

# Job Search Guide

## The Job Search Process

### Step 1: Know Yourself

Knowing yourself is the foundation of your job search. Understanding your abilities, skills, talents, interests, needs and goals you have to offer a prospective employer will be vital to your job search. Explore possible careers based on your interest, personality, values, and skills by utilizing PathwayU. If you need help deciding which career path is right for you come visit Career & Professional Development in Springs Student Center 1<sup>st</sup> floor.



[PathwayU](http://www.pathwayu.com) is a platform with assessments to help you identify education and career pathways that fit you and make the most sense for your unique interests and values.

[www.pathwayu.com](http://www.pathwayu.com)

- Complete your 4 assessments (Interests, Values, Personality, and Workplace Preferences) in 20-25 minutes.
- Review your personalized assessment reports.
- Explore your career matches to see what education and career pathways are the best fit for you.

Take a personal inventory of your professional and personal strengths:

- **Education**- favorite courses, academic achievements, degree, major
- **Abilities/Skills**- interpersonal, creative, technical, organizational
- **Experience**- level of responsibility, accomplishments, volunteer and professional experience
- **Interests**- recreational activities, hobbies, awards, community involvement, social and academic pursuits



### Step 2: Understand Your 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 affecting your job search. Take time to think about what matters most in your life. What are the things your new job has to have? After thinking about these things, it will help you narrow your search so you can be more efficient with your time.

Ask yourself:

- What's most important to me?
- When do I feel most satisfied?
- How have I made difficult decisions in the past?
- How do I want to feel in life and why?



## Step 3: Conduct Informational Interviews

Conducting an informational interview can be beneficial to learn about careers. An [informational interview](#) is a conversation with a professional employed in an area of interest to the student for the purpose of gaining current, regional, and/or specialized occupational, industry, or other career-related information from an “insider’s” point of view. Many professionals, including Presbyterian College alumni, are willing to share information and give advice and most importantly connect our students to other professionals.

### QUESTIONS TO ASK DURING AN INFORMATIONAL INTERVIEW

**How did you get started and what do you think has made you successful in your career?**

**What are the pros and cons of working in this field?**

**How have other people you know gotten started in this industry?**

**If you were me, what would you do to try to break into this field?**

**What do you find most rewarding about your work?**

**Based on our conversation today, can you think of other people I should speak with?**

## Step 4: Network

Networking is perhaps the most recommended method to uncover job openings. It really is about connecting with people out in the workplace who will help you make better career decisions. It is not pressuring people to give you a job, rather it is about making sure everyone you know is aware of what kind of work you are seeking and making relationships with people in your chosen career field so that they know your skills and interests. You probably have more connections than you realize.

Connections you may already have:

- Family
- Friends
- Family friends
- Faculty
- Acquaintances (both professional and personal, for example, your pastor or hair stylist)
- The Career Development staff
- Presbyterian College alumni

Ways to reach out to these connections:

- Conduct informational interviews with alumni and other professionals to learn about careers.
- Join the [Presbyterian College Alumni chapter](#) and attend events.
- Join [professional associations](#) to network with professionals working in your career field of interest.
- Connect with people online.
  - Build and maintain a professional profile on LinkedIn and Facebook.
  - Follow targeted organizations on Instagram and Twitter.
- Make a targeted list of people to talk to
  - Ask for referrals to add more people to your network.
  - Keep track of your efforts using this worksheet: [Strategic Job Search Plan](#)
- Volunteer for a favorite non-profit or charity to do good work and to make connections.



Expand your network by using LinkedIn – a powerful tool for maximizing the reach of your personal network. Create a LinkedIn profile to let prospective employers know about your skills, accomplishments and what kind of career opportunities you are looking for. Making connections is key as many jobs are not listed online. [www.Linkedin.com](http://www.Linkedin.com)

## LinkedIn: Creating Your Profile

Get started by creating your [LinkedIn](#) profile.

- We recommend that you start by looking over the [LinkedIn Profile checklist](#) which provides a brief explanation of each section of your profile and best practices.
- Check out this video on how to [create a LinkedIn Profile](#) (yes, we know it refers to high school students, but it still has good material)
- Additional helpful information can be found at [LinkedIn University](#).

Once you have created a free LinkedIn account and completed your professional profile, you can begin to make connections.

- You can also directly search for jobs and internships.
- We suggest you join Groups on LinkedIn (professionals who share common career interests)
- and also search for Presbyterian College alumni who are in relevant job fields to learn more about their careers after college and perhaps gain access to unpublished jobs

### Steps to search for alumni:

1. Log into your LinkedIn account
2. On the search bar, enter Presbyterian College, then click on Alumni (you can also find this page at [Alumni](#))
3. From there you can search for alumni by a number of categories including location, employer, job function, major, and skills.

4. Click on the Connect tab and write a thoughtful, **custom message when you uncover a potential connection**. You can briefly write an introduction, an explanation of the common affiliation, what you hope to learn or do and end with a thank you. Example: “Dear Mr. Evans: I am a junior business major at PC and see that we both played soccer at the college. I am beginning my internship search and exploring different options. May we connect? Thanks for your consideration, Tom Meeks.”

**Steps to join LinkedIn Groups** – communities of people who come together based on a specific affiliation, interest or professional.

1. Log into your LinkedIn account
2. On the search bar, search using key words (search on industries or job functions, skills etc.), click on the keyword in *Groups*.
3. Once you find a potential group to join, request membership.
4. When you receive notification of approval, you can follow the discussion forum, post questions and share information like articles which are relevant to the group. Another key benefit of group membership is access to the profiles of members. You can search for members to find people to talk to (again personalize the message).



## Step 5: Search for Open Positions

You most likely will use more than one method concurrently to search job openings so keep track of all activity. A general rule of thumb is to target 100+ active contacts/job openings to get to 7 interviews to get to one job offer.

- Contact organizations directly through phone calls, email, or through their website.
- Utilize your network and LinkedIn.
- Find opportunities on Tartan Network.
- Attend career fairs and employer information sessions.
- Join professional associations.
- Utilize job boards.

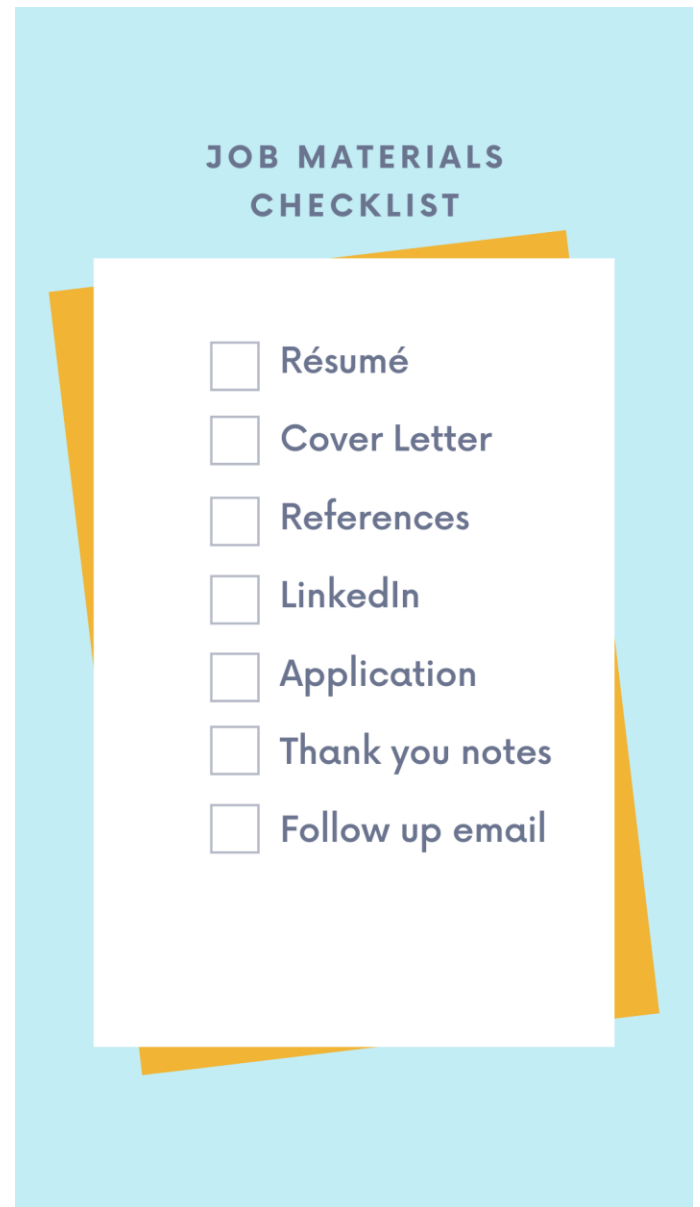
## Job Boards

There are many job boards available and we have listed a few below – just do not limit your job search to these job postings!

- [AboutJobs.com](http://AboutJobs.com)
- [America's Virtual OneStop](http://America's Virtual OneStop)
- [banktalenthq.com](http://banktalenthq.com)
- [BlackCollegian.com](http://BlackCollegian.com) – Employers committed to diversity
- [CareerBuilder.com](http://CareerBuilder.com)
- [CampusCareerCenter.com](http://CampusCareerCenter.com)
- [Career OneStop](http://Career OneStop)
- [CollegeGrad.com](http://CollegeGrad.com)
- [Department Stores](http://Department Stores)
- [FITA.org](http://FITA.org) – International Trade jobs
- [Flexijobs.com](http://Flexijobs.com) – Remote jobs
- [GettingHired.com](http://GettingHired.com) – Inclusivity focused
- [Glassdoor.com](http://Glassdoor.com)
- [Indeed.com](http://Indeed.com)
- [Jobs.IRS.gov](http://Jobs.IRS.gov)
- [jobs.myflorida.com](http://jobs.myflorida.com) – Florida jobs
- [Jobs.SC.gov](http://Jobs.SC.gov) – South Carolina government jobs
- [jobs4tn.gov](http://jobs4tn.gov) – Tennessee state jobs
- [Linkup.com](http://Linkup.com)
- [LinkedIn.com](http://LinkedIn.com)
- [LiveCareers.com](http://LiveCareers.com)
- [Monster.com](http://Monster.com)
- [OneWire.com](http://OneWire.com) – Finance Career Management Tool
- [oshr.NC.gov](http://oshr.NC.gov) – North Carolina government jobs
- [SCBIOjobs.org](http://SCBIOjobs.org) – South Carolina sciences jobs
- [SCIWAY.net](http://SCIWAY.net) – South Carolina government jobs
- [Scouted.io](http://Scouted.io) – For Recent College Graduates
- [Snagajob.com](http://Snagajob.com)
- [SouthCarolinaDiversity.com](http://SouthCarolinaDiversity.com)
- [SimplyHired.com](http://SimplyHired.com)
- [team.georgia.gov](http://team.georgia.gov) – Georgia government jobs
- [TheLadders.com](http://TheLadders.com)
- [USAjobs.gov](http://USAjobs.gov) – Federal government jobs

## Step 6: Gather Marketing Materials

Once you have a direction you've decided to pursue, you'll need to have proper materials prepared to send to potential employers. Refer to the Resume Guide and Cover Letter Guide. Stop by Springs 1<sup>st</sup> floor to discuss your resume and cover letter.



# Step 7: Shine at the Job Interview

## Prepare

Before you arrive at your interview, do your homework. Know where you are going (and where to park) and confirm the names and titles of everyone that you will be meeting. If your interview is virtual make sure to check your technology, ensure you are in a quiet environment, and minimize distractions. Research the company via the organization's website and review their social media platforms. Do an Internet search and review their profile on [Glassdoor](#). As you research, be sure to learn about the following:

- Mission and vision statement
- Products and/or services
- Year of establishment
- Principal locations
- Types of customers and key competitors
- Number of employees
- Sales and profit trends
- Key leadership
- Civic involvement

When you can incorporate your knowledge about the organization in the conversation, you will demonstrate your interest in working there.

Assemble a professional outfit including professional accessories such as a briefcase or padfolio (to hold items such as additional copies of your résumé and examples of past work). While the dress code may be business casual, you will want to dress to impress

## Practice

You can never be sure what you will be asked during an interview, but certain questions are likely to arise. Review the job description to expect questions about how you are qualified to do the job. Jot down thoughts and practice saying them out loud. When preparing responses, make sure that they are clear and avoid vague answers by giving examples. **Make sure to practice with Career & Professional Development staff.**

### COMMON INTERVIEW QUESTIONS

- **Tell me about yourself.** The interviewer does not want to know your life story but is interested in the information about you that relates to the position such as education and experiences.

- **Why should I hire you?** Stress what you have to offer the employer, not how nice it would be to work there.
- **What are your career goals and objectives?** The interviewer is looking for evidence of career goals and ambitions.
- **What do you know about our organization?** Research the organization to show you are serious about the position.

### BEHAVIORAL-BASED INTERVIEW QUESTIONS

Behavioral-based interview questions are becoming more and more popular among employers. These are questions that ask you to talk about your past behavior in a particular type of situation. In theory, your past behavior is a good indicator of how you will behave in the future. So when an employer asks these types of questions they are trying to get a feel for what you might do in a similar situation if presented to you at work. You must be able to describe in detail of how you demonstrated a specific skill or behavior.

Behavioral based interview questions typically start with "Tell me about a time when you..." or "Give me an example of a time when you..." Use the STAR method to make sure you are covering the important information the employer wants to hear.

Here is an example:

**Question:** Tell me about a time when you were on a team.

**Situation (S), give a brief overview of the situation.**

"In my business management class, I was assigned to work with four of my classmates on a project that was worth half of our grade."

**Task (T), explain the task at hand.**

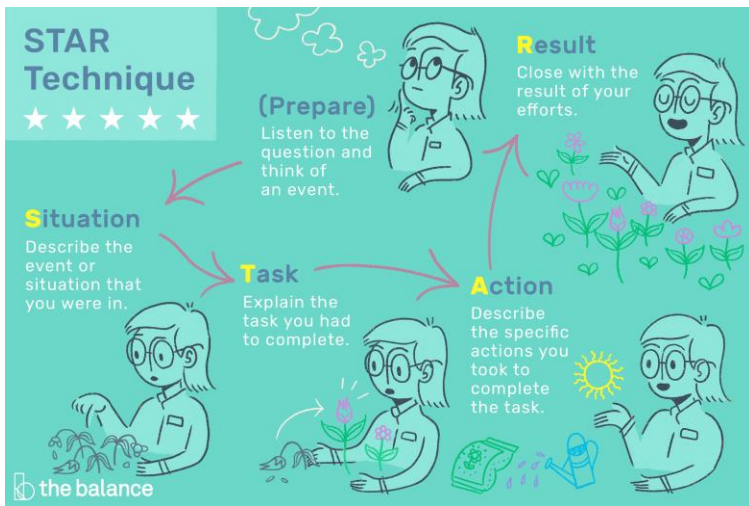
"We needed to work together to come up with an original product and a marketing plan for the product."

**Action (A), explain what YOU did.**

"My role in the group was the organizer and task master. I came up with a schedule of our meetings and made sure that we were on task and productive."

**Results (R), explain the positive results or outcomes as a result of your actions.**

"As a result of my planning and diligence, we were actually done with the project a week ahead of schedule and received positive feedback."



- Why is this position open?
- What would my responsibilities be?
- How will my work be evaluated?
- What type of training will I receive?
- With whom will I be working? (Make sure you get a chance to meet your supervisor)
- Are there opportunities for advancement?
- What do you enjoy about working here?
- Where do you see the company in five years?

**Negotiating salaries:** Occasionally, an employer may ask you to give a salary preference before an offer is made. It is okay to tell an employer that salary is negotiable or you may suggest a range to the employer. It is recommended that you do your research first using resources like salary.com or glassdoor.com so you are prepared. Many entry-level positions have a fixed salary or range. When you receive an offer consider the total compensation package; salary, benefits, bonuses, professional development, training, and education/tuition assistance.

**QUESTIONS YOU CAN ASK**

You will have the opportunity to ask questions during the interview. Try to avoid asking about salary and benefits in the initial interview. Here are some good questions to ask:

Select Bachelor Degrees for Class of 2019: Starting Salaries by Academic Major Southeast Region Summer 2020

Major	# of Salaries Reported	Mean Salary	25 <sup>th</sup> Percentile Salary
Biology	495	\$33,966	\$29,621
Business Administration	5,277	\$51,034	\$46,055
Education	570	\$36,269	\$30,479
English	241	\$36,570	\$34,031
History	95	\$39,768	\$35,215
Political Science	285	\$42,324	\$40,155
Psychology	566	\$33,968	\$31,571

Source: National Association of Colleges & Employers (Summer 2020)

Note: NACE reported data from multiple institutions in the southeast region. This is not Presbyterian College specific data.

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<https://www.presby.edu/campus-life/career-professional-development/>