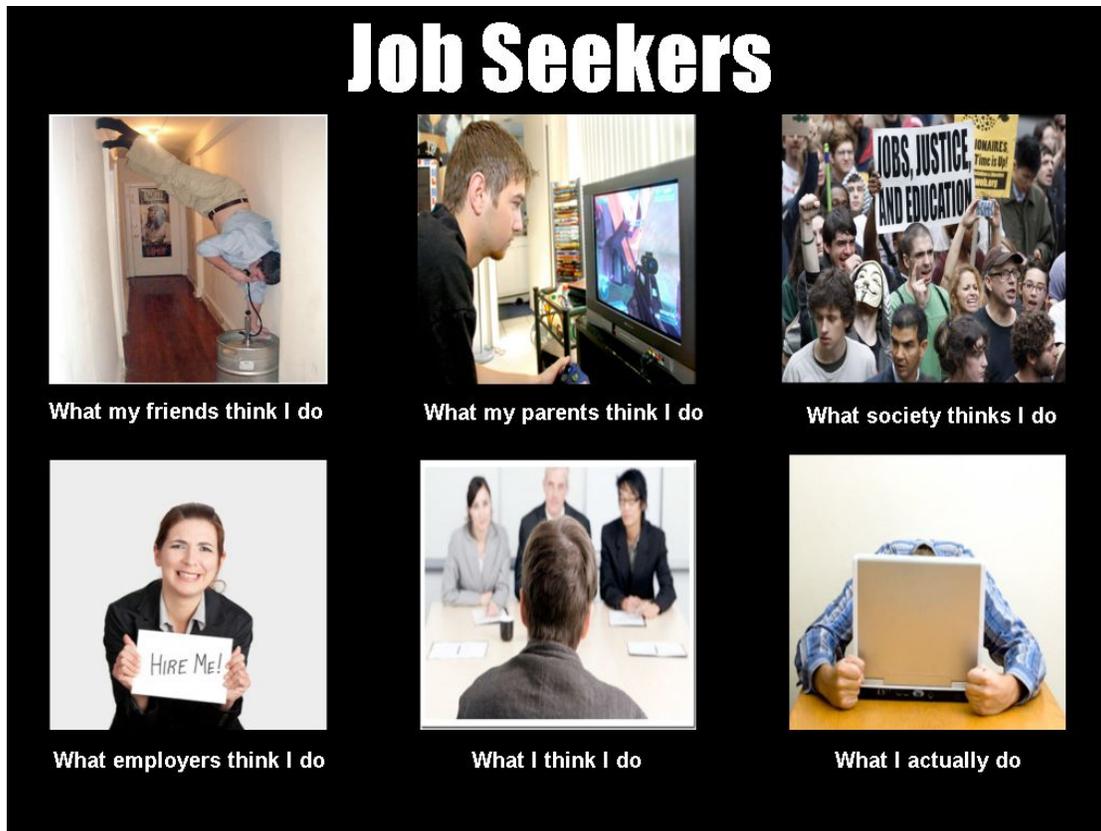


HOW TO CONDUCT AN EFFECTIVE AND REALISTIC JOB SEARCH.



Before searching Indeed, LinkedIn or the Career Services job postings you need to know you're ready to work and what you're ready to do.

1. Begin with a Self-Assessment. Ask yourself the questions that matter most. What kind of work best fits in with your current lifestyle? What is your skill set and what work would allow you to expand those skills? What are your values?

Review this sample listing of values and list your personal top five:

- Job security
- Working as part of a team
- Working independently with little supervision
- Making a contribution
- Professional status
- Mental challenge
- Pleasant surrounding
- Challenging, stimulating co-workers
- Different tasks to accomplish daily
- Financial Rewards
- Creating something
- Ability to advance.

Awareness in what you value in a career will help you in exploring your career goals and making the right decisions to propel you forward.

2. Your personal interests and skill set are directly tied to your values. The key to your successful job search is recognizing these skills, communicating their usefulness verbally and in writing. Use accomplishment statements to describe your skills in accurate terms. Think of factual experiences in which you're actively demonstrated your skills set. Connect those skills with the needs of a prospective employer.
3. According to Harvard Business Review, 80% of the openings available at any one time are never advertised. Job seekers should respond to employment ads but your main efforts should be focused on establishing a good network; identify the hidden job market.

Acquaint yourself with peers in the field/organization that interests you. Your peers can offer insight in your career interest, organizational interest and form a dependable network specific to your career goals. Use all resources at your disposal to begin your job search. Remember that family members, friends, classmates, professors and extra curricular groups can be a part of your network and can open doors that might otherwise have remained closed.

4. Begin Searching.
 - Internet tools such as Indeed allow you to filter your search. After your self assessment you can begin your search with clear criteria of what you require in the workplace to achieve success.

BEWARE with your job search, some job posting really are too good to be true.



5. Visit with Career Services. Career Services can help you with all the steps listed above to begin your job search. Career Services can also help you assess your current skill set, reviewing job postings, preparing your resume and cover letters.