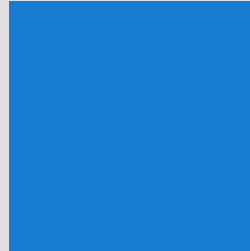
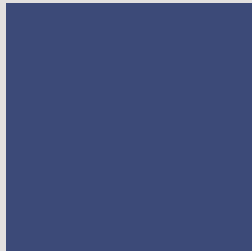
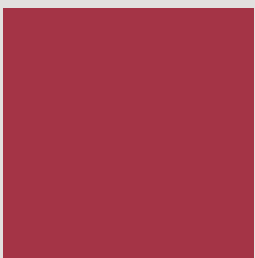


Job Search Guide

J. Eugene Smith Library, 1st Floor

860 - 465 - 4559

www.easternct.edu/career



EASTERN CONNECTICUT STATE UNIVERSITY
The Office of Career Success
A Division of Academic Affairs



Getting Started



Job Search Tools



Search Process



Interviewing



Offered & Accepted



Connect with Us

Getting Started

Have a Plan

- Determine what your job goals are. In other words, make a list of your skills, interests and passions and start looking for opportunities that match your list.
- Remember, you aren't looking for your last and final job, you are looking for a job to start you on your career journey.
- Set a goal for the number of applications and/or networking activities you will complete each week.

Update Your Resume

- Make sure your resume is up to date with all your experiences and that you have highlighted the key skills and competencies you have which employers are looking for.
- Have your resume reviewed by the Office of Career Success and by a faculty member or your internship supervisor.
- Double check your resume for grammatical or spelling errors.

Check Your Social Media

- Employers will look at your on-line footprint. That post you put out in high school when you were trying to be "cool" may be the one thing that keeps you from getting an interview.
- Update your privacy settings; don't be viewable to "everyone". Consider changing your username to a nickname or something that doesn't readily identify you.
- If you haven't already, join the LinkedIn community. LI is a great way to discover employment opportunities, stay informed on your industry of interest and develop professional connections.

Internship

- If you didn't complete an internship as part of your undergraduate studies, it's not too late.
- Look at full-time paid internships to gain experience in your field and develop industry specific skills.
- An internship allows you to build your network as well; seek out a mentor to help you with your career goals and objectives.

Be Flexible

- Look outside your specific field of interest. Often you can apply your skills and knowledge within other industries while building your resume and skills, as well as your connections.
- Consider a opportunity within a company/organization that you really want to work for. While it may not be your "ideal" job, getting a foot in the door allows you to show your value to the company and advance to a new role.

References

- Talk with your professors, mentors, and advisors before you graduate about serving as a reference for you.
- Have them pen a letter of recommendation or invite them to post a recommendation on your LinkedIn account.
- References can also come from places of work or from volunteer organizations you have given time to.
- It's important to have a list of at least 3 references with current contact information to share with employers.

Portfolio

- Not everyone will need to put together a portfolio; graduates in degrees in "visual mediums", sales, technical positions will benefit from developing a portfolio.
- Gather samples of your work to share with your future employer. If you created work for a company or organization that they have "ownership" of, be sure you have their permission to include it in your portfolio.
- Include documentation of special certifications earned in your portfolio.
- Be sure you have your portfolio in both print and electronic form.
- Organize your print portfolio in a binder with clear sheet covers. You may want to organize your work alphabetically to make it easier to find. Be sure to take your print portfolio with you to an interview.

Job Search Resources

Career Center

- Students tend to overlook this FREE resource available to them on campus.
- Participate in a personal career counseling session.
- Schedule a practice interview.
 - Have your resume and cover letter reviewed.

Job Fairs

- The Office of Career Success facilitates at least one fair each fall and spring semester.
- Fairs provide you the opportunity to speak directly with recruiters hiring for their employer/organization.
- Fairs are a great way to learn more about employers and the opportunities they offer.

Career Programs

- The OCS offers multiple programs throughout the academic year to connect student and employers.
 - Career Conversations
 - Career Prep Days
 - Networking Events
 - Information Sessions
 - On-Campus Recruiting

On-Line Resources

- Examples of Job Posting Sites: LinkedIn, indeed, Glassdoor, Zip Recruiter, ECN
- Company and organizations websites. If there is a company you want to work for, look for opportunities on their site.
- Professional Organizations related to your career interest are another great source. Career focused websites like Vault and The Muse are also good sources.

The Search Process

Start Early

- Start looking for employment opportunities as early as the summer before your senior year.
- Companies with competitive training programs will actively recruit in the fall of your senior year with offers going out as early as November.
- Opportunities are still available if you delay your search until spring semester. Smaller companies, communication/media industry, the arts and the PK-12 teaching profession are among those who hire later.

Save Searches

- With so many on-line search engines out there, it is important that you save your searches and set reminders for when new jobs matching your criteria post.
- Saving searches is a huge time saver and you don't have to try and remember the key words you used to find the type of jobs you are looking for.

Apply

- Make sure you have had your resume reviewed by the Office of Career Success.
- Start sending out applications specifically written for the job you identify—personalization of your application shows your interest.

Track Progress

- Create a simple worksheet to track the following related to your search:
 - Position applied to and name of the company.
 - The link where you found the job and description.
 - Date you applied.
 - How you applied—on-line, LinkedIn, email, through a referral, etc.
 - Status—Yes, No, or Never heard back
 - Application Process—applied, phone screen, interview, etc.
 - Interview details: Date, time and location of your interview; name of interviewer and any other details shared with you.
 - Communication: Follow-up, Thank you sent, declined offer, withdrew from consideration

The Interview Process

Do Your Homework

- Never go into an interview unprepared!
 - Spend time on the company website and have a solid understanding of who they are and what they do.
 - Check out their social media sites to see what's new and how they are involved in their community.

Self-Assess

- Make a list of your strengths and how they will help you be successful in fulfilling the requirements of the job.
- Know your weakness and give examples of action you are taking to address them.
- Why did you apply for this internship experience, or to this company? Why do you want to work for them?

Preparation

- A simple Google search will yield “commonly asked interview questions”; be prepared to answer them.
- Complete a practice interview. The OCS staff will gladly assist you with your preparation.
- Be sure to have a professional outfit to wear to the interview.
- Have a list of 2 or 3 questions to ask of your interviewer.

Top 10 Mistakes in the Job Search Process

<https://www.learnhowtobecome.org/career-resource-center/grads-get-hired-guide/>

Using a single search source

- Never rely on a single search engine for identifying opportunities.

One resume

- Never use a one size fits all resume. Always tailor your resume to the job you are applying to.

Ignoring your college career center

- Take advantage of the services it provides, from resume building to practice interviews and career programs and events.

Not researching companies

- Learn about the companies you are applying to. Are they a good fit for you and you for them?

Failing to network

- It really is about who you know. Connect with alumni working in your field or at your employers of interest. Seek their advice for applying. Get active on LinkedIn.

Unprofessional Communication

- Etiquette matters in the professional world. Your emails and cover letters should be written in a professional tone.

Not reviewing your social media

- It is a must to clean up your social media sites or at least not make them publicly viewable if you have questionable content. Employers will find you if you let them.

Narrow scope

- Broaden your search; you can apply your skills in multiple industries. Don't focus on a single employer. If you are willing to relocate, this will broaden your search as well.

Applying to everything

- Applying to every job you find can be a waste of time. If it's a job you would never say yes to, move on.

Starting late

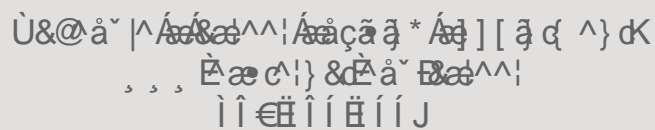
- Begin making connections and planning for your future from your first day on campus.

How To Connect With Us



Visit our Career Studio in the J. Eugene Smith Library, 1st Floor

View studio hours online at www.easternct.edu/career



Office of Career Success



Eastern Connecticut State University Alumni and Students



EasternCareer



EasternCareer