



Balancing Time for Job & Internship Searching

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Set Concrete Goals

- ▶ **Decide when you want to start your job or internship. Develop a timeline (6-9 months).**
- ▶ **Can even start with assessment if you are not sure what you want to do.**
- ▶ **Create short term goals. Set doable goals to feel successful.**
- ▶ **How you spend your time is just as important as doing the work**

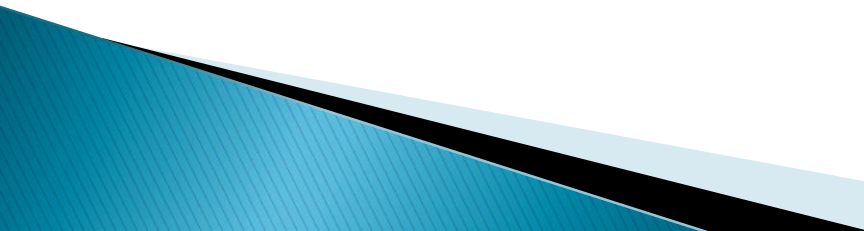


Lists, Lists, Lists

- ▶ **Make weekly, and daily to-do lists**
- ▶ **Prioritize what needs to be done first**
- ▶ **Schedule in time for rest, exercise, and down time**



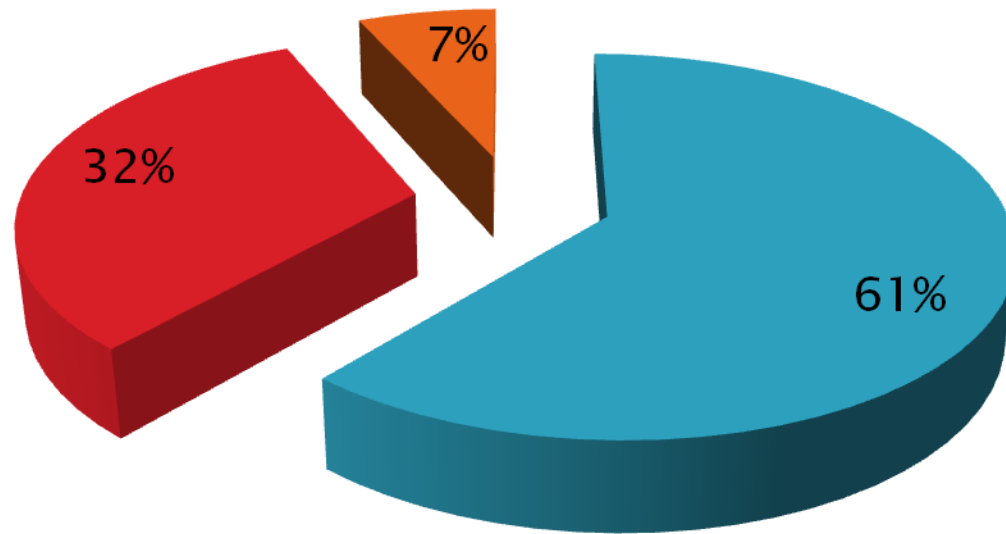
Applying is less than $\frac{1}{2}$ the battle

- ▶ **Sending out resumes and cover letters only produces a small amount of results.**
 - ▶ **The key to gain employment quickly is NETWORKING. Job search should be 70% networking and 30% applying.**
 - ▶ **It takes more time to network but less time to find employment opportunities.**
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Execute Net Source

Employment

■ Networking ■ Job Board Search ■ Recruiter

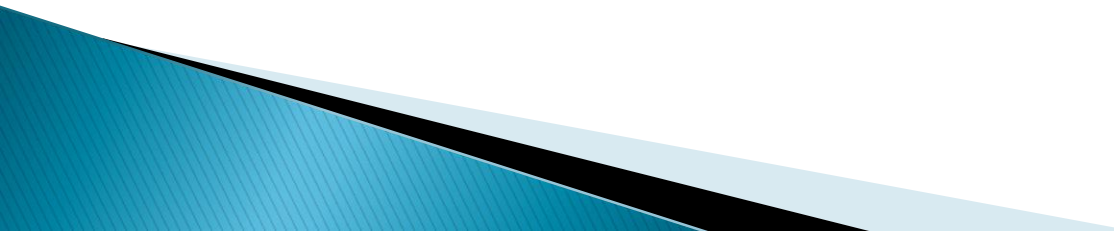


Networking

- ▶ **Informational Interviewing takes time but offer excellent networking possibilities.**
- ▶ **Connect with us and we can guide you through networking and help in finding contacts.**
- ▶ **Talk with advisors and professors that work in the field for additional contact information.**
- ▶ **Be prepared with attire, resume, research, and appropriate questions. Even though your not interviewing be prepared like you are. Sometimes turn into interviews**
- ▶ **First impressions are everything.**



Networking ~ How to Do It

- ▶ **You may call it “networking”... but it’s still an interview!**
 - ▶ **Who do you know?**
 - **Think: Professors, Administrators, Parents, Friends of Parents, Former Employers and Former Co-workers, Volunteering; the possibilities are endless!!**
 - ▶ **Most people want to help and are flattered that you ask.**
 - ▶ **Social Networking**
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Networking ~ How to Do It

▶ What's next?

▶ Think AAA

- Be accessible
- Be agreeable
- Be available



Networking ~ What to Do When You Get There

- ▶ **Be upbeat; Be positive!**
- ▶ **Thank them for their time.**
- ▶ **Let them know why you're there.**
 - **They represent a field you want to pursue.**
 - **What are their impressions of your resume (make sure you bring some copies)?**
 - **Transferable skills?**
 - **LISTEN TO WHAT THEY SAY.**
- ▶ **Be open and conversant; ask questions.**
- ▶ **Have fun!**
- ▶ **Thank you!!**

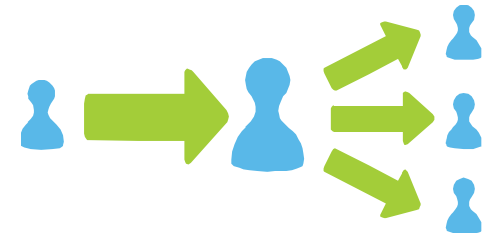


Maximize Internet Job Searching

- ▶ **Create as many job agents as possible (i.e.; jobsinme.com, indeed.com, simplyhired.com, industry specific sites)**
- ▶ **Go to company websites and check for jobs in addition to multiple job search sites. Develop a target list of organizations.**
- ▶ **Don't spend hours on internet. Set aside 1-3 non-business hours to do this.**



Populate your name & interests



- ▶ **Tell friends, family, classmates, faculty, coaches, the mail man! Tell everyone to make connections. Get on linkedin.com (Professional networking site).**
- ▶ **Draft up some inexpensive business cards and hand them out like candy. Make sure your contact information looks professional.**
- ▶ **Join or research associations, groups, or clubs related to career interests to meet others to network with.**

Get Organized!

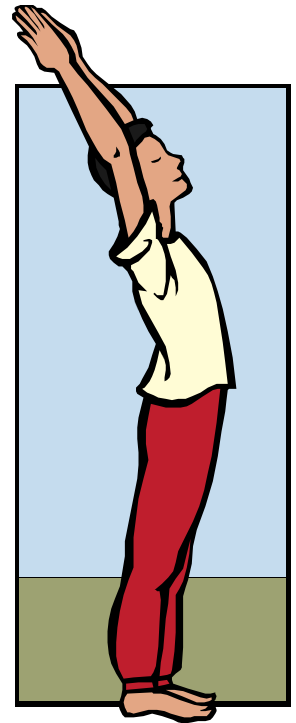
It saves time!



- ▶ **Create networking spreadsheet, keep track of names, phone numbers, emails and business contacts.**
- ▶ **Keep a file of jobs applied to with position names, hiring contacts, and notes related to contacts (i.e., job search notebook).**
- ▶ **Keep a follow up schedule for those contacts that you will need to continue the relationship with.**
- ▶ **Schedule times to respond daily to emails, and voicemails. Complete this task as quickly as you can.**

Stay Healthy, Be Productive

- ▶ **Schedule down time for relaxation, exercise, and proper nutrition.**
- ▶ **A healthy individual is more productive, has more energy, and projects a more positive image to potential employers.**



MANAGING YOUR TIME
CAN ENHANCE YOUR
EXPERIENCE IN ALL AREAS



THANK YOU!

QUESTIONS

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