

JOB SEARCH STRATEGIES



SUCCESSFUL JOB SEARCH CHECKLIST

KNOW YOURSELF & WHERE YOU WANT TO WORK

- ❑ **Assess your skills, experiences, and interests** and what you have to offer employers.
- ❑ **Understand your values.** Consider workplace values and culture as well as what you will and will not compromise. You'll be more likely to enjoy your work and develop better relationships with coworkers, if your values align with the organization.
- ❑ **Target geographic locations.** Identify places and specific organizations of interest.

PREPARE FOR THE JOB SEARCH

- ❑ **Employer ready documents.** Tailor your resume and cover letter for your industry and each position you apply to.
- ❑ **Develop your network.** 80% of jobs are never posted online, so building meaningful relationships is a key part in landing a job. Increase your connections through campus involvement, relevant experiences, internships, social networking sites, professionally focused events and professional associations.
- ❑ **Practice your interviewing skills.** Create stories based on your experiences and show you are a good fit for the position. Be sure to have interview appropriate attire for the field you plan to work in. Let the CDO help!

START SEARCHING

- ❑ **Resources.** Check FREDNetwork, employer websites, industry specific sources, and professional associations for updated opportunities. Search LinkedIn for alumni and professionals working at organizations or positions of interest.
- ❑ **Attend Events.** Plan ahead to attend information sessions, networking events and job fairs (national, regional, local, field related, or sponsored by specific employers).
- ❑ **Stay Organized.** Track your contacts, job-search activities and interviews. Respond promptly by submitting any requested documents to employers or referrals.

FOLLOW UP

- ❑ **Reach out to organizations and connections.** Send a thank you email within 24-48 hours after interviews or networking conversations.
- ❑ **Be open to options.** Consider a "stepping stone" position and industry related internship,
- ❑ **Evaluate job offers.** Review the offer letter, speak to people at the company to get a better sense of the organization's culture, and evaluate benefits (total package) to your personal and financial needs.

PRO TIP:

*The CDO can help you get started. Get support and stay positive.
Remember to remain confident about your candidacy!*



🏠 280 Central Avenue Gregory Hall, 2nd Fl. Fredonia, NY 14063
📞 716-673-3327
✉ careers@fredonia.edu

🌐 www.fredonia.edu/cdo



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FOUR PLACES TO BEGIN YOUR ONLINE JOB SEARCH

LARGE JOB SEARCH SITES

Examples: LinkedIn, Indeed, Glassdoor, Google for Jobs, FlexJobs

- ❑ Vast number of jobs, searchable by job target and location, “push” job alerts, can post resume and most services are free.
- ❑ They’re a nice starting point, and great for relocating. But there are better, more occupation and location specific options.

LOCAL/REGIONAL JOB BOARDS & NEWSPAPERS ONLINE

- ❑ Target a geographic location.
- ❑ Find the site(s) for the local and regional job boards, links, and online newspapers, bookmark them, and check back often.
- ❑ When relocating, take the opportunity to virtually explore and learn about the area.
- ❑ Use this tool but it should not be the focus of your online job search.

“NICHE SITES”

For a list to help you get started, visit [Looking for a Job](#) section on the CDO website.

- ❑ These sites specialize in positions in a single field and many involve a professional association, which will increase networking opportunities.
- ❑ This should be a major part of your online job search.

EMPLOYER WEBSITES

- ❑ Great tool in researching the organization and is likely how they want you to apply — potentially resume, cover letter, and application.
- ❑ This should be the FOCUS of your online job search, if the organization has a website.

PLAN FOR:

Start early! The average length of time to find a job is 3-6 months, sometimes longer in a very competitive market. Take one step at a time and be positive!