

JOB SEARCH GUIDE

BEFORE YOU BEGIN YOUR SEARCH

Before you begin your search, there are two specific questions you need to ask yourself.

1. What do I want to do?

Knowing what you want to do and defining your goals will help streamline your job search. Unsure? Refer to “What Can I Do With This Major” on our website and make an appointment on Handshake to discuss opportunities in your chosen field.

2. Where do I want to be?

Asking yourself where you want to work is extremely important as it will impact how you search for jobs. For example, if you are looking for jobs that are location bound or in a niche industry, Google might be your primary search engine. However, if you are casting wider net, using a big search engine like Indeed may be more helpful.

Before you dive in, create an excel document help you keep track of the jobs you have applied for. Create columns for the job title, company, contact information, date you applied, application status (submitted, contacted for interview, interview date/time), and follow-up date.

ONLINE RESOURCES

- **Indeed.com:** One of the most extensive job search sites, Indeed pulls job postings from all corners of the internet. If you can avoid it, don't apply to a position directly through Indeed; instead, find the original posting on the company's website and follow their specific application instructions.
- **USAJobs.gov:** This is a resource for searching and applying to jobs within the federal government. If you are considering applying to a federal job, please check out our federal resume guide and schedule an appointment to meet with a career advisor.
- **Idealist.org:** This is the top search tool for opportunities within nonprofits.
- **Glassdoor for Students:** A great resource for finding entry-level positions in a variety of fields, Glassdoor also has company profiles, salary information and other research tools to help you make informed career decisions.
- **LinkedIn:** LinkedIn is the world's largest professional network on the internet. You can use LinkedIn to find the right job or internship, connect with and strengthen professional relationships, and learn the skills you need to succeed.

NETWORKING

Network with family, friends, and professors. Many opportunities are never posted online and are instead filled through referrals and connections made through networking.

Attend networking events like conferences or our Career Connections Nights and use LinkedIn's alumni feature to connect with Salve alum who work in your field of interest.

Contact companies directly. If a company you are interested in does not have any relevant jobs posted on their website, reach out to them via phone or email to see if they are looking to employ someone with your qualifications and experience.

JOB SEARCH ETIQUETTE

PHONE

Be sure your mailbox is not full to ensure hiring managers are able to leave you a voicemail. It is important to make sure your voicemail is professional. Avoid having a generic greeting and instead create one that is personalized using your voice.

FOLLOWING UP

If it has been at least 3 weeks since you applied for a position, email or call the company to express your interest in the job and request an update on your application. You want to make sure you are not pestering the employer, so be sure your follow-ups are spaced out appropriately.