessful job search, is most often caused by the following reasons:
1. 80% cannot identify skills
2. 90% cannot answer questions
3. 40% have poor appearance
4. 85% don’t spend enough time on the job

Job Interview Checklist

YES NO

__ __ 1. I can list five things about myself that make me a good candidate.

__ __ 2. I can discuss in detail each item on my resume or job application.

__ __ 3. I can list the skills or experiences that qualify me for this job.

__ __ 4. I have training or education that qualifies me for this job.

__ __ 5. I have hobbies or activities that might help me qualify for this job.

__ __ 6. I can write down my employment history with accurate names, addresses, and dates for each job.

__ __ 7. If I am asked for personal references, I have the names and telephone numbers for three individuals who have agreed to be my references.

__ __ 8. I have personal I.D. needed for the interview, such as social security card or drivers license.

__ __ 9. I am dressed properly for the job I am applying for.

__ __ 10. I have directions and have made transportation arrangements so I can get to the interview on time.

__ __ 11. I have prepared some questions to ask the interviewer.

*Source: The Jobseeker, Helping NY Work

Job Seeking Skills Checklist

__ Define my objective. (Know what kind of work I most enjoy and can perform best.)

__ Ask employers, colleagues, and others who know about my skills to write letters of recommendation or to serve as references.
Talk with contacts in business and industry, friends and family, and others to discuss potential employment contacts (network).

Prepare or update my resume.