

Full-Time Job Search

Searching and applying for full-time jobs is different from a co-op search in several ways. While you can use many of the same skills you learned while searching for a co-op, all aspects of the process are more involved. This is due to the time and monetary commitment that you and an employer are making to each other. Follow these steps to be successful in your full-time job search and don't forget to meet with your Co-op & Career Advisor for support!

How a Full-time Job Search Differs from a Co-op Search

- **Length of Time:** A full-time job search can take much longer than a co-op search. The length of time varies depending on the industry, the market, and the geographical area where you are searching. For a student graduating in August, it is best to start your search in January. Check with your Co-op & Career Advisor for information specific to your major at the beginning of your final year at Wentworth.
- **Number of Applications:** More applications need to be sent as the competition may be more intense. Research what the competition is like for your chosen industry and tailor your application materials to each position you apply to.
- **Time Spent Interviewing:** Depending on the employer, you will most likely participate in more than one interview and the interviews may be longer in length. Be prepared for phone interviews (for screening purposes), technical interviews, multiple sequential interviews (meeting with several different people back-to-back), and day long interviews. You may even need to prepare presentations.
- **Applicant Tracking Systems (ATS):** Many employers use ATS to screen the hundreds of resumes that they receive. Target your resume to specific positions by using the same keywords you see in the job descriptions when appropriate. Avoid using tables and graphics in your resume as they can confuse an ATS. Check out this blog post for tips on getting past the ATS.
- **Legal Documents:** You may come across documents such as Non-Disclosure Agreements and Non-Compete Agreements. By signing a Non-Disclosure Agreement, you agree not to share what you will be working on with other people/employers. Non-Compete Agreements typically state that an employee agrees not to enter a similar profession or trade in competition against the employer. If possible, have a lawyer review all legal documents before signing. Some states, including Massachusetts, have recently passed laws regulating non-competes. See this article for more information

Research & Prepare

- **Network:** Conduct informational interviews with professionals and alumni in the field to gain insight about various career paths and company cultures. Join professional associations, attend conferences and career fairs, and utilize LinkedIn to its full potential. Join and professionally engage with people in LinkedIn groups to build your network. Networking is the best way to ensure a human looks at your resume.
- **Brand:** Update your social media presence (LinkedIn, Twitter, etc.) to make sure you are presenting your best self. Google yourself to make sure! Use these blog posts as resources: Personal Branding, Creating an All-Star Profile on LinkedIn, & Spring Cleaning for Your Social Media.
<https://coopsandcareers.wit.edu/blog/category/wits-happening/>
- **Explore:** Think about where you want to be working geographically when you graduate. Join chapters of professional associations in those areas and conduct research to find out more. Gain an understanding about cost of living in those areas, job availability, and potential salary. Follow your target companies on social media to learn about their company culture.

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Ready to Apply?

- **Target:** Create a target list of employers. Access Wentworth's page on LinkedIn to see where Wentworth alumni in your industry are working. Both LinkedIn and Buzzfile.com provide a list of similar companies when you search for specific companies. Fortune also ranks companies by a variety of criteria, including the 100 best companies, the 500 top companies, and best small companies. Consider your daily commute when selecting companies to apply to.
- **Organize:** Set up job alerts using various industry specific job boards. Keep track of the positions that you apply for so you are prepared to follow-up. Job postings do get removed and you will want to reference the job description when preparing for interviews.
- **Connect:** Tell everyone you know that you are looking for a full-time job. Reach out to your professional connections to notify them about the specifics of your search. You may even want to forward them your most recent resume.

Time to Interview

- **Practice:** Review commonly asked questions and rehearse your answers.
- **Research:** Check out the company's social media presence to gain insight into company culture and recent activity. Take a look at employee profiles on LinkedIn, particularly those you're scheduled to meet with.
- **Salary & Benefit Negotiation:** Be prepared to answer questions about salary during the interview process. When presented with an offer, thank the employer and ask for time to review it. Contact your Co-op & Career Advisor for help with reviewing the offer and how to approach the negotiation process. Keep in mind that you can negotiate for aspects of the offer package other than pay. See our Negotiation Guide for additional resources.
- **Thank You:** Always send a thank you email within 24 hours of the interview to each person you meet with.

Additional Tips

- **Working with Recruiters:** You may be contacted by recruiters who are typically paid by the company for which they are recruiting. You do NOT need to pay them. Recruiters will usually want to talk with you over the phone to determine if you are a potential candidate. They may advise you to change your resume to target a specific job. Treat recruiters respectfully and follow their advice but remember that the company is their client, not you.
- **Providing References:** Create a Reference List of 3-5 professional connections to be provided to employers upon request.
- **Adapting to the Workplace:** Every workplace is different and to thrive at a new company, it is important to take time to understand the culture around you. During your first few weeks, be aware of the norms and routines within the office and befriend a company veteran who can help you navigate politics and learn common practices. Take notes when in meetings and ask questions to clarify your understanding. Being professional is not one thing but three: what you say, what you do, and how you present yourself.