Job Search Packet Assignment

1. Reflect on Who You are and What you Want:

Identify your strengths and accomplishments. Focus on the parts of previous jobs that you really enjoyed. Take a look at your hobbies and volunteering efforts. Make a list of the things you enjoy doing — and a list of the things you never want to do again. Career assessment tests are available online and will assist you in determining your personality type and style.

2. Explore Your Options by Researching Potential Careers, Jobs and Employers:

Once you have identified your strengths, accomplishments and interests, you can research jobs in your field and prospective employers. Use this information to consider both short-term and long-term job/career goals. Short-term job opportunities will get your foot in the door and long-term career goals are for once you have established yourself in your career.

3. Prepare a job search plan (detailed strategy).

Your job search plan should be balanced so that you are able to take advantage of all possible opportunities. Spread your focus and do not limit yourself to one strategy such as job-hunting online, this will greatly limit your opportunities.

You can develop your plan using these job search tools:

- Networking
- Career Services
- Industry specific web sites
- General job web sites
- Traditional employment ads
- Professional Organization
- Cold contact

4. Begin your job search using the above job search tools and prepare your Job Search Packet. Additional information is included on the following pages to assist you in gathering this information.

Your job search packet assignment should include:

- Your list of strengths and accomplishments
- Your job search plan including networking strategies
- Three potential employers or companies of interest
- A list of professional organizations in your field
- Three potential job openings that you would apply for
Your Job Search Plan

Step 1: Conduct a Job Search
- Go to mynextmove.org.
- Identify a career path and "search" that career.
- Chose/explore a more "specific" career within the category.
- You now have a great summary of information about that career path.
- Look at the “job outlook” within that field. In this section you will be able to find job locations within the United States for your job/career interest.
- In the "Job Outlook" section, find a couple of "jobs" within NY that are related to your career (myskills, myfuture)
- Look into Job Postings.

Other Job Search Resources:
- AfterCollege.com - helps students connect with their alumni network.
- Bright.com - helps connect jobs with skill set listed on resume.
- iHipo.com - tool for those looking for international opportunities.
- CollegeRecruiter.com - great resource for job search tips, as well as job opportunities and tools.
- USAStudentJobs.gov - resource of opportunities with the federal government.

Step 2: List 3 potential job openings in your field (copy and paste links)

1.

2.

3.

Step 3: Job Search Plan
Explain how you have, or will have, researched specific employers before interviewing (through the Internet, Career Center, your network, publications).

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Step 4: List 3 companies of interest to you

1.

2.

3.

Step 5: List 3 professional organizations in your field (Go to: http://www.careeronestop.org/businesscenter/professionalassociations/ to search your profession)

1.

2.

3.

Step 6: Review Networking Facts and Tips, and Create Your Plan

- 70% of all jobs are found through networking according to U.S. Bureau of Labor Statistics.
- Keep notes on speakers in your classes, business representatives you meet through campus events and alumni that you connect with.
- It’s one of the most important processes you will use to obtain a job and need to become very comfortable at it.
- Powerful tool both in the beginning of your career as well as advancement – you never stop networking!
- You need to seek out and connect with individuals who can support your career path.
- The more you practice the skill, the easier and more proficient you will become at it.
- Networking is a Two-Way Street: Effective networking requires “give and take” - both parties must benefit - If one person does all the giving and the other does all the taking, it will be a short lived relationship.

Goals for a one-on-one networking meeting

Build rapport:
- Clearly understand each other’s objectives
- Understand how to help each other
- Have a tentative agreement on next steps

Follow Up
- Don’t wait to “do what you say you are going to do” - if you’ve promised to make an introduction, do it promptly to demonstrate that you follow up on commitments
- Score easy points with contacts by regularly forwarding them links to articles that you think may be of interest to them, and drop them a line every once in a while to check in
Your Networking Objectives

1. Get more information about people and organizations that might hire you
2. Refine your thoughts about where you belong and what you do best
3. Let the world know you are job hunting
4. Develop your energy, skill, and comfort level in job searching and selling yourself

Ways to Develop your Network - Reach out to sources you know:

- Relatives
- Friends and Acquaintances
- Co-workers
- Neighbors
- Friends of Parents
- Parents of Friends
- Alumni (ASK Program)
- Teacher/Professor/University Contacts/Career and Alumni Connections/EXCEL Office/Career Services
- Peers

Reach out to people you don’t know but can gain access to:

- Join online social networks such as LinkedIn
- Alumni Association Professional Network
- Professional Associations – Students groups
- Attend Conferences; they often have job fairs
- Job Fairs
- Volunteer Work – invest in your future career
- Internships – Domestically & Internationally

Networking Plan: Explain why you will network. How? With whom? Describe any of your networking results so far, including possible use of your resume and business cards.

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