

## FAQs About Finding a Job

### What is the Job Search Process?

Over your lifespan you are likely to find yourself going through the process several times. In fact, on the average, you can expect to have between three and five career changes during your lifetime, and up to six job changes within a career.

Each time you change jobs, for whatever reason, you need to start at the beginning of the process and work through it again. The specifics of your job search will change each time but the process remains the same. Since these changes will happen despite careful planning, learning what the job search process entails now will arm you with a valuable lifelong skill.

### How Much Time Will the Job Search Take?

In general, job finding success is directly proportional to the amount of time you are willing to spend in your search and the number of strategies you use to identify potential openings. Sources suggest that you:

- Prepare for a long job hunt - 8-23 weeks
- Spend at least 40 hours per week on your job hunt
- Have an alternative plan. Taking a Part-time or Temporary Job to help your morale.

Your perseverance will eventually pay off. Make sure you have a support system of family or friends to help you when you are feeling discouraged.

### What Do I Need to Know Before I Start?

There is no magic way to find a job. It is hard work, takes time and at times may be boring and frustrating. It will take all your skills in planning and follow through but when done faithfully also pays the ultimate reward: A satisfying job for you! Some rejection will be a normal part of job-hunting and a new experience for you. Rather than letting rejections discourage you, let each one teach you a new way to improve your skills for your next opportunity.

Remember, your job search is your responsibility. You are the one who has to get out there and make things happen - no one can do it for you. The Workforce staff is available to assist you with each of the job search steps. The Workforce Center also has a variety of books and resources on finding jobs.

### What Are the Steps of the Job Search Process?

A list of job search steps follows. The order may vary depending on your specific needs and goals.

- **Self Assessment** -- Before you start looking for a specific job you need answers to such questions as: What are my work-related skills, interests and values? What have I learned from my academic, paid and volunteer experiences? What kind of position am I seeking? Where do I want to live? What are my career goals? What kind of lifestyle do I envision for myself?
- **Employment Objective** -- Having a clear idea of who you are, what you can do, what you want to do, and in what environment, will enable you to better develop a concrete career objective - one that accurately reflects what you are seeking.
- **Resume and Cover Letter** -- These are the two most basic marketing tools for your job search. Developing an effective resume and good targeted cover letter is essential. The Broome -Tioga Workforce Services can help with this.
- can assist you with their development.
- **Job Search Strategy** -- The successful job search requires a definite plan of action. How will you develop a list of potential employers? How will you contact them? How can you build your network to include them? What are your communication strengths and how can you best use them?
- **Interview** -- It is easy to be so intent on getting interviews that you neglect to prepare for them. Have you researched the organization? Are you prepared to communicate what you can contribute?

Have you studied the kinds of questions often asked?

- **Job Offer** -- "You've got the job!" are the four words job hunters most want to hear. But what then? Are you prepared to evaluate (decline or accept) the offer if it matches your interests and more importantly your prioritized work values? Salary negotiation?

## What Job Search Techniques Work?

Your plan of action will include a variety of job search techniques. You should find those you believe will best help you get the job you want.

- **Networking** -- Let people know you are looking! Talk to family, faculty, and friends. Remember - everyone is a potential contact.
- **Cold Calls** -- This is the old "knocking on doors" technique where you call companies or go in person to personnel offices to inquire about possible openings. Using this technique, however, requires careful preparation as you will leave an impression with every person you meet in the process. You need to be prepared to interview on the spot.
- **Field Specific Listings** -- These are job announcements found in professional journals and newsletters. They are more career specific than those found in daily newspapers. Have you surfed the Internet yet? An increasing number of field specific listings can be found there.
- **Mass Mailing** -- Sending out a large number of cover letters and resumes is a common but passive strategy. It is important that you know the odds - for every 80 letters you mail out you can expect 2 - 4 positive replies. You need to consider how much time and money you want to spend for this kind of return.
- **Want Ads** -- This is probably still the most widely used job search technique. Like mass mailing, want ads do not always yield a high positive return although some fields use them more regularly than others. A better use of newspapers is often for the information you can gain about an area through its news. Subscribing to a paper in a city or state where you hope to work can be a useful strategy if you plan to relocate.
- **On-Campus Recruiting** -- If there is a company coming to campus with a position that interests you - pursue it! Many recruiters are looking for students with all majors, so if you think you are you might not qualified for the positions they are recruiting it's always a great way to see who hiring.
- **Career Fairs** -- Come and meet employers to network and position yourself for a later application. representatives may even take your resume.
- **Experiential Learning** -- This includes opportunities such as internships, volunteer work, research and even student employment in your field of interest. More and more employers are looking for people who already have experience or related experience in their field, and some have begun to hire only from their interns.
- **Information Interviews** -- Although the focus of information interviews is to find out more about a company or a career field, a hoped for by-product is to also find out about specific openings and how the organization does its hiring.
- **Luck and Chance** -- Don't underestimate the power of fortuitous circumstances! Lucky people, however, are frequently those who know how to maximize their good fortune by actively researching their field of interest to learn ways they might position themselves to be in the right place at the right time.