

# Job Search Techniques

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## Introduction

Throughout the job search you will be in constant contact with employers. You will be evaluated on your ability to present yourself. Before you are in a position to present your skills and strengths to an employer, you must first know them yourself.

Most often, who gets the job?

The most qualified?

The best interviewee?

With some assistance, you can be the best interviewee. It's up to you to become the most qualified.

## Job Search Process

### Know Yourself

Interests: What do you like to do?

Skills: What can you offer an employer?

Values: What's important to you?

Preferences: What do you want your job to "look like"?

Having trouble defining interests, skills, and values? Sit down and start by making a list of your strengths. What have former supervisors or clinical supervisors complimented you on? Create a list of five things that you need in your first job.

Still need help? Consider taking a self-assessment instrument. To learn more about the three self-assessment instruments available to you, stop in to the Career Services Center.

### Define your criteria

FIVE things you need in a position for it to be satisfying

Some examples may be...

- |                          |                             |                                    |
|--------------------------|-----------------------------|------------------------------------|
| - Fits with career goals | - Distance from home        | - Training program                 |
| - Size of city           | - Pay vs. cost of living    | - Opportunity to go back to school |
| - Fit with co-workers    | - Room to grow with company | - Setting/environment              |

Need help coming up with five? Use the Decision-Making Worksheet to help you list and prioritize your criteria.

Remember your criteria when...

- |   |                                       |
|---|---------------------------------------|
| - Thinking over your first offer                    | - Applying for a WACKY job            |
| - You are tired of the search, ready to be finished | - All of your peers have "great" jobs |
| - Faced with making some compromises                |                                       |

It's okay to be flexible and open... as long as you are paying attention to any RED FLAGS.

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## **Perfect your job search materials**

- Resume
  - Based on your resume, would YOU hire you?
  - Have your resume critiqued, make any changes (Career Services can help! Stop in for a visit).
  - See Resume and Cover Letter Writing and The Job Hunt Guide for helpful hints and examples.
- Cover Letter
  - Always send a cover letter. Prepare a rough draft that can be tailored for each position.
  - See Resume and Cover Letter Writing and The Job Hunt Guide for helpful hints and examples.
- Interviewing
  - Practice makes perfect! Practice using the Twenty Most Frequently Asked Interview Questions
  - Schedule a Mock Interview with a career counselor.

## **Identify sources for job openings**

- Internet
  - Career Services Center: <http://www.sagu.edu/careerservices>
- Field specific Job Listings
  - Many jobs listed, nationwide
  - Use professional association websites
  - General search
    - Go to favorite search engine
    - Type "your field" jobs or "your field associations" (such as writing jobs or economics associations)
    - See what comes up
- Relocating to...
  - Pick a city or region, search the web for...
  - Newspapers
  - Chambers of Commerce
  - Listings of organizations that hire professionals in your field
  - Reference USA (link from Career Services Center website)
  - Netscape Yellow Pages: <http://yp.yahoo.com/>
  - Relocation Resources
  - Salary Calculator: <http://www.homefair.com/calc/salcalc.html>
  - Housing: <http://www.springstreet.com/apartments/>
  - City Reports: <http://money.cnn.com/best/bplive/>

## **Set goals and time commitments**

- Finding a job is a full-time job
  - It takes between 3-6 months of ACTIVE job searching to find a position
- Set weekly goals for working on your job search
- Schedule 3-5 hours per week. Plan to spend an afternoon in the Career Services Center to conduct research and to keep motivated.
  - Some goals may be...
  - Send "cold letters" to former clinical sites that you enjoyed
  - Create a list of contacts in areas to which you are interested in relocating
  - Send them all a cold letter and resume
  - Each Friday, check the websites that you have identified as helpful
  - Spend time each weekend responding to any new position openings

## **Thank you Letters**

It is important to write thank you letters to each organization with whom you have interviewed. If possible, send a thank you note to each person within the organization as well. This added touch may make the difference between you and an equally qualified candidate. Some rules for writing thank you notes follow:

- In technical fields and many others, sending a thank you note via email is acceptable. Often it is more efficiently sent this way as recruiters are on the road, unable to receive snail mail. An electronic thank you will be received in a timely manner. Remember to keep the same formal tone in an electronic thank you. Simply write your sentiment in the body of the email message.
- You may type a thank you letter using letterhead. Letterhead can be a simple header at the top of a printed page. It may even match the header you have on your resume. Do not hand write a thank you letter using your letterhead.
- You may hand write a thank you note using nice notecards. Notecards can be blank or they can state "thank you" on them. Choose tasteful notes. Try to send non-gender-specific notecards. Do not type a thank you note using your notecards.
- Thank you notes should be sent out as soon as possible; within a week is acceptable.
- Send each thank you note separately. To remember each person's name and title, ask for a business card when you are being introduced to each person. You may also be able to locate full names via web pages.
- Thank you notes should be seen as another step in the job search process. Many job seekers neglect this important gesture.

## **10 Common Mistakes Job Seekers Make**

- 1) Don't know what they want to do
- 2) Don't take the initiative
- 3) Too few prospects
- 4) Not viewing employment from employer's perspective
- 5) Being too direct
- 6) Not targeting correct organizations
- 7) Approaching prospects impersonally
- 8) Having an unfocused resume
- 9) Overlooking selling points
- 10) Not following through