

## Strommen Career and Internship Center

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<http://cswl.pbworks.com/>

### What is Job Searching?

Job searching involves using a variety of resources to find employment and internships. Many students do not realize they need to do more in their job searching than just applying for jobs online. In fact, most job positions are found using other strategies.

Job searching is a long and complicated process which can take a large amount of your time. Use this guide to help you develop a job and internship searching plan that uses multiple strategies.

### Getting Started

Many job searchers make the mistake of not focusing their career goals, and this is what can make job and internship searching extremely overwhelming. Before you even begin to search, you need to have an idea of the kind of position you would like to have. If you have not already, you should spend time thinking about how your strengths, interests, skills, and values relate to work environments. Have an idea of possible position titles or career fields you might want to pursue. Doing this will narrow where and how you look for positions. If you struggle with thinking about this, you may want to see a career specialist for assistance in this step.

### Network

Networking is key in getting a job, and in fact about 70% of jobs are found using this strategy. Therefore, it is important to make sure you are informing everyone you know that you are in the process of job searching. Provide them with information about the kind of positions and employers you are interested in and ask if they can connect you with anyone else. You never know who might know someone else and who might provide you with a contact. Therefore, keep in contact with:

- Friends and Family
- Faculty and Staff
- Previous and Current Work Contacts
- Internship Connections
- Social Networking Websites

You can also make connections with Augsburg alumni by using the alumni relations office. Developing a LinkedIn online profile and joining the Augsburg LinkedIn group is another way to meet more alumni. In addition, you should join professional

associations that relate to your prospective career field. Connect to the careers and internships wiki and review a list of associations related to your major: <http://cswl.pbworks.com/>.

### **Participate in Campus Programs and Events**

There are a variety of job fairs, workshops, and other events that employers participate in to directly connect with students. Participating in these events will get you face-to-face with a number of employers. Be sure to prepare yourself for any networking event by researching the employers, knowing what you have to offer them, having your resume available for them, and dressing professionally. Review our upcoming events by visiting our wiki at <http://cswl.pbworks.com/>, but here is a quick list of our annual job fairs and events:

- Government Job Fair (Fall)
- Minnesota Private College Job and Internship Fair (February)
- Pathways for Careers (March)
- Idealist Job Fair – Nonprofits (Spring)
- Education Job Fair (April)

### **Target Employers You Are Interested In**

When there are not campus events and job fairs to attend, you can still get in touch with employers on your own. To find information on employers, look through employer directories that provide employer business descriptions and contact information. These directories can help you research employers and learn more about them. Most of the directories listed below can be found in the Lindell Library on campus or on our careers and internships wiki: <http://cswl.pbworks.com/>.

- Minnesota Nonprofit Directory
- 211 United Way: Directory of Community Services
- Minneapolis/St. Paul Business Journal: Book of Lists
- The Gold Book
- Chamber of Commerce Directories
- Corporate Report Minnesota (monthly magazine)
- Employers Profiles on LinkedIn

### **Apply for Jobs That Are Posted**

Most people are familiar with the process of applying for open positions that are posted online. However, knowing exactly which websites are targeted for your particular career field of interest will help you in your job search. Web-hunting is not about finding jobs instantly. You need to be patient to navigate a variety of sites.

If you are looking for a position in a particular career field, there are specific job posting sites that you will want to explore. For example, the Idealist website and Minnesota Council of Nonprofits website list positions that are available in nonprofit settings. Edpost is a website which solely posts positions in education. Visit the careers and internships wiki at <http://cswl.pbworks.com/> to discover similar websites that exist for specific fields.

There are many general websites geared toward entry-level jobs and internships. Websites such as Augpost, LandIt, and JobPost are examples of these. Our wiki website will also provide links to these sites as well.

Many employers only use their own website to post their open job positions. Viewing an employer's own human resources web page is a smart way to find open positions within that organization. You can find employer websites by completing a google search for a specific employer or by using the employer directories previously listed.

### **Final Considerations**

- Talk with a career specialist to critique your resume, review your situation, and help you brainstorm new strategies.
- Try using a temporary job service. Temporary jobs will pay you money, help you learn more about the world of work, and may even help you meet a prospective employer. You can connect with many staffing agencies using our wiki at <http://cswl.pbworks.com/>.
- Consider taking any job in an organization or field which interests you, even if it is not at the level for which you are prepared. Once you get inside an organization, you may be able to move up.
- If you are unable to find the job you want in the area you live, think about moving. Economic conditions are not the same all over the country. Research to find what areas have plentiful jobs in your field.
- Volunteer your services in order to gain experience. Volunteers who do well may receive consideration when hiring occurs.
- Arrange appointments with employers and others in the fields which interest you. This will help make you a more informed candidate and you may learn of potential employers.