

JOB SEARCH

Using the right strategies.



WHAT MAKES A JOB SEARCH SUCCESSFUL?

Many students think the best way to find a job is to cast a big net with hopes of landing something. In reality, it is best to use a multi-prong approach and be more strategic using these approaches:

ASSESSING

Avoid transitioning immediately into job search activities. Take a moment to consider your values, interests, priorities, and skills. A job is more than bringing home a paycheck. It is about having a career that is interesting, meaningful, and contributes to the larger society.

NETWORKING

Approximately 60% of your time should be allocated to meeting people. Engage in informational interviews, attend career fairs, attend networking events, reach out to peers and faculty, and utilize professional social media.

RESEARCHING

Take time to research employers. After compiling a top ten preference list, approximately 30% of your time should be allocated toward increasing awareness of mission and vision, company culture, initiatives, and type of work.

APPLYING

Surprisingly, this should occupy the smallest amount of time. Only 10% of your time should be dedicated to the application process. If you have created competitive materials and allocated time in the other two areas, the application process is efficient and purposeful.

EMPLOYER PROSPECT LIST

Employer	Website	Positions	Contacts	Notes

PROSPECT LIST TIP

Frequent your favorite employers, expand your network with perspective employers, continue to re-evaluate

USE THE RIGHT RESOURCES

Be efficient, get results.

BE STRATEGIC

Using relevant tools is one of the most important steps to securing employment. Identify the right resources and invest your time and energy using two-three resources, at most. Use industry-specific job boards or job seeker resources on professional association sites. Create and keep profile information current on chosen tools. Lastly, be efficient and create search agents within the job board or set up alerts, if functions are available.



HANDSHAKE

An IU-based job board, you can search for hundreds of full-time jobs and internships across the country, as well as apply for on-campus interviews and see which employers are visiting campus. <https://app.joinhandshake.com/schools/1576>



PROFESSIONAL ASSOCIATION SITES

Many association websites maintain job seeker and career resource components. As a first step in your professional transition, locate and become a member of your professional organization. **Common: APHA, APTA, AOTA, NRPA, ASSE, NEHA, NATA**



INDUSTRY SPECIFIC BOARDS

Using job boards focusing on a specific industry can save time and take the hassle out of searching through countless positions that do not align with your interests or qualifications. **Examples: TeamworkOnline, Bluefishjobs, HealthProfessions JobsPlus, and Idealist**



LINKEDIN

In addition to networking resources, LinkedIn also features a large number of job postings from across the world. You can search by industry, location, or employer and integrate job search and networking into a single activity.

DETERMINE INTEREST EXERCISE

Geographical Location <i>In state...</i> <i>Midwest...</i> <i>Near family...</i> <i>Focus on key locations.</i>		Causes/Issues Valued <i>Cancer...</i> <i>Health Disparity...</i> <i>Touch points with a certain social/health issue</i>	
Client/Population Served <i>Pediatric...</i> <i>Geriatric...</i>		Type of Company/Institution <i>Public/Private...</i> <i>Large or small company...</i> <i>Clinical/Research focus...</i>	
Work/Academic Setting <i>Urban/town...</i> <i>Colleagues...</i> <i>Structured/Flexible...</i> <i>Mentorship/Autonomy...</i> <i>Ideal environment...</i>		Key Words <i>Job titles...</i> <i>Research...</i> <i>GPA Requirements...</i>	