

# The Job Search Process

This guide is intended to help you think through options for your job search process as you transition into the professional world.

*Adapted from The Liberal Arts Job Search by Kate Brooks, University of Texas at Austin*

**Start by rating yourself in each of the following categories:**

Just starting out

Fully accomplished

		I know what I want to do and what I can do.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		I know who might hire me.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		I have gained experience in my area(s) of interest.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		I have an outstanding set of materials prepared to market myself. (resume, cover letter, work samples/portfolio)					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		I have established and am maintaining a network of people who could help me.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		I have prepared for and practiced presenting myself professionally. (interviewing and professionalism)					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Now that you've completed your self-assessment, try writing your general goal.

## Goal:

Now, describe your current vision of that goal. Note what is missing or what you can't envision—that will help you focus on the tasks you need to complete. **EXAMPLE:** I see myself going to work each day in a small organization, where I get to do a variety of interesting tasks and make a difference. I want to live in the Twin Cities area, and have plenty of time for my family and friends. My job allows me to pay my bills comfortably. Missing—the type of position and the specific organization

## My description:

**What is the target date for achieving this goal?**

**How much time do I have to accomplish this?**

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*Continued*

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After you've identified the areas where you are just starting out, or need some improvement to get to "fully accomplished", use the following challenges as a checklist to determine solutions that may move you toward your goal.

## **Challenge: I don't know what I want to do or what I can do.**

- ❑ Identify my values, interests, skills and abilities by meeting with a career coach at the Piper Center.
- ❑ See what other Oles with my major(s) have done by searing the [Online Alumni Directory](#).
- ❑ Check out the "[What Can I Do With a Major In...](#)" resources for ideas.
- ❑ Research organizations, fields, or industries that interest me using [Vault](#), [O\\*Net](#), [the Occupational Outlook Handbook](#), and [Spotlight on Careers](#).
- ❑ Review Past and current experiences, looking for patterns in the things I liked about each.

## **Challenge: I don't know who might hire me.**

- ❑ Do informational interviews with people in my field of interest. Find alumni to connect with using the [Online Alumni Directory](#).
- ❑ Use the [Vault](#), [O\\*Net](#), [the Occupational Outlook Handbook](#), and [Spotlight on Careers](#) to research potential employers, typical entry-level jobs, starting salaries, etc. in my field of interest.
- ❑ Make a list of at least 10 possible employers. Find connections within each organization, read news articles about the organization, visit their website, and look for a good fit for my skills and interests.
- ❑ Get a foot in the door and "try out" a potential employer through an interim internship, volunteering on a project, or job shadowing. Employers like to hire people they know!

## **Challenge: I need more experience in my area(s) of interest.**

- ❑ Do an interim [internship](#).
- ❑ Get involved in my community through [civic engagement](#).
- ❑ Get a [Finstad entrepreneurial grant](#) to start a sustainable business.

## **Challenge: I don't have the materials to market myself.**

- ❑ Watch the [Resume](#) and [Cover Letter](#) online workshops.
- ❑ Create drafts of my resume and cover letting using the [Piper Center website](#) for tips, guidelines and samples.
- ❑ Have my initial documents reviewed by a Peer Advisor on a walk-in to the Piper Center.
- ❑ Pull sample position descriptions of interests to me and look for keywords and skills they are seeking. Use these to tailor my resume and cover letter.
- ❑ Create a portfolio of work and class samples that demonstrate my skills.
- ❑ Make an appointment with a [Piper Center staff member](#) for a final review of my materials.

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## **Challenge: I'm not sure how to start and manage the whole job search process.**

- ❑ Determine how much time each week I will allot to the process. Plan weekly and monthly activities and steps to achieve my goal—include time for research, networking, and searching postings.
- ❑ Regularly visit [Ole Career Central & LACN](#) to search for opportunities that interest me.
- ❑ Visit the [Piper Center Job Search website](#) for tips, links to posting sites by area of interest, etc. Determine which sites are most applicable and establish a routine for checking those sites.
- ❑ Attend Job Fairs such as the Nonprofit & Government fair in October, the Minnesota Private Colleges Fair in February and the Idealist.org Fair in April. See the [Piper Center website](#) for dates and details.

## **Challenge: I don't know anyone who can help me.**

- ❑ Watch the [Networking](#) online workshop to learn the basics of networking.
- ❑ Use the [Online Alumni Directory](#) to connect with Ole Alumni and do some networking.
- ❑ Participate in the [Career Network for Oles](#).
- ❑ Attend campus and community events which inform and allow me to engage with people in my areas of interest. See the [Piper Center calendar](#) for dates and details
- ❑ Make a list of people I know and keep them informed of my interests and what I am seeking. Update that list as needed when making new connections, or after a conversation.
- ❑ Seek out opportunities to get involved in [professional organizations](#) and activities.
- ❑ Identify at least three people who can serve as professional references. Ask them if they would be willing to serve as a reference and provide them with information on what I am seeking. [Prepare my reference sheet](#).
- ❑ Follow-up on any leads my connections provide, making sure to thank people after they've helped me.

## **Challenge: I'm not sure of how to present myself professionally in an interview, or what the general expectations of professionalism in the workplace are.**

- ❑ View the [Professionalism in the Workplace](#) content on the Piper Center website.
  - ❑ Maintain any online professional presence by making sure that public information about me is professional. Create and maintain a [LinkedIn](#) page.
  - ❑ Review the [interviewing information](#) on the Piper Center website.
  - ❑ Write down examples of experiences that highlight key skills in preparation for behavioral interview questions.
  - ❑ Prepare my "[Benefit Statement](#)" so I can answer the questions, "Tell me about yourself"
  - ❑ Do a practice interview with the Piper Center staff.
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