

Money Smart - Job Hunting Tips

It's no surprise – the economic downturn has presented challenges for job seekers. Unemployment is still high, especially for young adults and employers have raised the bar in terms of their expectations. Today's tips are designed to help set you up for a successful job search!

Be FOCUSED

- Decide what you want to do and where you want to do it
- Identify your skills, interests, values, and personality—honestly
- Identify jobs that interest you

Be ORGANIZED

- Schedule time to job search
- Keep a document, spreadsheet, or file folder of contacts and information
- Note dates that applications were sent
- Indicate origin of job lead information
- Determine follow-up dates

Be INFORMED

- Learn what employers want and need (NACE Research: Job Outlook 2010)
 - Employers rank the top five candidate skills/qualities
 - Communication skills (written and oral)
 - Analytical skills
 - Teamwork skills
 - Technical skills (pertaining to major/field of interest)
 - Strong work ethic
 - 76.6% of employers want to hire candidates with relevant work experience
- Research organizations of interest (shows interest & initiative)

Be PREPARED

- Write a resume
- Order business cards
- Develop and practice your “elevator” speech
- Manage first impressions
 - Dress appropriately at every step
 - Consider personal, professional and e-life
 - Be referable (who will serve as a reference and what will they say?)
- Get ready to interview
 - Describe clear examples of achievement and experience – stress significance/value
 - Be prepared to articulate how you can contribute to an organization's success



Be CONNECTED

- Network and meet people (80% of all jobs are not advertised)
- Tell everyone you are looking – ask for contacts
- SMWC faculty, staff, and alumnae
- Career Fairs
- Chambers of Commerce
- Employment Agencies
- Internet (Join professional and social networking sites – LinkedIn, Facebook, etc.)
 - Moving forward, employers expect to use more technology in their recruiting efforts and will increase their use of social networking web sites, such as Facebook and LinkedIn, to recruit graduates.

Be ACTIVE

- Participate in programs and events
- Visibility will help you to be remembered
- Get experience through internships and volunteering

Be FLEXIBLE AND THOUGHTFUL

- Consider options outside your comfort zone

Next steps to get started

- Schedule an appointment with the Career Development Center
 - We help students target specific resources and contacts
- Create/update your profile at <http://career.smwc.edu>
- Create job search agents on favorite websites

Strategies for SUCCESS

- Go to where the jobs are – a year or two away from your community might be necessary
- Turn off the TV!
- Turn off your cell phone!!
- Treat your job search like a full-time job
- Remain optimistic – “positive action”
- Be flexible to “different” opportunities
- Practice interviewing
- Be open to different work environments, companies and organizations
- Take steps to meet new people – network for information as well as job leads
- Develop a circle of mentors
- Research the companies and organizations
- Set realistic goals and stick to them – “I’m going to apply for 3 jobs this week.”
- Stay organized – keep a log book and follow-up
- Be persistent. Be patient.

QUESTIONS? CONTACT US AT
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