Overview

• Career Choices
• Resources
• Methods
• Interviewing
• Key Aspects
• Barriers
• Suggestions
• Summary
Job Search Strategies:
Steps in the Process

1. Identify Goals/ Objectives
2. Consider Work Settings
3. Identify Employers
4. Specify Employers/Job Targets
5. Prepare Letters & Resume
6. Contact Employers
7. Interview with Employers
8. Make On-Site Visits
9. Select from Job Offers
10. Transition from School to Work
What’s Involved in Career Choice?

- Thinking About My Decision Making
- Knowing How I Make Decisions
- Knowing About Myself
- Knowing About My Options
What Do You Want to Do?

• Job Families

• Work Settings

• Occupational Titles
What Do You Want to Do?

Example:

Job Family
  • Fund raising

Work Setting
  • University

Occupational Title
  • Development Officer
Sample Job Families

- Advertising
- Banking
- Communications
- Fashion
- Education
- Economics
- Health Care
- Hospitality
- Human Services
- Insurance
- Law
- Marketing
- Politics
- Public Administration
- Real Estate
- Telecommunications
- Travel
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Work Settings

- Business/Industry
- Government
- Education
- Non-Profit
- Professions
- Private Enterprise
Business/Industry

- Banks/Financial Organizations
- Insurance Companies
- Merchandising
- Manufacturers
- Public Utilities
- Transportation Firms
Government

Federal

- Dept of Defense
- Dept of Labor
- Environmental Protection Agency
- Health & Human Services
- Internal Revenue Service
- National Security Agency
- Federal Bureau of Investigation
- Treasury Department
Government (cont.)

State

- Attorney General
- Business & Prof. Regulation
- Community Affairs
- Dept. of Juvenile Justice
- H.R.S.
- Law Enforcement
- Lottery
- State Game Commission
- Probation & Parole Board
Government (cont.)

County/Municipal

• Area Agency on Aging
• Children’s Services
• Civil Defense
• Fire Department
• Police
• Sheriff
• Voter Registration
Education

• Public and Private Schools
• Junior/Community Colleges
• Trade/Technical Schools
• Colleges and Universities
Non-Profit

Social Services
  Elder care
  Easter Seal
  Girl Scouts

Health Services
  Hospitals

Cultural
  Museums

Professional & Trade Associations
Professions

- Law
- Medicine
- Dentistry
- Clergy
Private Enterprise

All forms of individual and private ownership

(May overlap with previous categories)
Where Do You Want to Do It?

- Geographic considerations

- Anywhere
- International
- National
- Southeast
- Florida
- Tampa
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Research

Who has what you want to do?
Researching Specific Organizations

- Their website
- LinkedIn
- Annual Reports
- Organizational Chart
- Stock Reports
- Current Periodicals
- In-House Publications
- PR Office
- Local Newspapers
Job Search Resources

- Seminolelink “Going Global”
- Internet (search portals, LinkedIn)
- Career Center
- Academic Dept.- Faculty
- Family, Friends, Neighbors, Acquaintances (Networking)
- Directories of Employers in Many Fields
- Professional Associations & Journals
Job Search Resources (continued)

- Newspapers
- University Library & Public Library
- Employment Agencies
- State Employment Office/Dept. of Labor
- FSU Alumni/Seminole Connection
- Better Business Bureau
- Chamber of Commerce
- United Way
“Going Global”

- Find employers who want to hire international students!

**Career Guides**
Utilize our comprehensive career resource tool kit filled with everything you need to find a job or internship around the world.
- Country Career Guides
- Global City Guides
- U.S. City Career Guides

**Job Search**
We update our jobs daily and give you the ability to search 16 million+ worldwide postings in the local language, as well as English.

**Internship Search**
Explore thousands of internship opportunities at home and abroad – updated daily.

**H1B**
Search H1B visa records by job location, occupation and company name to identify U.S. employers seeking to hire international professionals with your skills and expertise.
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Refine Your Job Search Tools

• Resume

• Cover Letters

• Interviewing Skills
Job Search Methods

- Seminolelink “Going Global”
- Internet Databases/Websites
- Career Expos
- Employment Agencies
- Mass Mailing Resumes
- “Drop-in”
- Phoning
- Networking
- Previous Employers
Networking

- Clubs/Organizations
- Family and Friends
- Professionals
- Listserv groups
- LinkedIn
- Neighbors
- Organized Networks
- Former Teachers/Employers
- School Associates/Alumni/Seminole Connection
- Recreational Acquaintances
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Information Interviews

People Resources

• Information Only
• Do Your Research
• Prepare Questions
• Be Courteous
• Secure Another Contact
• Send Thank You Letter
Establish a Record-Keeping System

- Employers Contacted
- Letters Sent
- Responses Received
- Second Interviews
- Follow-Up Needed
Key Aspects of the Job Search

• Research

• Persistence

• Rejection--“Missing the mark”
1. Hope
2. Stagnation
3. Frustration/Anger
4. Apathy
5. Acceptance
Process

- Takes time.
- People begin at different places.
- Requires an active not passive approach.
## How Long?

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U. S. Department of Labor
# The “Game” of Job Hunting

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Barriers

• Shy/Lack of Confidence
• Fear of Rejection
• Lack Necessary Skills
• Procrastination
• Not Knowing Where to Start
Ten Job Hunting Errors

1. Poor Resume
2. Failure to Network
3. Limiting Job Sources
4. Canned Approach
5. Inadequate Interview Preparation
6. Poor Interview Techniques
7. Restricted Job Search
8. Too Little Time Devoted to Search
9. Negative Attitude
10. Lack of Attention to Dress & Appearance
Suggestions

• Get Support From Friends.
• Reward Yourself.
• Take Care of Yourself Physically.
• Avoid Negative People.
• Keep Good Records.
• Join a Job Hunter’s Club.
• Consider Part-Time or Temporary Work.
Final Thoughts

1. Take advantage of all the Career Center’s job search resources.

2. Begin now! Talk with a Career Center staff member if you don’t know where to begin.

3. Remember, “The best jobs don’t always go to the best qualified, but to the best job hunters.”
Summary

• **Identify**: goals, objectives, desired work setting & location

• **Research**: Seminolelink “Going Global”

• **Contact employers**: networking & internet sites

• **Marketability**: resume & interviewing skills

• **Tips**: persistence, attention to detail, positivity
Keep Up With The Career Center!

Find us on Facebook (FSU Career Center)

Follow us on Twitter (@FSUCareerCenter)

Connect with us on LinkedIn (Florida State University Career Center)

Visit our website – www.career.fsu.edu
The Career Center is located in the Dunlap Success Center (DSC)

Drop in Career Advising
- M-F 9:00 AM – 4:30 PM
- Extended Tuesday hours: 9:00 AM- 8:00 PM (Fall and Spring)
- Limited advising Fridays 1:30 PM - 2:30 PM