Job Search Planning and Development

Many resources that will support your personal job search planning and development can be found on a webpage created by the Office of Career Services. It can be found at http://academic.scranton.edu/department/ocs/search.html. Additional career related resources can be accessed through the Career Services website at http://www.scranton.edu/careers/.

Action steps to take in developing a comprehensive job search strategy

✔ Establish your career objective
  - Do an honest self-assessment
  - Consider the following areas:
    - Establish Your Career Interests
    - Identify your Aptitudes / Abilities
    - Realize your Values: Work and Life
    - List your transferable skills
    - What is your personality like?

Resources to begin with:
Schedule an appointment with a Career Counselor at Career Services and consider using career assessment tools if indicated

✔ Initiate matching career exploration
  - Researching industries and employers in them
  - Understanding the career requirements
  - Identify occupations that match your self Assessment
  - Research geographic location

Resources to begin with:
Career Services' "Career Planning" webpage
http://academic.uofs.edu/department/ocs/Career_Planning.html
Occupational Outlook Handbook
http://stats.bls.gov/oco/
America's Career Infonet
http://www.acinet.org/acinet/library.asp?category=1.1

✔ Personalize your Career Training and Preparation
  - Academic - major, classes, projects
  - Extracurricular - activities, clubs, leadership, sports
  - Experience - work, internships, volunteering
  - Community Involvement

✔ Prepare and maintain your job search tools
  - Resume Writing Guides - Office of Career Services
http://academic.uofs.edu/department/ocs/resguide.html
Resume Checklist (from Monstertrak)
http://academic.uofs.edu/department/ocs/ResumeChecklist.pdf
  - Cover Letter Writing Guide
http://academic.uofs.edu/department/ocs/cover.html
  - Identify sources for employment references and secure letters of recommendation if necessary depending on career path

✔ Target Matching Companies
  - Identify on-campus employers
    - On-campus Recruiting Program
http://academic.uofs.edu/department/ocs/recruit.html
    - On-campus job fairs
  - Identify off-campus employers
    - Identify resources to target employers in the
      VISIBLE JOB MARKET
        - Job Postings at Career Services and office like ours
        - Internet Job Search sites
        - Newspapers, other periodicals, etc.
      THE HIDDEN JOB MARKET
        - Identify employers in your preferred target locations
        - Approach employers on your target list assertively
        - Building and activating a career network (i.e. – family, friends, alumni, etc.)
        - Attend Off-campus job fairs

Resources to begin with:
The Job Bank Series
http://www.adamsmediastore.com/product/68/5
Professional Associations
American Society of Association Executives
Chamber of Commerce Directories
Chambers of Commerce Directory
University of Scranton Alumni Directory
http://matrix.scranton.edu/alumnicommunity/

✔ The Job Interview
  - Career Services Interview Guide
http://academic.uofs.edu/department/ocs/invguide.html
  - Prepare for the interview
  - Be prepared for telephone interviewing
  - Company-site interviewing
  - Post-interview follow-up

✔ Establish and maintain contact with the Office of Career Services