

ADM J 240W
Professional Development Unit
Starting your job search

Know yourself and your objective.

If you need help in clarifying your skills, strengths, interests, and career goals, take advantage of the counselors in 111 MBNA Career Services.

Recognize and use your personal network.

Make an exhaustive list of all the people you know through your different roles. Let these individuals know that you are actively looking for work; tell them what kind of work interests you.

Look for ways to expand your network.

- Conduct informational interviews with people in the field
- Participate in Lionlink; register as a **Career Explorer** online: <http://www.lionlink.psu.edu/>
- Complete an externship; it's not too late
- Join professional organizations

Update your résumé.

And be prepared to modify it as you become aware of new opportunities

Participate in the free seminars offered by Career Services.

These **Wednesday Work-Out** seminars run throughout the semester, and they deal with several useful topics. You don't have to make an appointment—and, again, they're FREE.

Take advantage of the Mock Interview Program.

- This is another FREE service provided by Career Services; getting this kind of assistance outside of the University setting is very expensive, so pursue it now!
- Interviews are scheduled on an hourly basis beginning the fourth week of classes.
- Go to 111 MBNA Career Services to schedule a time, drop off a résumé, and fill out a card indicating a sample organization that your mock interviewer would represent.

Be prepared to do some research; finding a job is no easy task!

Where do you start looking? Consult the Web, telephone books, professional journals and newsletters. Look in the files in the CDC in 901 Oswald and check the bulletin boards for any job announcements. Spend time looking at the printed materials available at Career Services, like *The Career Guide* and *National Job Bank*.

Be persistent. Maintain your focus. Stay hopeful.

The average time it takes new graduates to find a job is 6-9 months, so hang in there. Job hunting is an arduous and often frustrating process. Remember that the agencies to which you apply may have a time table which differs from your own sense of when things should happen. Be patient and continue to nurture your professional network.

Some additional questions/items to consider before you get started....

1. For what types of jobs will you apply? What appeals to you about these jobs?
2. Identify the location of these jobs within the private, public, or non-profit sectors of the economy.
3. How will you use occupational interviews to learn more about career opportunities?
4. How do you intend to identify job openings?
5. What informal networks will you draw on (or create) to expand your knowledge of job-openings?
6. What specific Career Services resources will you use to help you in your job hunt and to better prepare you for this undertaking?
7. Identify three individuals you could contact about serving as references for you. Specifically, what kinds of things could they say on your behalf?
8. Construct a time line which describes when you will engage in these job-searching activities, especially noting those you will initiate before your graduation.