

Job searching strategies.

The job search process can be overwhelming but having a plan and putting the time into it can make the process easier. Treat it as a job to get a job and to do something on your strategy every day. It is recommended that you start your search six to nine months before your target employment day, whether it is for an internship or post graduation job.

To get started you need to know yourself which means what are your skills, talents and experiences? Know where you want to work. Employers don't want people who want anything. They want your skills, talents, experiences and interests to match up with what they are looking for. Get organized. Treat this like an assignment or project and any success must include a plan and organization. Create this plan and start using it. Visit Career Services to help you devise a plan if you're struggling on how to get started. Step one of knowing yourself includes where you are in the process. Are you looking for an internship or a job after graduation at this point? Identify your skills, interests, values, personalities, strengths and goals. Inventory your experience and involvement. Not every job will utilize all your skills or allow you to develop all your interest but target a career field that will satisfy some of your highest priorities. Consider experience and involvement while in college and beyond and how will what you have done help an employer? Consider preferences such as the environment you want to work in, the location, peers, working relationships. Also where do you want to work? What kind of organization? Is it big or is it small? Ask yourself: what do you need for your career? What industries interest you? Are there associations within your field and do they have student chapters? What is the salary within your career field? Do you know what you will be worth when you graduate with the experience you have gained? The more knowledge you have the better. Where do you want to be? Do you have a preference on geographic areas? For your internship does the geographic area make an impact for your future employment? Identify and focus on 10 potential employers to target your search.

Once you identify these things you need to start doing research on specific employers. Here are some places to find information and the more information you have the better decisions you can make to help you identify your strategy for acquiring the positions that you want: Internet research. Looking at the company's website, seeing if they have a LinkedIn company profile and other social media of that employer. Annual report. Sometimes these are found on the internet. Directories that are online or at the library. National trade and professional associations. Newspaper and professional journals. And talk with professionals that work in that field. Once you have the information you can start to organize. Step three is getting organized and how you do that is to create a list of who you need to contact to

assist you in executing this plan. Who do you know that can help you? Who do you need to know? Prepare the tools you need. Sign up and create accounts necessary. Update your LinkedIn profile. Update your resume. Create your action plan and a timeline. Identify what strategies you will use that will be most effective for you specifically.

Depending on whether it is a job after graduation or an internship has an impact on the specific strategies you may use. Here are the top strategies that are most effective for USI students. Systems to use include Eagle Career Launch for internships and jobs after graduation and then Career Shift for those looking for jobs after graduation. Career fairs. USI offers two Career Links which is for all majors and we offer it this fall and the spring semesters and then those majoring in health professions and nursing would focus on attending the Health Professions Career Expo and those majoring in education would focus their efforts on the Teacher Recruitment fair. Networking is the other effective strategy for USI students and networking can be social or in person. Go to networking events that are here on campus and in the community in which you want to work and then be active and have a strong professional profile on social media such as Facebook, Twitter and LinkedIn. Through your research you should find that an internship is necessary. Not every internship turns into a job opportunity but they do give you experience that will help you get to the next step.

Here are some strategies that USI students can employ to find an internship. Using USI's Eagle Career Launch. Employers that post positions within Eagle Career Launch are looking specifically for USI students. Attend career fairs. Check with a career coordinator or professors to know which is the best one for your needs. Use Indiana InternNET which is a site that has internships for only Indiana companies. Multiple job searching web sites. LinkedIn for students. LinkedIn has a section that is just specifically for student internships and jobs. Connect with USI alumni. Attend networking events at USI and in the community. Join associations within your field. See if there are fields that have student chapters on campus and reach out to your contacts and tell them you are searching.

Strategies for finding a job after graduation.

You need to do this six to nine months before graduation. There is a misconception that many of our soon-to-be graduates believe that they can't search until they have graduated but employers recruit early because they want to find the best talent before someone else does and they will wait for great talent. So use USI's Eagle Career Launch because once again employers that post here looking specifically for USI students in the majors that we have. Career Shift and other job searching web sites such as monster.com, careerbuilder, etc. Attend our career fairs because employers do use career fairs to recruit graduates. Set up a LinkedIn account. Connect with USI alumni. Attend networking events at USI in the community. Join associations within

your field and reach out to your contacts and tell them you are searching. Some employers list their jobs on multiple sites and some just list their postings on their website only. There are also instances where a company doesn't list any postings and when they receive a good candidate's resume they call them for an interview. So it doesn't hurt to send prospecting letters and resumes directly to an organization that you have discovered through your research to be of interest.

Another way to identify some of these hidden jobs is through networking and volunteering. People like to help people and many times people from other organizations volunteer and you can find out about opportunities through a relationship you build with them. Volunteer though to pursue a passion, build skills and experience, build leadership skills, build your network and that experience can go on your resume. Employers like to see volunteering on your resume and of course you don't do it just to please others or look good or else you won't enjoy it. Volunteering does show others and yourself that you are reliable enough to make a commitment and show up on schedule.

Now that you've created a plan for job searching it is time to execute that plan. Start contacting your network. Schedule your search activities and start using your job searching sites. This can be overwhelming so keep in mind some tips for success. Learn what job search strategies are most effective and productive for you. Be focused yet flexible. Revise, update and customize your resume and cover and prospect letters. Market yourself and experience and perfect your interview skills. Set short-term and long-term goals. Be realistic about the investment in time. Be persistent and patient. Maintain a positive attitude. Follow up and keep records and seek help as needed.

If you need assistance call Career Services and Internships at 812-464-1865 make an appointment to meet with a career coordinator that can help you with putting together a job searching strategy and use Eagle Career Launch and Career Shift. These systems are specifically for our USI students and graduates.