

# FINDING YOUR WAY THROUGH THE JOB SEARCH



The process of finding a job for each one of us is different and it also depends heavily on the industry. It may be difficult, frustrating, and time-consuming to look for a job. Collecting resources and information on how to perform a successful job search is essential to job creation.

## BEST WAYS TO FIND A JOB

- Ask family members, colleagues, community citizens, and the career centers for work leads.
- Do your detailed research. Explore your personal values, preferences, skills, and where you want to use those abilities.
- Use a directory or online resource to locate an organization where you would like to work. Instead, contact the employers in that sector and see if they're hiring for the type of position you would like.
- Try visiting the employers/companies you would like to work, whether or not they are looking to hire any new employees.

**Insider Tip:** Consider getting an internship, doing volunteer work, taking part in job shadowing, or holding an informative interview with the companies/employers. These are all things that may contribute to jobs in the future.

## TOP PLACES EMPLOYERS FIND NEW HIRES

- On-Campus Interviews

Check out the On-Campus Interviews

- Company Internship Program
- Employee Referrals
- Company Co-op Program

Students are paid for work sessions that are closely associated with their field of studies. These assignments are also beneficial for companies.

- Career/Job Fairs
- Faculty Contacts
- Online Job Postings

Found on the websites of individual companies

## Student Clubs/ Organizations

Visit <https://careerservices.wvu.edu/students>

## WHAT NOT TO DO IN A JOB SEARCH

- Send a job application, resume, or cover letter with errors.
- Send out a resume that is not tailored according to the job position.
- Limit your job search to a specific position.
- Trying to impress through a fake story, it is better to tell the truth about yourself.

- Dress improperly/inappropriately to an interview.
- Act unprofessionally.
- Show a lack of patience.
- Exhibit desperation for the job.
- Giving up on the process, even when the job market is tough, there will be opportunities out there for you.

## **YOUR JOB SEARCH CHECKLIST:**

### **Step One: Start Your Job Search**

- ✓ Job search results are not instant; it can take months before you finally receive a call.
- ✓ You don't know what to do or how to get there? Get an appointment with an advisor/career counselor.
- ✓ Write down a few ideal job opportunities or career choices.

### **Step Two: Stay Organized**

- ✓ Set a timeline for yourself.
- ✓ Make a detailed list of your interests, abilities, expertise and strengths.
- ✓ Make a list of your experiences, such as academic and work-related.
- ✓ Restrict your quest and apply only to those positions you are eligible and interested in as an employee.
- ✓ Follow up as soon as possible on every job you find.

### **Step Three: Set a Goal**

- ✓ Contact employers and companies that fit your skill sets with the relevant area of interest. Besides, do comprehensive research on their business.
- ✓ Identify your interests regarding the nature of work, industry, environment, geographic location, compensation, etc.
- ✓ Prepare answers in response to interview questions or attend a mock interview.
- ✓ Create a short speech to make yourself prominent in the market of employers.
- ✓ Stay updated.

### **Step Four: Be Professional**

- ✓ Make a suitable email address to find a job.
- ✓ Make sure your voicemail is professional and appropriate.
- ✓ Examine your social media profiles. Think critically: Is it acceptable content? Are pictures suitable?
- ✓ Create an "Elevator Speech." This should be a 30-second statement that can be voiced to an interviewer or potential employer. Your history, your accomplishments, why you want to work at XYZ Company and your possible aspirations should be included in the "Elevator Speech."
- ✓ Join professional social networking sites to build a network and create connections, such as LinkedIn.

### Step Five: Start The Process.

- ✓ Talk to friends, relatives, and people in the community, create a network.
- ✓ Make an appointment with an instructor in your area of interest.
- ✓ Apply for internships or mainly volunteer in those companies /departments that you are interested in working in the future.
- ✓ Set up interviews and conversations by telephone or e-mail with employers /organizations to request an appointment to obtain insider information about your area of interest and career path.



**Career**Services

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