

THE 7 STEPS OF THE JOB SEARCH PROCESS

1. Know Yourself

Ask yourself the following: What kind of positions am I seeking? What are my work-related skills, interests, and values? What have I learned from my academic, paid, and volunteer experiences? Where do I want to live? What are my career goals? What kind of lifestyle do I envision for myself? What are my available days and/or time to work?

2. Have an Employment Objective – Know What You Want

Having a clear idea of who you are, what you can do, what you want to do, and in what environment you want to do it. Be aware of scams and other internet fraud that offer MoneyGram, checks, etc.

3. Create an Effective Resume and Well-Written Cover Letter

This is an essential step because these are the most basic marketing tools for your job search. The Career Services staff can assist you with developing these tools.

4. Create a Plan of Action

Where will you find a list of potential employers? Utilize social media – join LinkedIn groups. What are your communication strengths and how can you best use them? Conducting a job search without a plan will cost you in both time and money.

5. Develop Your Interview Skills

Getting the interview is the ultimate goal of the resume and cover letter. Are you prepared to communicate what you can contribute to the organization? Have you studied the kinds of questions you may be asked? Have you researched the organization? Have you practiced interviewing?

6. Develop your Networking Skills

Networking is the process of developing professional relationships with individuals in industries and organizations that are of interest to you. Networking is often the most effective job search strategy. Unfortunately, many students and entry-level professionals are unaware of how critical this process is to their professional success. Now that you know, you can develop these skills. Start with friends and family. Research the company and their culture, mission and values to determine your fit/interest levels.

7. Receive a Job Offer

“You’ve got the job!” But what then? Are you prepared to evaluate the offer to see if it matches your interests and more importantly your work values? Could you turn down a job offer you felt was wrong for you? Do you know what your basic monthly expenses are? Will the offered salary cover them?

Should I Keep A Record of My Search?

Absolutely! Keep track of the names, addresses, and phone numbers of your prospects. Record the dates of every contact you make in person or over the phone. Maintain records of the positions that you apply for and dates when you applied. These records will help you stay organized and create a history of your searches that may prove to be helpful later.

Once you have learned about what work-related skills you will high-light in your resume and cover letter, you should begin to target job search strategies.