

JOB SEARCH STRATEGIES

Tutorial



This tutorial will introduce you to the six steps involved in a job search and the resources offered by Career Services that can help you navigate your way through the steps.

What is a Job Search?

- The long-term process of acquiring the training, background, and experience needed to be competitive in the job market.
 - The process of a job search has been equated with actually having a job. Studies indicate that it can take as long as four months or more of searching to obtain the job you are seeking.
 - Job searching is a process, and people start at different steps in the process. Meaning that some people have a very clear idea of what they want to do and what company they want to target, so they start at step 4, while others are unsure and need to start at step 1.
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Goals of the Job Search



- Find employment that matches your personal preferences, skills, interests, and values.

Step 1: Clarify Your Self-Knowledge

- **Clarify your values**

What work settings and employers will satisfy what's important to you?

- **Clarify your interests**

What type of position will allow you to engage in work activities you enjoy?

- **Clarify your skills**

What type of position will draw on your strengths?

Step 2: Consider Personal Factors Important to You

Employment Preferences

- Hours of work

Do you want to work full or part time?

Day or night shift?

- Travel limitations

What's the maximum amount of time you are willing to travel to and from work?

Do you want to drive or use public transportation?

- Physical demands

Are you willing and able to perform physical labor?



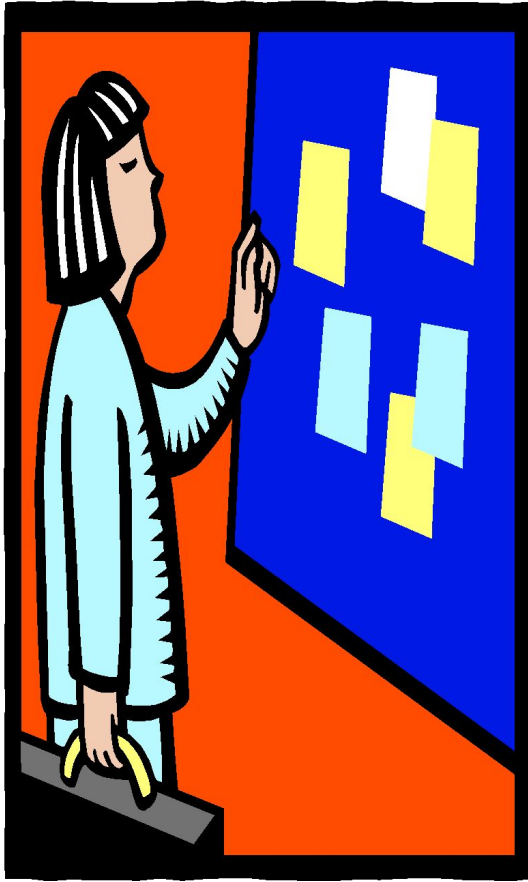
Step 2: Consider Personal Factors Important to You

Family Situation

- Do you want a job that will allow you to live close to family members?
- If you relocate, what are the employment opportunities for your significant other?
- Do you need a job that will allow time for you to care for children or aging parents?



Step 3: What Do You Want To Do?



- Without this step, you run the risk of being swayed by random opportunities and jobs that don't live up to your expectations, don't match your self-knowledge and will probably not be very satisfying.

Step 3: What Do You Want To Do?



- Considering your skills, interests, and values... what do you want to do?
- What job families, work settings, and job titles interest you?
- Where do you want to work?
- Who employs people doing what you want to do?

Job Search Goal

By the end of steps 1-3, you should have created a goal that looks like this:

EXAMPLE:

JOB FAMILY

- ☐ Fund raising

WORK SETTING

- ☐ University

OCCUPATIONAL TITLE

- ☐ Development Officer
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Step 4: Refine Your Job Search Tools

- **Create a RESUME**
- **Create a COVER LETTER**
- **Practice your INTERVIEWING SKILLS**

Career Services can critique your resume and cover letter. We can also help you prepare for interviews.

Step 5: Research

WHO HAS WHAT YOU WANT TO DO?

Begin to create a list of companies and employers that match your job search goal. These employers would be the ones who have what you want to do and where you want to do it.



Step 6: Establish a Record-Keeping System

Keep a folder that contains:

- **EMPLOYERS CONTACTED**
(copies of the advertisements)
- **LETTERS SENT**
- **COMPANY LITERATURE**
- **RESPONSES RECEIVED**
- **INTERVIEW DATE & TIME**
- **FOLLOW-UP NEEDED**



Career Services Job Search Resources

- *GT Job Connection* - Online database of jobs, internships and resumes. www.collegecentral.com/mcdaniel
 - Career Services Website
 - ❑ Current Jobs for Graduates
 - ❑ Job Search Website links
 - ❑ Internships.com
 - ❑ Internships-USA.com
 - Companies on Campus – on-campus employer recruitment program
 - Job Fairs
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FINAL THOUGHTS

1. Take advantage of all the Career Center's job search resources.
 2. Begin now! Talk with a Career Services professional if you need help starting.
 3. Remember, "The best jobs don't always go to the best qualified, but to the best job hunters."
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Need More Help?

For additional information, visit Career Services in Smith House.

To speak with a career counselor, complete the Talk to a Career Counselor form on our website.
