

Job Search

Embark-Job Search Guide Series

Office of Career Programs & Student Development
Presbyterian College

This guide will provide you with the information that you need to get your job search started! You will find helpful tips, tools and resources as you embark on this journey!



Contact Us:

Linda Jameison,
Associate Dean, Career Programs & Student Development
ext. 8379 ljameison@presby.edu

Andrea Long, Employer Relations Coordinator,
ext. 8381 aalong@presby.edu

Lynn Downie, Administrative Assistant
ext. 8381 ldownie@presby.edu

Website:

http://www.presby.edu/career_services/index.html



Career Programs and Student Development
CareerServices@presby.edu Ext. 8381
3rd Floor Springs Campus Center



Components for a Successful Job Search

- Explore and engage in self reflection
- Research occupational field and job prospects
- Know your resources
- Set goals for yourself
- Develop your job search plan
- Prepare job search materials
- Apply and follow-up!

The following pages will describe these pieces in much more detail to help you as you begin your search!

Common Errors made by Job Seekers

- **Vague career objectives**-Not knowing what you want to do can be a fatal mistake in your job search. Not having a direction will be a waste of your time, energy and money.
- **Lack of initiative**-Being casual about your job search and waiting for something to “fall in your lap” won’t get you the job., especially in today’s job market. The go-getters are the ones who are going to land those interviews first.
- **Pursuing only a few leads**-The more places you apply, the more people you tell, the more interviews and more offers you will get! Don’t limit yourself. Apply to any place you think you would want to work.
- **Not understanding the employer’s needs**-You are important but the needs of the employer are also important. You need to know what their needs are so you can show them how you are the perfect person to fulfill them. Know what the need is, and what you have to offer.
- **Approaching prospects impersonally**-Sending out a lot of generic resumes and cover letters out may seem like a fast way to get started but it won’t pay off in the end. Employers want to see that you have taken the time to learn about their company.
- **Overlooking your selling points**— You have a lot to offer! Your job search is not a time for being modest. Know what you’re transferable skills are and know how to sell them!
- **Failing to follow through**-After you submit and application, call and make sure they received it. If you haven’t heard back in two weeks, call and see where they are in their process.

Explore and Engage in Self Reflection

One of the key steps in your job search will be to identify what you are searching for. This is the most important thing you can do to be efficient and successful in your job search. There is no **point in applying to a job that you know you don't want.** So save yourself some time down the road and take a few minutes to answer these questions and do a little research. Really think about what it is you want to do and what you have to offer.

My dream job is...

My hobbies and interests are:

Career possibilities that involve those hobbies/
interests:

Jobs that sound good or appealing to me
right now are:

Jobs that sound unappealing or that I
would not want to do are:

Values

When embarking on any job search, it is important to think about your values. The things that are most important to you will end up effecting your job search. Take time to think about what matters most in your life. What are the things your new job has to have? What are the things **that don't really matter?** After thinking about these things it will help you narrow your search so you can be more efficient with your time.

Things my job HAS to have...

Common Job Related Values

- Help others
- Work with others
- Work alone
- Friendships
- Work under pressure
- Power and Authority
- Influence others
- Wealth
- Help society
- Health
- Knowledge
- Social Status
- Creativity
- Family
- Location
- Change and Variety
- Challenge
- Job security
- Fast paced environment
- Accomplishment
- Education
- Loyalty
- Pleasure
- Prestige
- Freedom
- Excitement
- Balance

Things I can live without...

I don't have to have these things but they would be icing on the cake...

Research occupational field and job prospects

If you haven't been already, you should be learning all you can about the job you want and the industry you want to work in. Some people end up in jobs that they hate because they didn't research enough before they applied. Here are a few resources to help you with this task. These are great resources to use when preparing your job search documents and when preparing for interviews.

O*Net Online

(<http://online.onetcenter.org>)

This online resource is a comprehensive overview of important occupational information and the latest employment data. Search for the occupational field you are interested in and you will get tons of current information. This website lists the knowledge, skills and abilities needed as well as the educational information required for the job. In addition to that you will find the work activities, alternate names for that position and links to other related occupations. This can be a great tool to help you gain a deeper understanding of what types of jobs you are interested in. Even if you think you know exactly what an accountant does, this is a good place to help you learn even more!



Career Services Library

The library on the 3rd floor of Springs has a multitude of books on many different careers. There are also some books available for check-out from the Thomason Library on campus. For a complete book listing and their locations visit:

<http://www.presby.edu/library/guides/CareerPlanning.html>

Resources



The Blue Hose CareerNet is PC's very own job search engine. You can search for job postings, submit your resumes for employers to look at, and find helpful tips about the job search process. To register for your account visit: <http://www.collegecentral.com/presby> and click on the Students link.

Networking

Employers would much rather hire someone based on a recommendation than someone they met "off the street". Don't think you know anyone in the field you are hoping to go into? Well, you would be surprised at who knows who so start asking!

- "Networking" can sound intimidating. Start with the people you know best and let them know you are looking. They will probably offer some friendly advice. Use this to get the conversation started.
- Telling everyone you know that you are job searching. This is where your previous research pays off. The better you are at articulating to others what kind of job you are looking for the better they will be at helping you make a connection.
- Start with the people closest to you, such as family friends. Ask them if they know of any openings that might be a good match for you.
- Avoid sending out mass emails to large groups asking for a job. Networking is about building personal and professional relationships and making connections.
- *Potential people in your network:* past employers, PC faculty, PC staff, family, family friends, friends' parents/families, siblings' friends, internship co-workers/supervisors and so on...

Job Search Websites

The following is a listing of internet resources that can help in the job search process. There are more websites than can be listed. Therefore, individuals are encouraged to expand their research as necessary. This list will be updated periodically. The Office of Career Services and Internships welcomes any input on these or other sites. What follows is a sampling of sites to review:

www.presby.edu/campus/career_service/index.html	Blue Hose CareerNet (College Central Network)
www.the-dma.org/jobbank	Marketing jobs
www.hotjobs.com	From Yahoo
www.sciencejobs.com	From New Scientist Magazine
www.scctr.org	Center for Education Recruitment, Retention & Advancement (CERRA) - SC Teaching Jobs
www.teacherjobs.com	Jobs for prospective certified teachers
www.southernteachers.com	Jobs for non-certified teachers
www.teachers-teachers.com	Jobs for non-certified teachers
www.hbcu-careers.net/	Historically Black Colleges and Universities online Career Resource Center
www.blackcollegian.com	Career Site for Students of Color
www.campuscareercenter.com	Jobs, guidance, networking options
www.collegegrad.com	For new graduates
www.careerbuilder.com	For all job seekers

Job Search Websites Continued

www.gradschools.com	Comprehensive online source for grad school info
www.washingtonpost.com	Washington Post jobs
www.advancingwomen.com/index.html	Jobs for women
http://rsinternships.com	Site allows for posting resumes for employer review for internships
www.jobkabob.com	Jobs targeted by city
www.flipdog.com	Local jobs in select cities and states
http://computingcareers.acm.org	Computer jobs
www.state.sc.us/jobs	SC State Government Jobs
www.sciway.net/jobs	Jobs in South Carolina
www.osp.state.nc.us/jobs/	North Carolina State Employment
www.georgia.gov/00/channel_title/0,2094,4802_4971,00.html	Jobs with Georgia State Government
www.tennesseeanytime.org	Official website of the State of Tennessee
jobs.myflorida.com/index.html	Job Opportunities in Florida
www.federalgovernmentjobs.us	Federal Government Home page
http://federalgovernmentjobs.us/search	Federal Job Search Form
http://federalgovernmentjobs.us/job-location/South-Carolina-SC.html	Federal Jobs in South Carolina
http://federalgovernmentjobs.us/job-titles.html	Available categories and job titles
www.citytowninfo.com	Analysis of US cities and their jobs
www.getthejob.com	Job search website
www.indeed.com	Specifically located job search website
www.hound.com	Specifically located job search website
www.jobsinlogistics.com	Jobs in logistics
www.allretailjobs.com	Retail jobs
www.bookjobs.com	Jobs in publishing

Set a Goal

One of the biggest mistakes that job seekers make is being too casual about their search and waiting for the perfect job to just magically appear. You need to take initiative! Grab your job search by the horns and get it going. Set a strong and powerful goal for yourself. Write it down, post it on your mirror, in your car, on your door or somewhere you will see it each day.

SMART Goals

Your goals should all be SMART.

S – Specific: the goal should have enough specificity that you know what you are trying to do.

Should cover the What, Why, and How

M – Measurable: Choose a goal with measurable progress, so you can see the change occur. How will you know when you have reached your goal?

A – Attainable: the goal should be something that you actually want to do, feel motivation to do, or is within your reach

R – Realistic: the goal should be within your capabilities (i.e. setting the goal of running a marathon tomorrow when you have never run would **not be realistic**). **This doesn't mean easy, it means doable.**

T – Timely: You should have a time frame in mind. Set an end date that you want to reach it by, especially if you tend to be a procrastinator...

Not-so-good examples:

- Find a job.
- Get into grad school.
- Find a job where I am making \$80,000/year.

SMART Examples:

- To research, then apply with resume and cover letter to 7 places in the Columbia area by June 9th.
- Research the 3 jobs I am interested in, contact 5 companies with those jobs and apply with resume and cover letter by March 13th.
- Find 4 graduate programs, research and apply with materials by March 1st.

My goal is:

Develop a plan

- How are you going to search? What will your plan of attack be?
- Put your plan in writing and BE SPECIFIC (See Examples)
 - Set smaller goals to reach your main goal
 - Use multiple techniques (See Job Search Strategies Pros and Cons list)
- Develop a tracking system for yourself (Excel Spread Sheets work great!)
- Find someone to hold you accountable

Typical Week for a Job Searcher

- Research companies/ organizations to send resume and cover letter.
- Tailor cover letters.
- Make phone calls to generate leads/find out to whom to address cover letter.
- Follow-up on resumes and cover letters from last week.
- Practice for upcoming interview; do further research.
- Interview
- Send thank you letters within 24 hours reiterating interest and skills
- Make follow-up phone calls on **last week's interviews**.
- Maintain a personal life/Keep up with class work!

Find a system that works for you and stick with it. The average job search takes about 6 months so don't give up! The more active you are the better your chances of landing a great position!

My Job Search Plan

To Do list:

- Clean up Facebook Profile by tomorrow
- Get suit cleaned and tailored by Feb. 3
- Contact former internship supervisor about people she may know next Tuesday
- Make a list of companies in Columbia where I would like to work, look for openings at those places by Feb. 10
- Draft Resume and Cover letter by Friday
- Make appointment for Mock Interview with Career Services by next Monday

Each week I will:

- Check BlueHose CareerNet for new job postings
- Research any jobs I find
- Check in with family/friends about possible leads
- Check my list of Columbia Employers for openings
- Adapt cover letters and resumes and submit at least 2 applications
- Follow up on submitted applications from last week
- Review list of interview questions
- Update my Excel Spread sheet tracking the applications I have out.

Prepare job search materials

Career Services and Internships Staff is here to help in any way we can. Set up an appointment by emailing: careerservices@presby.edu or call 833-8381

*Check out our other resources:
Resume Writing
Cover Letter and Thank you Notes*

Optimal Resume is an online resume tool that is free for PC students.

Sign up for an account at:

<https://presby.optimalresume.com/>

This guides you through the resume writing process and allows you to store your resumes online. There are guidelines, examples, and you can even submit your resume for review to Career Services.

Start putting together your interview outfits. Make sure everything fits correctly and looks professional. It will be a lot of stress and money if you go out and buy the whole outfit the night before. If money is a concern keep your eyes open for sales and buy pieces over time. This may seem like a trivial detail but you only get one chance to make a first impression!

Apply and follow up!

Apply

Once you have your materials tailored for each job and you have had them proofread by at least 2 people, you will be ready to start applying. Make sure that you fill out applications completely and you send all of the forms/documents they are requesting. Be sure that you double check the spelling of the contact person's name. Print everything on high quality paper that looks professional.

Then record the date you applied and contact information for your own records.

This will save you from having to look it up again later. Make sure you keep a copy of the job description so you can use it to prepare for your interview.

Follow up!

One of the most common mishaps of the job search is forgetting to follow up. After you send your materials it is a good idea to call and make sure they have been received. This ensures that you won't get overlooked because your file was incomplete or deleted because your resume was in an incorrect format. Then if you haven't heard anything in two weeks, make a phone call to ask about the status of your application. Sound scary? Here's a sample of what you can say:

"Hello, this is Stephanie Smith. I am interested in the copywriter position and submitted my application about a two weeks ago, I am enquiring about where you are in your search process and when I might hear about an interview?"