Job Search Strategies

Tips to find that first full time job!

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The Current Job Market

The job market ….
Companies eager to hire people the right candidate.
Baby Boomers are retiring again.
Composition of the Job Market

Approximately **Two-Thirds** of All Jobs Are HIDDEN

Your Search

- Your first full-time job will be your job search.
- Develop your job search plan and work it!
  - Make an appointment with career services for assistance
Find your passion!

Some of your best experiences in school, work, and personal life?

- What skills did you use?
- What jobs have you held?
- Knowing what you want will drive you to get a successful career.

Preparing: Take Inventory

- Skills
- Experience
- Personality
- Likes and dislikes
- Working conditions
- Salary requirements
- Geographic preferences
- Interest in advancement
Job Must-Have’s

- Your resume
- Transcripts
- Professional notepad/pen and notes
- Firm handshake
- Your calendar
- Preparedness – research the companies

Dress for Success

- Suit: Dark blue, brown or gray
- Shirt: White, light blue
- Tie: Contrasting, some red
- Shoes: Black or brown
- Belt: Matches shoes, socks match slacks
- Hair: Trimmed or pulled back

Avoid: Earrings, hats, heavy cologne
Dress for Success

- Skirt/Slacks: Dark blue, brown, gray
- Blouse: Light colored, not floral
- Shoes: Conservative
- Hair: Pulled away from face

Avoid:
- Tight or revealing clothing
- Shoes with straps, high heels, light colored
- Excessive jewelry, perfume and make up

Preparing: Your Infomercial

- Develop a 1-minute infomercial about your experience, skills, talent, and job objective. Be ready to give it at any time.

- Know your life goals. A ready answer signals that you are focused.
Infomercial

First impressions are important! Introduce yourself using some of these topics:

- Name
- Degree, major, and minor
- Work and internship experience
- Leadership
- Projects, research

There are only two ways to find hidden jobs:

- Networking (Indirect)
- Cold Calling (Direct)
Cold Calling

- Decide on a geographic location or area
- Locate companies that are hiring in that area
- Gather business information about those companies
- Prepare a targeted resume for, and some notes about, each company of interest
- Send your resume to appropriate person (*not job title*) in targeted company when possible
- Visit the company of interest
- Introduce yourself and talk with them
- Follow up by calling back in a few days

Preparing: Your Target Job

Research:

- Market conditions, job trends
- Company health, growth and news
Research Resources

- ACINET.ORG
- Hoover’s Online
- Occupational Outlook Handbook
- Fortune’s 500 Biggest Companies
- Business Week’s and Forbes’ 100 Best Small Companies
- Inc. list of 500 Fastest-growing Comp.
- Google

More Resources

- National, local, and trade specific publications (trade-specific publications are best source for targeted information)
- Membership directories of associations and alumni programs (backpack to briefcase)
- Social/Professional networking websites (Linkedin.com)
Job Strategies

зер Find registered companies on Career Center’s job posting website – Wildcat CareerLink

зер Consider companies that may not be looking for your major!

Research Industry Sites

зер Industry Sites...

- http://www.cra.org - Website devoted to research and education in computer science and computer engineering.
- http://www.careeroverview.com/computer-software-engineering-careers.html - Career and job search resource website for computer software engineering jobs
- http://www.indeed.com/q-Computer-Engineer-jobs.html - Full service website for employers and job seekers interested in careers in civil engineering. This website also offers resume writing and career advice.
- http://jobs.myspace.com/a/ms-jobs/list/q-Computer+Engineer - Social and professional networking site that is linked to jobs in computer engineering
- www.mastersindatascience.org - Online resource for students interested in pursuing education and careers in the data science field
Professional Associations

- Check with faculty from your discipline
- Check with warm contacts in the industry
- Student organizations
- Web searching

Examples:
- Institute of Electrical and Electronics Engineers (IEEE)
  - http://www.computer.org/web/careers/
- The Computing Research Association
  - http://cra.org/ads/

Other Search Options

- Search for companies geographically, by industry or name
- Headhunters — pros and cons
- Contracting agencies
- Newspapers
Interviewing Tips

For interview, take along:
- Resume
- Facts about company & yourself
- Questions to ask interviewer
- Transcripts
- Paper and pen/pencil
- A nice folder or binder
- Ask for business card!!!

Networking is
Seeking Help from People to:

- **Learn** about each contact’s industry and the types of jobs available and the skills needed
- **Brainstorm** to develop and improve strategies for job search
- **Meet** additional people who can supply information, contacts, and ideas
- **Networking is not asking for a job nor having someone get you a job!**

Networking is about Information, Ideas and Introductions
Social Networking Sites

Tips for Your On-line Presence

Be careful: Don’t post content on your or your friends’ sites you don’t want your employer to see.

Be discreet: Consider setting your profile to “private” so you control who sees your site.

Be prepared: Check your profile regularly to monitor comments. Google your own name periodically to see what comes up. Be prepared to respond to questions.
Networking with LinkedIn

- Build profile and recommendations
- Build connections
- Join groups/Participate in discussions
- Job postings feature
  - https://www.linkedin.com/job/chemical-engineer-jobs/
- Provide status updates about your search

Networking

- Current or former co-workers
- Family, friends, acquaintances, and neighbors
- Classmates
- Departments, faculty and alumni
- Societies and organizations
- Church or volunteer groups
Informational Interviews

- Gain valuable information from insiders’ perspectives.
- Learn about particular organizations
  – Measure your “fit”.
- Increase list of contacts and referrals.
- Contact the Career Services office for more info regarding informational interviews.

Job Fairs

see blue work:
a series of career and internship events

Tuesday, March 1
 engineering & computer science fair
  2:00 - 6:00 MEMORIAL COLISEUM
  Open to all UK students and alumni!

diversity reception
  5:00 - 7:00 BINGELETARY CENTER
  A fun way to meet new people!
#seebluework

Wednesday, March 2
 business internship & career fair
  12:00 - 4:00 GATTON COLLEGE
  Open to all UK students and alumni!
Know Your Targets

Develop your TARGET LIST
- Create A, B, and C lists
- Visit C companies first to get more comfortable
- Then hit you’re A & B list!

CAREERFAIR+
Other Opportunities

- Find more job fairs at Jobweb.com
- Search other universities’ web sites
- Use Google searches

Rejected?

OUCH! – You’re not alone!

- Don’t take it personally.
- Advice from company that rejected me?
- Self confidence is very important.
- There is a job out there for you.

The Career Services can help!
Career Fair Prep

2/18 @ 3:30pm, FPAT 257
2/19 @ 2:00pm, FPAT 263
2/23 @ 6:00pm, FPAT 263

Attend one of these workshops to gain insight about:
- effective networking strategies
- perfecting your elevator pitch
- conducting employer research

Required for Engineering VIP access to future Internship & Career Fairs.

* Dres is "Classroom Casual". Come as you are!
Career Advising Drop-Ins

Every Wednesday from 3:00-5:00pm, RGAN 105

15 minute sessions to
Meet with a Career Adviser for:

- Resume review and tips
- Cover letter review and tips
- Help with Wildcat CareerLink
- Anything career related!

No appointment necessary but students will be seen on first-come, first-served basis.

Employer Information Tables

Every Wednesday, 10:00am-2:00pm, RGAN Atrium

Organizations recruit talent year-round. Connect with a different employers each week!

Approach each organization with an open mind — ask questions — you might be surprised by what they have to offer.
MARK YOUR CALENDARS

see blue work:

Tue., March 1 - 2:00-6:00pm

Engineering & Computer Science Career Fair

Memorial Coliseum

Open to all University of Kentucky students and alumni.

Questions???