

FIRST STEPS

- ✓ Brainstorm several different job search strategies to utilize both online and in-person approaches. There are many different ways to discover job openings, and using a combination of methods is highly recommended.
- ✓ Develop a system to keep track of the people and companies you have contacted and where your résumé has been posted and sent.

STEPS IN THE SUCCESSFUL JOB SEARCH

REFLECT

Understand and articulate your strengths and skills. What are the ways you naturally think, act, and feel? What are skills you have learned from experiences, and how do you describe them uniquely?

Consider workplace values Recognize each work culture will have benefits, perks, and drawbacks. What values will you look for most and not compromise? Consider company/org philosophy, atmosphere, and your colleagues, and how they fit into your life.

PREPARE

Get your toolbox ready: Enhance your résumé/cover letter, practice interviewing, and polish your online image.

Diversify your job search methods: Involve both contacting employers proactively and sending your information to advertised positions.

SEARCH

Research organizations and companies. Google companies, review directories, locate niche websites with postings in your interest area, search LinkedIn for professionals working at companies or jobs you like, and talk with others about potential employers.

Be proactive and reach out. Talk to employers in person and online, and make all of your communications as personable as possible.

FOLLOW UP

Follow-up with employers and contacts. Tenacious job seekers will follow up with an email, message, visit or phone call.

Send thank you notes. It is a great way to stand out; you can either email or follow up with a handwritten note.

Evaluate offers as they come. Remember that when you evaluate job offers, you need to ask yourself if you would truly be happy at this job.

MU CAREER CENTER

Lower Level,
Student Success Center

 (573) 882-6801

 career.missouri.edu

 career@missouri.edu



NETWORKING AND PROACTIVE JOB SEARCH STRATEGIES

To have your best outcomes in finding positions that may not be advertised on a website, you have to move beyond the traditional methods of job searching and incorporate some proactive strategies.

INFORMATIONAL INTERVIEWING AND JOB SHADOWING	
Definition	Benefits
Directly contacting a professional in your field or a company of interest and requesting time to ask questions regarding the position and industry . Job shadowing is doing all of the above, and includes spending time at their place of work observing the day-to-day operations.	<ul style="list-style-type: none"> Gain insight from an insider's perspective on a position or company to help you determine if it is a good fit. Expand your list of contacts, help you be more connected in your field, and build your confidence in approaching others.
<p>HELPFUL HINT: This is one of the most effective yet underutilized method of job searching. Check out our Quick Tips Guide to Job Shadowing and Informational Interviewing and other relevant resources on Mizzou Career Tools under the "Resources" tab at http://career.missouri.edu</p>	

DIRECTLY CONTACTING EMPLOYERS	
Definition	Benefits
Calling, messaging/emailing, or visiting employers in person after researching some possible companies/orgs that would be a good fit for you. Serves as one of the top ways employers like to recruit candidates as it shows your specific interest in them and what they do.	<ul style="list-style-type: none"> Incredibly effective as an active job search strategy. You are taking control of search and you do not have to wait for an employer to get back to you. You appear assertive and committed to the job search, and stand out as a result.
<p>HELPFUL HINT: Some effective ways to search for employers include going to the Handshake employer directory, research Chambers of Commerce in cities of interest, search LinkedIn for companies where MU alumni work, and get referrals from your network contacts.</p>	

IN-PERSON NETWORKING	
Definition	Benefits
Connecting with others on a professional, personal, or social level. Helps obtain advice about industries, how to find positions within your area of interest, and gain knowledge about particular employers. Puts you into contact with people who can help you pursue job leads	<ul style="list-style-type: none"> Undoubtedly the most effective job hunting strategy. Many people report that they hear about jobs or get referrals from friends and family.
<p>HELPFUL HINT: For networking, you may develop leads from professional orgs, alumni, past employers, family/friends, campus contacts, and more. Develop a brief introduction of who you are, your career interests, and how the contact can help you. Have questions prepared!</p>	

NETWORKING ONLINE	
Definition	Benefits
<p>Connecting electronically with others using social and career networking sites such as LinkedIn, Facebook, Twitter, as well as other tools like online professional associations, alumni organizations, message boards, and more.</p>	<ul style="list-style-type: none"> • Great place to start for anyone, but especially for those uncomfortable with face-to-face networking. • Allows you to interact with hundreds of people who you might not have met otherwise.
<p>HELPFUL HINT: Do a Google search on yourself and note what you see, and audit your current social media platforms. Your online identity can make a positive or negative impression on an employer, so it is vital that you maintain a professional online image.</p>	

SEARCH ENGINES AND RESOURCES FOR JOB SEARCHING

Looking for advertised jobs is best for candidates who meet or exceed the stated job requirements, people in fields of high demand or turnover, and government job seekers. However, there is a higher level of competition due to the visibility of these positions: combine these methods with networking!

HIREMIZZOUTIGERS.COM POWERED BY HANDSHAKE	
Definition	Benefits
<p>A comprehensive employment website designed exclusively for MU students and alums. Features vacancies for full-time jobs, part-time jobs, and internships. Once you create a profile and upload your résumé, search for positions and apply directly for jobs through the site.</p>	<ul style="list-style-type: none"> • There are thousands of jobs posted by employers at any given time who are seeking MU students and alums. • Users may sign up for on-campus interviews, browse the huge employer directory, RSVP to career fairs and events, and access an online resource library.
<p>HELPFUL HINT: Make sure to answer the Career Interest questions when creating a profile. This information is what drives recommended content to you on Handshake.</p>	

META SEARCH ENGINES	
Definition	Benefits
<p>Websites that include thousands of frequently updated job vacancies. Search these positions by selecting a number of criteria including geographic region, occupation, industry, educational level, etc. Examples include: www.indeed.com, www.Linkedin.com, www.idealists.org, and more.</p>	<ul style="list-style-type: none"> • It's easy! Bookmarking sites and logging in to access hundreds of job vacancies is convenient and streamlined for job seekers. • Many sites allow candidates to post résumés and create email alerts when new positions match your saved search criteria.
<p>HELPFUL HINT: When applying to any advertised job, make sure you directly follow up with the employer if possible. This will help you out in a crowd and show your genuine interest in the position.</p>	

GOINGLOBAL.COM

Definition	Benefits
<p>Comprehensive resource for students seeking jobs abroad and jobs in major US cities. Includes 39 Country Career Guides, as well as 47 USA City Career Guides. Corporate profiles and more than 16 million internship and job listings in the US and around the world.</p>	<ul style="list-style-type: none"> • The Country Career Guides and the USA City Career Guides provide professional advice and insider tips on such topics as job search tools, employment trends in major industries, work permit regulations, salary ranges, cost of living data and much more.
<p>HELPFUL HINT: Browse GoinGlobal.com to get info for any international experience you may be thinking about. You can find cultural advice, best places to live and work, and much more.</p>	

COMPANY AND PROFESSIONAL ORGANIZATION WEBSITES

Definition	Benefits
<p>If you have a specific employer or industry in mind that you wish to work for, you can go online to search for job vacancies posted on the website of the company or professional organization. Simply Google the employer name or professional group and click on the Employment or Careers section of the website.</p>	<ul style="list-style-type: none"> • Many employers post exclusively on professional org websites or their own websites to reach candidates most interested in them. • Fewer candidates logging in to see these job announcements than on meta engines.
<p>HELPFUL HINT: An example list of professional associations can be found at https://jobstars.com/professional-associations-organizations/ . Examples include Society of Human Resource Management, Real Estate Association, Professional Association of Custom Clothiers, National Association of Environmental Professionals, and many others.</p>	

JOB SEARCH SERIES HANDOUTS

Definition	Benefits
<p>Almost 20 print and online handouts that identify reputable job search engines in several different industries and Missouri cities. Includes web addresses, professional orgs, and recommended print resources in the Career Center resource library and Ellis Library.</p>	<ul style="list-style-type: none"> • Internet research is done for you to highlight resourceful sites. • Most job seekers go to meta engines so there should be a little less traffic and job announcements tailored to professionals in their chosen field.
<p>HELPFUL HINT: Access these handouts online by going to http://career.missouri.edu and go to Resources. The Series includes topics such as <i>Advertising/Marketing/PR, Full-Time Service Opportunities, Healthcare/Medicine, St. Louis Jobs, Management and Business,</i> and more.</p>	

CAMPUS EVENTS

Some of your best interactions with employers and job search strategies exist right here on campus, where employers eager to hire MU talent come for events and interviews.

CAREER FAIRS AND EVENTS	
Definition	Benefits
Sponsored by campus career offices throughout the semester that bring in employers and recruiters from various companies and organizations to meet with students and find potential candidates.	<ul style="list-style-type: none"> • Connect with employers, gather current information about a company, discover job opportunities, and practice networking skills. • Sometimes companies hire for interns, so you don't need to wait until you're a junior or senior to go.
<p>HELPFUL HINT: Career fairs are an excellent way to meet recruiters, and get an idea of who is interested in Mizzou students. For more information about what to wear and how to prepare, check out our Guide to Career Fairs.</p>	

ON CAMPUS INTERVIEWS	
Definition	Benefits
Companies from all over the state, region, and country come to the Mizzou campus each semester to recruit full-time hires and interns. Arranged through one of the several Career Services offices on campus. Search for upcoming on-campus interviews on www.HireMizzouTigers.com or contact your home career office.	<ul style="list-style-type: none"> • Take advantage of this valuable one-on-one interaction. • Employers are traveling to campus so there is no cost to you and it is the easiest way to land an interview.
<p>HELPFUL HINT: Do a Google search on yourself and note what you see, and audit your current social media platforms. Your online identity can make a positive or negative impression on an employer, so it is vital that you maintain a professional online image.</p>	

BEST PRACTICES

You should use job search methods that best fit your personality and comfort level. However, **a mix of proactive, in-person methods along with staying active online tends to yield the best results.** Relying solely on one or the other may cause you to miss opportunities.

No matter what, the most desired way that employers like to meet and hire candidates is by referrals of people they know and trust: the saying of "it's who you know" still holds true. They also prefer to have candidates reach out to them directly to show your interest, **so incorporating any method where you can network and add a personalized touch will likely help you the most.**

WHAT IF I'M STILL UNEMPLOYED?

If you are still having a difficult time finding employment, don't lose hope! While you continue your job search, consider the following options:

- Contact local **staffing agencies** about temporary work
- Seek out **volunteer work, internships, or part-time jobs** in your field/industry to develop contacts and uncover job leads for full-time work
- Consider a “**stepping stone**” **position** which would help you enter an intended industry or company, but at an entry-level position (e.g., taking an administrative role)
- Get **feedback on your résumé and interviewing skills** to make improvements
- Seek additional **education/training** to make yourself a more attractive candidate

OVERALL TIPS

Finding a job takes time and there is no one method that leads to immediate success. Keep the following in mind as you approach your job search:

Change it up: Don't just use one strategy, take a diversified approach to the job search.

Do your homework: Learn the trends of your intended field or industry and consult with those who have been through this process before to gain the “insider perspective”.

Change your mindset. Change from “What can I do to get hired?” to “Which job is the best fit for me?”

Make a schedule and stick to it. Establish a routine to conduct your job search regularly. How much time you devote to your search directly influences how quickly you will see results.

Get support: A support system can keep you motivated and positive, so find an encouraging friend or family member. If you're dealing with a lot of stress and anxiety associated with the job search, career counseling is available at the MU Career Center at no charge to MU students.

Stay positive: It can be tough to face rejection, but remember to stay confident and positive about your candidacy. If you don't believe in yourself, it will be hard to convince others!

Visit your career center: Utilize career services on a regular basis to get additional feedback and tips on your job search.

Be enthusiastic: Employers are looking for motivated, energetic, and eager people to join their team. The energy and enthusiasm you bring to your cover letter, employer communications, and interview will help you land the job!

NEXT STEPS

- ✓ Come to the MU Career Center to talk with someone about your job search and have your résumé or cover letter reviewed.
- ✓ Visit <https://career.missouri.edu> and click on the “Resources” Tab to visit [Mizzou Career Tools](#), where you can search our site for career guides, videos, links, infographics, and more!