

GOAL: *Develop a strategy for conducting a successful job search*

- **Searching for a job IS a job!**
- **The job search process can be overwhelming, but breaking it down into smaller steps makes the process easier and increases your opportunity for success.**

Step 1-Think about YOU: I have ...

- ___ Identified my personal strengths and skills.
- ___ Made a list of possible job titles/fields that interests me or I do not like.
- ___ Identified what is important to me: workplace environment, team/independent work, geographic location, salary, work-life balance, etc.
- ___ Identified two or three careers/jobs I plan to pursue.
- ___ Identified and continue to build my professional network.

Step 2-Know where you want to work: I have...

- ___ Researched organizations or companies that might hire someone with my skills, interests, & background.
- ___ Researched potential career fields: typical entry-level jobs, salaries, best geographic location, etc.
- ___ Identified top three geographic areas where I would like to live and work.
- ___ Identified 10 potential employers for the type of work I am seeking.

Step 3-Get ready for the search: I have...

- ___ Set up my FREE account at **REDHAWK**jobs.com
- ___ Had my resume and cover letter(s) reviewed by a professional in the field or Career Services staff member
- ___ Prepared a portfolio or work samples to highlight my experience, skills and talents.
- ___ Developed “30 second elevator speech” for short encounters with employers.
- ___ Analyzed my education and developed my “story” for employers.
- ___ Identified three individuals who will serve as references.
- ___ Developed my interview skills.
- ___ Prepared for interviews by practicing responses to typical questions and/or doing a mock interview.
- ___ Purchased/have an interview outfit appropriate for the field for which I plan to work.
- ___ Set up a professional-sounding answering machine/voice mail message in case an employer calls.
- ___ Set up a neutral/professional e-mail address to give employers.

Step 4-Start searching: I have...

- ___ Conducted informational meetings with individuals in the field I plan to work to find out more about the job and the path to the position.
- ___ Customized resume to highlight the specific skills/qualities the employer seeks for each position that I am applying.
- ___ Uploaded resume(s) to job search websites, such as **REDHAWK**jobs.com, indeed.com, etc.
- ___ Regularly checked **REDHAWK**jobs.com and other career sites for career opportunities and read the appropriate job-search resources for my field of interest.
- ___ Attended a career fair, such as Southeast’s Career Expo.
- ___ Established a system for keeping track of my contacts, interviews, and other job-search activities.
- ___ Followed up on every interesting job lead immediately.
- ___ Developed a list of potential networking contacts and keep in touch with them.
- ___ Followed up each cover letter with a phone call or e-mail to the employer regarding application status.
- ___ Sent thank you letters or e-mails to every person who interviews me.

Adapted with permission from *Liberal Arts Career Services/University of Texas-Austin*

JOB SEARCH STRATEGIES

Popular General Job Search Sites to Get You Started

REDHAWKjobs.com

 glassdoor™

 indeed®

 BEYOND.com®

 Linked in

MONSTER

USAJOBS

 COLLEGE
RECRUITER

 USA.gov

 CAREER
BUILDER™

 GovernmentJobs

 SimplyHired

In addition, use industry specific job search sites or professional association websites related to your field to search for jobs. When in doubt, google “(Your field) jobs.”