HUSSON UNIVERSITY

CAREER SERVICES OFFICE

HOW TO START THE JOB SEARCH

Step One

Can you name three skills you enjoy using and three values that are important in your work life? Knowing your skills, values, and interests can help you look at options.

If no

Things to Do:

- Meet with Career Services
- Take an Assessment.
- Ask people you trust what they think your strengths are.

If Yes

Step Two

Can you name 2-3 job title options?

If no

Things to Do:

- Meet with Career Services to talk about options and find resources of interest.
- "Test" a job through an internship or volunteer experience.
- Work with Career Services to find individuals that you can talk to in your fields of interest.
- Not doing anything is a choice and will make success difficult.

If Yes

Step Three

Developing your job search materials (Resume, Cover Letter, Interviewing)

If no

Things to Do:

- Attend workshops or meet with Career Services.
- Use the guides available in Career Services or on website.
- Schedule a mock interview to practice your interviewing skills.

If Yes

Step Four

Develop strong professional etiquette for a successful search.

If no

Things to Do:

- Make sure your e-mail address is professional
- Make sure your phone message is professional
- Meet with Career Services to talk about etiquette and professionalism in the job search

Check out this Youtube video with practical job search tips.

The Next Steps:

Determine what you want for yourself: What do you want or need for yourself after graduation? Think about what you want financially, geographically, professionally, physically, and emotionally.

Career Paths: Most fields have career paths and you will not start at the top of that path. You hopefully have many years to work after you graduate, so you don't have to accomplish it all in your first year. Find something you love, if you can, build your skills and do the job well. Learn what you don't like and re-evaluate for your next experience. If you do this, opportunities will generally find you as long as you continue to network

Job Search Materials: Always remember you will need to have a resume, cover letter, a portfolio of your work samples, and references for any job search. Be sure that you ask for references from each experience and don't just expect them.

Job Search Timeline: Begin your job search immediately in the fall of your senior year or get a jump on it in your junior year. Think of this search as another class and you may have to put a great deal of time into your search. Different fields have different timelines and large firms generally hire in the fall. But, most firms hire as openings occur and many are never posted.

Proactive Job Search Strategies: This is where you initiate the contact with potential employers (**more than 75% of jobs are found through connections)**.

- Secure an internship first to get some work experience
- Contact friends and family members to start developing your network
- Use Career Services to start developing alumni networks
- Talk to your professors and develop connections through them
- Research and contact firms that meet your criteria to see if you can develop direct connections with them.
- **Work with Career Services every step of the way.**

Reactive Job Search Strategies: This is where you respond to known openings (fewer than 25% of jobs are found this way). If you only use help wanted ads, online job postings, employment agencies, and the job postings we post you will only be seeing a minimal amount of jobs that are available.

Common Timelines:
Business: Search in the fall and they hire in Spring. Major firms often finish hiring in November.
Law/Paralegals: Hire during the Spring Semester or when they have openings.
Insurance: Search in the fall and hire in the Spring
Advertising/PR: Search in the winter and hire in Spring/Summer
Private Schools: Search in the winter and hire in Spring/Summer
Public Schools: Search in Spring and hire in Summer
Science Research: Search in Winter and hire in Spring/Summer
Fellowships: Deadlines are in early Fall
Graduate School: Deadlines are generally in December to February to start the next Fall.

Contact Career Services
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www.husson.edu/careerservices

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