CONDUCTING A JOB SEARCH

Strategy, planning, and follow-through make all the difference!

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Self-Assessment

- Before you begin, make sure you know what you are looking for and what you have to offer:
  - Interests
  - Abilities/Skills
  - Values
    - Material – What will you gain?
    - Social – Who will you work with?
    - Emotional – Will this work be satisfying?
    - Spiritual – What is your level of contribution?

Preparation of Your Search Tools

- Analyze your skills against the top skills sought by employers below:
  - Verbal and written communication
  - Strong work ethic
  - Teamwork (ability to work with others)
  - Initiative and motivation
  - Interpersonal (ability to relate to others)
  - Problem solving
  - Analytical
  - Flexibility and adaptability
  - Computer and technical skills
  - Attention-to-detail
- Write a strong, detailed resume, which accurately and honestly reflects your skills.
- Draft a cover letter – this will be tailored to the specific position sought later in the search process.
- Get all the supplies you need for your search.

Research

- Learn as much as you can about the work:
  - What are the requirements for the job that you want?
  - What are the typical tasks, salary, and training required?
  - Where do people obtain entry-level positions?
- Where can you find this type of information:
  - Reading job descriptions.
  - Conducting an informational interview.
  - Websites – recommend Occupational Outlook Handbook (http://www.bls.gov/oco/).
  - Books and/or pamphlets on various careers (check the Career Development library).
  - Professional journals.
  - Professional associations in your field – it's wise to join!
  - Attend local or regional conferences related to your field.

Where to find the job openings?

PEOPLE
- Alumni.
- Professors, instructors, friends, neighbors, family.
- Members of professional associations.
- Career Fairs.
- Special interest groups, such as women's center, Rotary club, community centers.
- Informational interview or in-person visit.

ON-CAMPUS RECRUITING
- Companies come on campus to interview students for employment. Visit Office of Career Education for additional information.
- Career Fairs – either on the Arcadia University campus or on other campuses in the greater Philadelphia area.

WORLD WIDE WEB
- Company websites.
- Job search or job-finder websites.
- Websites of professional organizations.

NEWS MEDIA
- Check newspapers, televisions, news magazines, and radio for information in the news about growth of organizations, new companies.
- Classified advertisements.
- Professional organization media and literature.

BOOKS
- Employer directories.
- Telephone books.
- Chamber of commerce membership directory.
- Professional associations membership directories.

The Job Search Process

Once you find a job opening that you are interested in:

1. RESEARCH – Is this position consistent with what you are seeking?

2. PREPARE and SEND APPLICATION MATERIALS – Finally!! You actually get to send a cover letter and resume!

3. FOLLOW-UP – Verify that your application has been received and take the opportunity to learn more about the position and express your interest.

4. FOLLOW-UP AGAIN! – If the selection process seems to be taking a long time, there's no need to leave your application to fate.

If you reach the interview stage:

1. PRACTICE – Run through a mock-interview with Career Development or ask a friend to interview you.

2. RESEARCH – Continue to learn as much as you can about the position. Company websites and other online resources make this very easy!

3. PREPARE – Know where you are going, when you need to be there, where to park, etc.

After the interview:

1. FOLLOW-UP – Within 24 to 48 hours, send a thank-you letter, highlight something important from the interview, and express your interest in the position.

2. FOLLOW-UP AGAIN! – If the selection process seems to be taking a long time, there's no need to leave your application to fate.

If you receive an offer:

1. Make sure it matches your interests, abilities and values. If it does provide a good match, accept the offer or negotiate if you can. If it is not a good match, politely and professionally decline the offer.