



Job Searching

HOW TO BEGIN YOUR FULL-TIME JOB SEARCH

BEFORE YOU BEGIN

1) Can you name 3 skills you enjoy using and 3 values that are important in your work life?

Tips:

- Meet with Career Services.
- Take a career assessment (available through our website).
- Ask people you trust what they think your strengths are.

2) Can you name a challenge in the world you want to solve? Can you name 2-3 job titles that work towards solving that challenge?

Tips:

- Meet with Career Services to talk about challenges to solve and job options for that challenge.
- "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.

3) Do you have a résumé, cover letter, and solid interviewing skills?

Tips:

- Attend workshops and meet with Career Services.
- Use the guides/resources available on our website.
- Schedule a practice interview with Career Services to practice your interviewing skills.

2) Do you have strong professional etiquette and networking knowledge and skills?

Tips:

- Make sure your email and voicemail message are both professional.
- Meet with Career Services to talk about etiquette and professionalism in the job search.
- Attend our annual Etiquette Event to gain significant skills in professionalism and learn what employers expect from you.

HUSSON
UNIVERSITY

Office of Career Services

201 Peabody Hall | Monday - Friday 8:30 am - 4:30 pm |
careerservices@husson.edu | 207.404.5618 | husson.edu/careerservices

1 COLLEGE CIRCLE | BANGOR, ME 04401 | husson.edu

TIPS TO REMEMBER

Determine Your Needs

Evaluate what you want and need financially, geographically, professionally, physically, and emotionally from a career.

Your Career Path

No one begins their careers at the top. Find something you love, build your skills, and do the job well. Learn what you like and don't like and re-evaluate for your next experience. Continue to network and you will find new opportunities and climb the ladder.

Job Search Materials

You will need to have a résumé, cover letter, references, and a portfolio of your work samples for any job search. Craft these materials and have Career Services look them over before you begin applying.

Start Early

Develop a relationship with Career Services early and we can help you every step of the way. Begin making connections with family, faculty, alumni, and employers while you are still in college.

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. You may have to put a great deal of time into your search. Different fields have different hiring timelines.

Common Hiring Timelines

Business:

- Start searching in the fall.
- Typically hire in early Spring. Major employers may finish hiring in November.

Law/Paralegal:

- Typically hire during the spring semester when they have openings.

Insurance:

- Start searching in the fall.
- Typically hire in the spring.

Advertising/PR:

- Start searching in the winter.
- Typically hire in the spring/summer.

Private K-12 schools:

- Start searching in the winter
- Typically hire in the spring/summer

Public K-12 schools:

- Start searching in the spring
- Typically hire in the summer

Science Research:

- Start searching in the winter
- Typically hire in in spring/summer

Fellowships:

- Deadlines are in usually in early fall

PROACTIVE JOB SEARCHING

This is the best way to find a job - It is when you initiate contact with potential employers. More than 75% of jobs are found through connections like this.

Tips:

- Secure an internship to get some work experience.
- Contact friends and family members to start developing your network.
- Use Career Services to start developing alumni and professional networks.
- Talk to your professors and develop connections through them.
- Research and contact employers 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 SEARCHING

This is where you respond to posted job openings. Fewer than 25% of jobs are found this way.

Common reactive job searching avenues:

- Online job postings (Indeed, College Central, etc.)
- Flyers
- Employment agencies
- Other advertisements