Finding Your Dream Job

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How do you get there?

There are so many possibilities, it can be overwhelming!
Step 1: know yourself, cont.

- Take self-assessments to learn more about yourself.
- These are offered by Career Services:
  - MyPlan (www.myplan.com)
Step 1: know yourself, cont.

₀ So, you’ve done the self-assessments, and you have identified some jobs or some majors that appeal to you.

₀ How do you figure out where to go from here?

₀ What can you do with your major?
 ₀ www.whatcanidowiththismajor.com/major
Identify some possible career paths based on the self-assessments

Compare a few occupations, and decide on two or three that fit you the best to further research. Websites such as: [www.bls.gov/ooh](http://www.bls.gov/ooh) and [www.onetonline.org](http://www.onetonline.org) can help you find solid information.

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<th>Title</th>
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<td>Starting salary</td>
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<td>Is there career growth and how?</td>
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Get prepared

0 Gather documents/work samples to highlight experience, skills, talent and analyze your educational and professional experiences. Use these to develop and enhance your resume, cover letter, and/or portfolio.

0 Log onto College Central Network and upload your resume, cover letter, transcript, other...

0 Make an appointment with your counselor to go over your resume and cover letter.
References

- Put on a separate page
  - References Available Upon Request
- Always ask first
- Have at least 3 (mixture of personal and professional)
- Provide contact information
- Give a copy of your resume and job description to your reference
- Keep them updated
- Faculty, former/current supervisors or employers, etc. make good references.
What is Networking?

- Networking is:
  - A way to gather information
  - About making contacts
  - Building relationships
  - An effective job search strategy
  - A connection that can be on a professional, personal, or social level
  - One of the most effective job-search strategies available to you!
Don’t underestimate the importance of networking.
Identifying Contacts at organizations or companies of interest

- Bluffton Public Library—ReferenceUSA database

- www.linkedin.com

- www.careershift.com

- www.hoovers.com

- CAREER FAIRS AND OTHER ON CAMPUS RECRUITING EVENTS!!!
Networking – why it’s important

- 80% of jobs are not posted but filled through some form of networking
- According to the Wall Street Journal, 94 percent of new job finders cited networking as their primary mode of job searching

89% of 2012 USC Graduates polled found their first professional job through a form of networking
More about Networking

Networking can help you:

- Obtain advice about your job search
- Gain employer information
- Uncover job opportunities

Getting started

- Be clear about your employment goals
- Know who you are
- Know what you want
- Clearly communicate this to your network
Develop your Network

- Who’s in your network?
  - Faculty members
  - Current employer
  - Former employer
  - Internship supervisor
  - Co-workers
  - Family
  - Friends
  - Classmates
  - Neighbors
  - Acquaintances from volunteer work or community involvement
  - Alumni
How do I use my Network?

- How do I use my network?
  - Formally inform them of your job search
  - Provide them resumes
  - Keep them informed
  - Return the favor – networking is a 2-way street (send an article of interest and/or a thank you note)
Keeping tabs...

- Maintain a record of contacts
- Keep detailed information regarding networking activities
  - To whom did you talk?
  - Subject?
  - Date?
  - Location?
  - Results?
Networking Do’s

- Tell everyone you are job hunting
- Be open to everyone you meet
- Have an updated resume
- Take business cards
- Dress professionally
- Convey self-assurance
- Listen – it’s not just about you
- Thank your contacts
- Keep them updated
- Maintain a positive attitude
- Maintain a professional online appearance
- Develop professional skills/dress and know when to use them!
Networking Don’ts

- Wait - effective networking means creating relationships while you’re still employed – not once you lose your job
- Be afraid to ask for help
- Have an unprofessional email address
- Be a wallflower or passive - if no position is available consider asking...
  - What is the outlook for future possibilities?
  - What would you recommend that I do next?
- Forget to research!
New to Networking?

- Practice!
  - Attend a career fair
  - Do mock interviews
  - Talk to your faculty and advisor
  - Talk with alumni
  - Attend a professional conference
  - Talk with your neighbors
  - Talk with your family and relatives
Finished Networking?

Never! But let your contacts know when you have obtained a position and thank them once again.

Keep in touch with them periodically.

Remember the graduates behind you!
Professionalism

- Develop a 30 second answer to the question, “Tell me about yourself?”
- Start adding professional attire to your wardrobe.
- Make your email and voicemail professionally appropriate. Be aware of call back tones as well.
- Develop your interview skills through mock interviews with your liaison, interview stream, practicing with a friend or mirror.
- Check yourself out on internet searches and social networking sites to ensure you are portraying yourself in an appropriate manner.
Timelines

- The time to begin networking is now. It doesn’t matter if you’re a freshman or senior—wait, and you’ll be late!
- Begin developing your resume, cover letter, and professionalism in your sophomore year so that you are ready to search for co-op and internship positions in your junior year.
- Revise your resume and cover letter in your senior year to look for full-time positions or to apply to graduate school once you graduate.
- It takes grads an average of 7 months past graduation to land a professional job, unless you begin early!
Right before you search

- Make changes to your cover letter and resume that tailor them to specific job postings
- Set up search agents on College Central Network that relate to your interests.
Develop a tracking system for jobs you apply for

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<tr>
<th>Organization / Date</th>
<th>Application Status</th>
<th>Contacts</th>
<th>Actions Taken</th>
<th>Interview / Follow up</th>
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Employers do research too!

- Google
  - Google your name
- Twitter and Facebook
  - Profile, friends, music, videos, comments, pictures, groups
- Blogs
  - What does your blog say about you?
Background checks

- What employment screenings can find out about you:
  - Education verification
  - Employment verification
  - Criminal records
  - Social Security trace
  - Basic references
  - Credit history
  - Motor vehicle record
Online applications

0 Follow all directions
0 Tailor your application – don’t cut and paste
0 Use keywords
0 Complete all fields
0 Optional online assessments? Do it!
0 Keep your resume simple
0 Check your spelling and grammar
0 Comments section – include skills inventory or remarks to show you’ve done your research
Some tips

- Don’t wait to check into an interesting job lead. It could be gone if you wait.
- Keep a resume with you at all times—and make sure it is current.
- Attempt to follow up after each application with the person who will be hiring for the position—i.e. the direct supervisor for that position, to avoid that online “black hole.”
- Always follow up after an interview! Send thank you notes/emails.
- Be open to job fairs! Local, regional, national, and/or online.
Social Media!

- www.facebook.com/uscbcareerservices
- www.facebook.com/jawseymcshark
- www.twitter.com/jawseymcshark
- www.jawseymcshark.tumblr.com
- www.pinterest.com/uscbcareer
- www.youtube.com/uscbcareerservices