Know Yourself

Answer the following questions or use the resources before proceeding. Be able to describe your interests, skills, values, personality.

- List your top 5 transferable and technical skills.
- Describe how your interests are related to your chosen career path.
- Give examples of how your personality is a fit for the positions you are considering.
- State how your values are aligned with the positions/organizations of interest.
- Schedule an appointment with a career counselor to identify any of the above.
- Take one or more vocational tests to gain insight into any of the traits.
- Use online testing (CHOICES) to gather personal or career information.

Know the Market

List job titles and companies of interest. _____________________.

- Be aware of entry level job titles and salary information.
- Research employers hiring in your career field.
- Meet with a Reference Librarian to hone your search.

Resume and Cover Letter

I will complete or update by _____________________.

Create a professional resume and cover letter.

- Attend a resume and letter writing seminar.
- Visit the Career Resource Center to view books with articles or examples.
- Stop by during Pop-in hours for a quick critique of your resume or letter.
- Schedule an appointment to meet with a Career Counselor for a final review.

Interviewing

To prepare I will use________ of the following resources.

Learn and practice interviewing skills.

- Attend an Interviewing Skills seminar.
- Schedule a mock interview to role play and receive feedback.
- Practice at home using your own webcam.
Network

My goal is to make _________contacts each week/month. (New and Ongoing)

Identify and create a professional network.

- Brainstorm a list of contacts- family, friends, peers, faculty, alumni, past & present employer(s).
- Develop a LinkedIn profile that is 100% and join the ASK group.
- Search LinkedIn to find names of people and companies.
- Attend Employer Information Sessions offered through CDC.
- Participate in Professional Association meetings both on and off campus.
- Attend First Friday luncheons and/or Take A Tommy to Lunch through Alumni Office.

Job Search

Begin an effective internship or job search.

- Use websites or professional network to learn job titles and salary information.
- Create a list of companies of interest—use Reference Librarians for database searches.
- Attend the Job Search Strategies seminar.
- Schedule an appointment to meet with a Career Counselor to discuss a strategy.
- Find possible opportunities on job posting websites.
- Register to participate in the On-Campus Interviewing program- internships and full-time.
- Attend Job Fairs: Government (October), Private College (February), Non-Profit (April).

Use the Career Development Center’s website for audio guides, webinars, Guidebooks and Tip Sheets.

Refer to the full list of seminars offered by the Career Center on a variety of topics.

Resources Mentioned

- Career Development Center: www.stthomas.edu/careerdevelopment
- University of St. Thomas Alumni Association: alumni.stthomas.edu
- Choices: www.stthomas.edu/careerdevelopment/choices
- Seminars and Events: www.stthomas.edu/careerdevelopment/events
- LibGuide Resources: libguides.stthomas.edu/careerdevelopment
The more active a search is, the more successful it will be

Want ads/web sites → Campus Interviews/Job-Career Fairs → Cold Calling/Networking
(less active/more passive → → → → → → → → → → → → more active/less passive)

Jobs and Internships

1/3 of jobs are obtained through want ads, online postings, newspapers, and job boards.

2/3 of jobs are unearthed through direct contact, networking, and cold calls (i.e. “the hidden job market”)

Unless all methods are used, a large portion of available possibilities will go untapped

Is your search active enough?

One way to assess where things might be going wrong is to look at the numbers.

* An approach is a letter and resume, mailed or emailed, to an individual in a hiring capacity (i.e., not “To Whom It May Concern,” and not to the Human Resources Department), followed-up with a phone call.
Rate Your Job Search Effectiveness

**Job Search Activities**
Which of these apply to you?
- □ Attend job fairs that are on and off campus.
- □ Participate in campus career events/programs.
- □ Make telephone cold calls to employers.
- □ Respond to job search listings with calls, cover letters, and resumes.
- □ Write employers of special interest to me.
- □ Apply directly with potential employers.
- □ Participate in Student Clubs.
- □ Check out the State of MN Workforce Center.
- □ Utilize UST Library online resources for company and industry research.

**Job Leads**
Which of the following sources have you used?
- □ College career services office
- □ Job search networking groups
- □ Internet job searches
- □ Directories of employers in your area
- □ Government job listings
- □ James J. Hill Resource Library
- □ Talking with fellow job seekers
- □ Bulletin board job listings
- □ Newspaper classified
- □ Informational interviews

**Networking**
Who have you talked to about your search...
- □ Family
- □ Friends and neighbors
- □ Past employers
- □ Past co-workers
- □ Fellow job seekers
- □ School counselors
- □ Professors
- □ Fellow students
- □ Volunteer/internship supervisors and staff
- □ Informational interview contacts
- □ Campus guest speakers
- □ Professional Associations

**The Interview**
Which of these have you done?
- □ Spent time researching the company before the interview.
- □ Dressed appropriately for the position.
- □ Clearly described skills, accomplishments, work experience, education, etc.
- □ Related the above to the position interviewing for.
- □ Practice interviewing skills

(The Interview—Continued)
- □ Brought copies of resumes and references, portfolio, or other work samples.
- □ Asked at least 2 good questions that are not about wage or benefits.
- □ Jotted down the name and spelling of all who interviewed you.
- □ Set up a time to call the interviewer back.
- □ Recorded notes of the interview while still fresh.

**Follow Up**
Have you...
- □ Sent a thank you letter to those who met with you, expressing your interest and re-emphasizing your fit?
- □ Called the employer back at the specified time?

**Support**
Which have you done...
- □ Found an experienced person (mentor) to advise you.
- □ Used information interviews to learn more about your field or obtain job leads.
- □ Asked permission from your references, and sent them your resume.
- □ Attended job search support groups.

**Effort**
Do you...
- □ Spend at least 30 hours job searching per week (for full time job seeker).
- □ Make at least 10 new contacts per week.
- □ Continue to job search even after a hopeful interview.

**Scoring:**
Give yourself 1 point for each item you checked. Add up your points. How effective is your job search?

- **39-49 pts.** An ‘Ace’ Job Seeker!! Keep it up, but remember to give yourself a day or two off a week-you are doing a full-time job.
- **28-38 pts.** Good job! Think about some of the ways you may be missing out on job search opportunities.
- **17-27 pts.** Your campaign is okay, but you may want to include more of the above into your job search to speed up that job offer.
- **Below 17 pts.** Your technique could use some refining. Begin by attending a job search workshop, and meeting with a counselor in the Career Development Center in MHC 123. The more you do, the faster you will find employment!