
GETTING STARTED WITH YOUR JOB SEARCH

To find a rewarding, satisfying, work experience usually takes hard effort and commitment. Top consultants in the field of career planning will tell you that looking for a job should require a 40 hour a week commitment. The top career planning consultants will also tell you that there is a process to follow if you really want to get the job that you desire. So, what do you need to do?

1. **Ask yourself some tough questions:** What are you interested in doing? What skills do you have? What is most important to you in a work setting? If you need help in answering these questions, make an appointment with a counselor. In addition, go to the Career/Transfer Center and explore the many resources to help you better understand your needs and options.
2. **Set goals and work the plan:** An effective way to keep on course is to establish your goals for the job search process. Provide a timeline for each goal. It is much easier to stay on track when you have a plan. But remember, it is only good if you activate the plan and put it into action.
3. **Explore job opportunities:** To reduce your competition, try to locate jobs in the “hidden job market” or those that are not advertised. This involves researching the job market and specifically targeting those employers for whom you would be best qualified and for whom you would most like to work.
4. **Research employers:** No matter where you look for employment, it is vital to research all potential employers. What is their mission? What are their products and services? Do growth opportunities exist?
5. **Study specific occupations:** To learn how an occupation may or may not fit into a career path, the Career/Transfer Center offers many printed and electronic resources to help you explore specific occupations and careers. Find out what workers will do on the job.
6. **Get the training:** Once you have explored a wide range of occupations in a variety of fields, you will have discovered that some jobs require specific training or education.
7. **Get organized:** Create a filing system where you can quickly retrieve information by your phone or computer in the event you are contacted and readily need the information.
8. **Sharpen your technology skills:** Enroll in a short-term community education course or a business or computer class at the college to sharpen your computer skills.
9. **Prepare your employment materials:** Obtain a notebook where you can list the pertinent details of your past work and educational history for quick reference.
10. **Write an effective resume that will get results:** Ideally, one resume should be written for each job opportunity. Effective resumes focus on how you can meet the specific needs of the job and the employer.

11. **Spiff up your personal appearance:** It goes without saying that a well-groomed personal appearance can make a difference between your getting and not getting the job. A conservative approach is always best during the job search. Remember there is only one chance to make a first, positive and lasting impression.

12. **Maintain a positive perspective:** Actively pursuing a job search campaign can not only be exciting but depressing. Inevitably, the repeated rejections of hearing “No, thanks” can get you feeling pretty low. It is important to establish a regular pattern of positive thinking so this is conveyed with each new employer contact. Also, choose your friends wisely and ask those you trust to encourage you along the way. Most importantly, focus on your goals, keep a positive attitude, and make it happen!

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