

Networking & Other Job Search Strategies

**Organize Your Search Process:**

* Target specific jobs and industries
* Narrow in on selected geographic location(s)
* Gather resources
* Prioritize strategies
* Schedule job search tasks
* Set goals

**Network with “Warm Contacts”**

* + Warm contacts on average include about 50 people you already know--who are they for you?
	+ Each of those 50 people knows 50 or so other people
	+ Keep your warm contacts informed on what you are looking for

Examples of Warm Contacts:

* Family
* Friends
* Neighbors
* Faculty
* Classmates
* Former professors
* Former employers
* Former co-workers
* Church/civic connections
* Alumni of your alma mater

**Network with “Cold Contacts”**

* People that you do not know or have an established connection with
* Endless numbers—up to you on how assertive you become
* Develop from “warm contacts” and from your own research
* Utilize LinkedIn, CareerShift, and Handshake regularly

Examples of Cold Contacts:

* Informational Interviewees
* Job postings
* Internet research
* Chamber of Commerce
* Professional associations
* Job fairs

What to Say to Contacts:

* Explain your circumstances – Share your elevator pitch
* Ask if they know of, or anticipate, any related openings in their setting
* Ask how they make their openings known
* Ask if you could send your resume
* Follow up and stay in touch

**Networking with Informational Interviews**

* Indirect way of making job contacts
* Request 20-30 min. appointment (in person or on phone)
* Goal is to learn more about their occupation, work setting, and personal journey
* Prepare questions ahead of time
* Goal is NOT to ask for a job
* Send thank you card

**Sample Questions for Informational Interviewing:**

* How long have you worked here/been in the field?
* Describe a typical day.
* What do you like most about your job? Least?
* What education and training did you receive to get to this point?
* What qualities and skills are most needed to succeed in this field/setting?
* What suggestions do you have for someone breaking into this field?
* What job search strategies do you recommend?
* What other professionals would recommend me talking to?

**Learn About Companies in Your Target Cities**

* Better Business Bureau
* Chamber of Commerce
* Tourism Websites
* Alumni Database via Alumni Association
	+ <http://www.ukalumni.net/s/1052/semi-blank-noimg.aspx?sid=1052&gid=1&pgid=6943>
* LinkedIn alumni connections

**Company Websites**

* Develop list of targeted employers
* Locate company websites--Jobs/Careers section
* Follow guidelines/directions carefully
* Gather as much information as possible

**General Job Search Sites**

Research general sites…

* + [www.indeed.com](http://www.indeed.com/)
	+ [www.simplyhired.com](http://www.simplyhired.com/)
	+ [www.careershift.com](http://www.careershift.com/)
	+ Monster, CareerBuilder – **avoid** *sites employers PAY to post job openings*



* Upload resumes for use in applications
* View job postings
* Apply for on-campus interviews
* Access career-related resources
* Get employer contacts from employer database
* Get details about job fairs, information sessions, workshops



* Search, store & record **every job listing** at **every job board & company** with job postings
* Get **inside contact information** immediately, including email addresses, for **millions of companies**
* Access **in-depth information** about any contact & company posting jobs & record your history of correspondences
* Create **personal marketing campaigns** including unlimited resumes & cover letters & save them to access, print or email anytime
* Manage your **confidential Career*Shift* account** securely from any computer, work or home, 24/7, to update & maintain your organized and recorded job search