

JOB SEARCH STRATEGIES

An effective job search requires time and varied approaches. The more of the following strategies you apply, the greater your likelihood of success.

Visit Career Services

Learn about occupations and industries, explore career options and resources, talk with a career counselor.

Advantages

- A safe place to address career concerns
- Can explore options not posted on Internet
- Introduces on-campus interviews and resources

Skills developed

- Identify your strengths and interests
- Learn about occupations
- Establish career goals and action plans

Conduct Information Interviews (see handout *Information Interviews*)

Talk with people who work in a field that interests you.

Advantages

- Allows direct contact with professionals
- Provides useful information from a personal perspective

Skills developed

- Develop interviewing, communication and listening skills

Network (see handout *Networking for Career Opportunities*)

Let family, friends, alumni, professors and others know you are searching.

Advantages

- Provides contacts
- Builds self-confidence
- Learn about jobs and organizations

Skills developed

- Act professionally
- Ask productive questions
- Build contacts

Intern or Volunteer (see handout *All About Internships*)

Take on a short-term position in an area of interest to you.

Advantages

- Provides experience
- Demonstrates initiative
- Provides professional contacts

Skills developed

- Manage time
- Communicate effectively
- Develop work skills

Use ToreroLink (see handout *ToreroLink*)

Search and apply for internships, part-time and full-time positions.

Advantages

- Offers job listings and interview opportunities

Skills developed

- Develop online job search skills and job application procedures

Participate in Career Expo and Internship Fair (visit Careers Services' *Events* webpage)

Research prospective employers and internships, interact with recruiters, arrange interviews.

Advantages

- Offers the opportunity to meet with potential employers
- Shows initiative

Skills developed

- Develop business networking and communication skills

Search Job Sites & Employer Career Sites (visit Careers Services' *Online Resources* webpage)

Find recent and useful information; submit your resume.

Advantages

- Offers job listings, company and industry information

Skills developed

- Develop Internet research skills

Research Employers & Industries (see handout *Researching Employers*)

Review relevant books, journals, magazines, and newspaper articles.

Advantages

- Offers up-to-date information

Skills developed

- Learn to research jobs and career information
- Learn industry-specific language

Attend Professional Association Meetings (see handout *Professional Associations*)

Attend professional association meetings.

Advantages

- Provides professional contacts

Skills developed

- Develop networking skills and gain inside information

Register with Employment Agencies

Locate agencies with relevant specialties.

Advantages

- Allows for sampling of jobs and employers
- Offers work contacts and experience
- Provides immediate employment, may lead to a permanent position

Skills developed

- Develop interviewing, administrative and communication skills

Final Note

Searching for a job takes time, effort, and organization, and some entry-level positions and internships may involve routine or low-paid work. Remember that your initial job search is just the first step in achieving your long-term career goals. If you are realistic, persistent, and proactive, you are more likely to achieve success.

For assistance with your career development and job search, make an appointment to meet with a Career Services career counselor.