

Steps in the Job Search Process

Searching for a job requires a skill set you will develop over time.

While this may be your first professional job search, it won't be your last. As you continue to practice, you will build on important skills, including:

- Targeted research
- Building relationships with others
- Articulating your interests, values, strengths, skills, and knowledge succinctly
- Coping with uncertainty and rejection

1. Complete your professional portfolio and your auxiliary materials.

Your professional portfolio includes:

- Template for Resume or Curriculum Vitae
- Template for Cover Letter
- Portfolio of Work, if in arts or education
- Template emails for networking purposes
- Template correspondence for arranging interviews and following up after interviews.
- Networking cards
- Check out our *Professional Portfolio* worksheet series for more details!

2. Evaluate and clean up your online presence.

Now is the time to consider what your online persona says about you. Here's how to monitor your online persona easily:

- Set your Facebook profile to the most private settings.
- Untag yourself from any unprofessional or unflattering pictures.
- Set up Google Search Alerts for your name, to see new pictures and posts as they happen
- If you Tweet, Tumble, blog, or vlog consider what that forum says about you. If you don't think an employer would appreciate that forum, use an anonymous handle, set it to a more private setting, or discontinue its use for a while. On Twitter, consider having a "professional" account that uses your real name and a "personal" account with a hard to trace handle.
- Use LinkedIn for a professional social media network.

3. Activate your Handshake account.

We use the Liberal Arts in Practice Toolbox to advertise important job opportunities and recruiting events. Activate your account at <http://beloit.joinhandshake.com>

4. Research, research, research.

Target your research by geographic area, industry, organization...or better yet, all three! Be as specific as you can about your goals and then research the following topics:

- *Geographic Area*
 - Look for city specific job search engines online.
 - Research the main organizations within the geographic area.
 - Learn about the cost of living of the area, including food costs, apartment costs, and transportation costs. (See our Working In... series for more details about a few popular cities.

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- *Industry*
 - Look for a variety of organizations within the industry. Consider company size, prestige, and mission.
 - Discover the typical entry points for work in the industry. Evaluate your skill set against the requirements for those positions.
- *Organization*
 - Connect with people in the specific organization who make hiring decisions or who are at the entry level. How did they get to where they are now?
 - Determine when the organization hires and what types of work they often list.
 - Subscribe to the organization's human resources site or LinkedIn presence. If not available, check back regularly.

5. Extend your network.

- Begin talking to the people in your life about your career plans, including family, friends, current and former colleagues, and Beloit faculty and staff.
- You should also join professional organizations using the often lower student rate.
- Online, build your professional, social network by using LinkedIn.
- Keep Career & Community Engagement Center in your network – follow us on Facebook.

6. Apply for the positions, putting your best foot forward.

- Evaluate your background and make sure that you fit within their minimum requirements and desired requirements, if you can. Need help? Review the position description with a staff member from the Career & Community Engagement Center.
- Follow all published deadlines and documentation requirements within the job posting.
- Fill out online application profiles in full.

7. Practice interviewing.

Interviewing is a very specific skill set. It takes practice to interview well! To start practicing:

- Research common interview questions and practice your answers to them. The current trend is “behavioral interview questions”.
- Participate in mock interviews with friends, professors, or former supervisors.
- Schedule a mock interview with the Career & Community Engagement Center.
- If you arrange a phone or video interview and need a quiet place to hold it, schedule it in the Career & Community Engagement Center conference room.

8. Begin your career at Career & Community Engagement Center. We are your clearinghouse, catalyst, and consultant throughout your career development journey. Take advantage of these opportunities:

- Professional portfolio development
- Mock Interviews
- Tips on Networking – in person and virtually
- Sourcing Job and Internship Opportunities
- Guidance on How to Articulate Your Education to the World