

Job Searching

GETTING PREPARED

The first step in job searching is ensuring that you are ready to tackle the demands of the job market. Here are some areas you want to be sure to cover **before** you start looking for your next great opportunity.

1. Know the relevant skills and training you bring to the job, and be able to describe them to potential employers:

The ability to recall examples of when and how you have used your strongest skills in professional, academic and personal situations will help you succeed in even the toughest interviews. Develop a 30 to 60 second verbal description of those skills and how you want to use them to achieve your professional goals

2. Do the research needed to make smart choices about applying for jobs that are a good fit:

It is only natural to use the job search process to explore different work environments (e.g., large vs. small organizations, different industries), but employers will expect that you have researched their organization and the kind of job you are interested in. Perhaps you want to make a difference in the lives of others, or maybe you want to be part of an innovative team. No matter what is driving you, employers expect that you can describe why you are interested in working for their organization.

3. Use resumes and cover letters that will generate interviews:

The Career Center provides ample resources, including reference materials and drop-in advising, to get your resumes and cover letters ready for the job market. The key is making sure your resume clearly and concisely describes your skills, training and experience that are most relevant to the job. You can include courses, class projects, internships, volunteer experiences and community or campus leadership positions on your resume.

4. Create your unique "Elevator Pitch."

An "Elevator Pitch" is a concise, carefully planned, and well-practiced marketing message about your professional self that anyone should be able to understand in the time it would take to ride up an elevator. It should contain a "hook" or "theme" and go no longer than 60 seconds; resonate with your unique personality and interests and contain a follow up request for a business card, a referral, or future meeting. You will have a "ready-made" two sentence to answer the "Tell Me About Yourself" or "What are you hoping to do when you graduate?"

5. Be ready to interview by telephone, online, or in-person:

The next time your phone rings, it could be an employer who wants to set up an interview, or even take a few minutes to get to know you before scheduling one. When you are job searching, it is important to use your "interview voice" whenever you answer your telephone or meet new people. You never know when an opportunity will present itself. In addition, determine what days and times you have available for interviews.

6. Line up your references:

Reference checks are often the final stage of the hiring process, and employers will expect that you can provide names and contact information for references when asked. It is important for you to make sure that your references are ready to provide positive feedback about you and know you are providing their contact information to potential employers. References like faculty members, supervisors and professional colleagues make the best references because they can describe your academic and professional track record and your potential for success.

Networking leads to more jobs than any other job search strategy. Try a few ideas below:

- ◆ Join a discipline - specific professional organization
- ◆ Seek volunteer opportunities in your desired industry
- ◆ Conduct Informational Interviews
- ◆ Contact your Alumni Association or local Chamber of Commerce to attend social events or get referrals of people working in your desired career field
- ◆ Market yourself and network using LinkedIn and/or Portfolium

Career Center Services & Calendar

Check out our website for current dates, times, and locations of workshops and career events.

Location:

Crafton Center
Second Floor, 220

Phone:

909-389-3399

Email:

careercenter
@craftonhills.edu

Website:

www.craftonhills.edu/
careerservices

JOB SEARCH TECHNIQUES

A range of job search techniques can be utilized to ensure that you are making the most of the time you have to look for a new job or internship. Responding to published job postings can be done on your own at any time of day or night. Participating in organizations, networking, and informational interviewing are more interactive and will require you to manage your time.

JOB POSTINGS

Job openings are frequently published on the internet, in newspapers and trade publications. You can search job postings of local employers seeking Crafton Hills College students at www.craftonhills.edu/careerservices - click on the link **Job Resources** or **Internship and Volunteer Opportunities** to access postings and additional resources to help you on your path to a new career.

Internet job sites are easy to find. Some of the most common are www.careerbuilder.com, www.monster.com and www.glassdoor.com. You can use "meta-search" sites like www.indeed.com or www.simplyhired.com to search multiple sites at once. **Use a variety of search terms to access the greatest number of job listings.** This means using words that describe what you would like to do, and not just job titles.

Jobs published on the internet and in print are the easiest to find and apply for, and they also attract the greatest number of applicants. If you meet most of the qualifications stated for a job, it is often a good idea to apply. Because of the large number of posted jobs and applicants, you may need to apply to a significant number of jobs each week in order to secure interviews.

NETWORKING

Job search experts recommend networking (including referrals from family, friends, and faculty) to help boost job hunting success, and with good reason. Networking is a broad term that refers to situations where you have the opportunity to directly meet potential employers, or people who may have specific knowledge of employment opportunities. These include social events, job fairs, community activities, clubs, or professional organization meetings. Some people volunteer for specific organizations or help organize events specifically because of the people they might meet.

A referral to an employer is always a great way to open doors because employers like to interview people who are already known to their employees or their personal and professional contacts. Even casually mentioning that you are looking for a job or internship to someone you meet at a networking venue can result in an unexpected introduction to someone who can help you in your pursuit of a new opportunity.

INFORMATIONAL INTERVIEWING

Meeting with people who work in a professional field in which you are interested, or arranging to accompany someone during part of their workday to get to know their job, are good ways to gather information about careers. They can also be effective ways to meet people and build your own network. While it is always easiest to make arrangements for information meetings or job shadowing experiences with people you know or are referred to, many professionals will agree to participate in these activities.

Review the CHC Career Center guide on **Information Interviewing** for more tips or make an appointment with a career counselor.

The Job Search Continuum

