

HOW TO CONDUCT A SELF-DIRECTED JOB SEARCH

Job Search Process	Tasks to be Performed	Career Center Services Available
PHASE I - JOB SEARCH PREPARATION		
<p>STEP 1 Identify a specific career action plan: <i>What do you want to do?</i> <i>Where do you want to do it?</i></p>	<ul style="list-style-type: none"> Describe in a paragraph what you want to do Research your career field Match your skills, values and interests to career fields and job titles Develop and write a targeted career action plan 	<ul style="list-style-type: none"> Individual career coaching 4 Year Career Action Plan O*Net NACE Salary Survey What Can I Do With This Major? MyPlan
<p>STEP 2 Write an effective resume</p>	<ul style="list-style-type: none"> Write an effective resume to support what you want to do. Be sure to list: <ul style="list-style-type: none"> Education Relevant experience Keywords from job description or industry Have your resume critiqued <ul style="list-style-type: none"> At Career Center By multiple others 	<ul style="list-style-type: none"> Resume Writing Guide LinkedIn Learning Collection Resume critiques from Career Center <ul style="list-style-type: none"> Drop-in hours Upload Resume to Handshake for an online review Resume Paper available (free)
<p>STEP 3 Research employers and job openings</p>	<ul style="list-style-type: none"> Conduct employer research using: <ul style="list-style-type: none"> Employer websites Networking Event/Career Fairs Employer directories Job-related search engines Make a list of 25-30 preferred employers Consider informational interviewing 	<ul style="list-style-type: none"> Handshake Employer Database Job Search Checklist Employer websites & Job search engines Chamber of Commerce Websites Professional Association Websites Informational Interview Info
<p>STEP 4 Plan strategies for making contact with preferred employers</p>	<ul style="list-style-type: none"> Select multiple strategies for contacting preferred employers: <ul style="list-style-type: none"> Career Fairs Job Listings Networking-Telephone On-site visits Direct Emails Post resume on job sites LinkedIn Professional Associations 	<ul style="list-style-type: none"> Individual Job Search Coaching Job search publications and articles Computers available for job searching in SLC2300 Job Search Checklist Career Center Resources Page LinkedIn Learning Collection USF's Job Search Strategies Module
<p>STEP 5 Practice interview and telephone skills</p>	<ul style="list-style-type: none"> Practice answering interview questions Practice positive, non-verbal behavior Practice with telephone scripts Develop questions to ask 	<ul style="list-style-type: none"> Mock interview with Career Center Interview Guide Lists of interview questions to practice
PHASE II - CONTACTING EMPLOYERS AND REQUESTING INTERVIEWS		
<p>STEP 6: Contact employers and request interviews</p>	<ul style="list-style-type: none"> Write personalized cover letters Implement job search strategies from Step 4 Send cover letters and resumes to several managers in each organization Follow up with each contact person 	<ul style="list-style-type: none"> Cover Letter Blueprint Reference Page Information Individual Coaching or Drop-In Services Manage your job search Set up a tracking and follow-up system
PHASE III - INTERVIEWING		
<p>STEP 7 Participate in interviews</p>	<ul style="list-style-type: none"> Arrive Early, Smile, Shake Hands Firmly Send a thank you letter after every interview Continue to follow up on every interview until position is filled 	<ul style="list-style-type: none"> Dress Professionally Career Closet - Free rental of business attire for interviews and events Thank You Letter Guide
PHASE IV - EVALUATING AND DECIDING ON A JOB OFFER		
<p>STEP 8 Accept or decline an employment offer</p>	<ul style="list-style-type: none"> Evaluate offer (s) based on: type of work, location, salary, benefits Negotiate salary/benefits Send letter accepting or declining position 	<ul style="list-style-type: none"> NACE Salary Reports Career Center website (for links to salary information websites) Career Coaching Appointment