

Job Search

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*Take control of your **job search**! Being organized, developing a strategy, using a variety of methods, and sticking to your plan will position you to get the best results. This proactive approach will help you find openings earlier, tap into the “hidden job market”, and get a leg up on most traditional job seekers.*

Be Prepared

- Make sure your **resume** and **references** are up-to-date so you are ready to go when the right opportunity comes up. This can save you valuable time on the application process.
- Develop a system to track your job search. Monitor which companies and positions you’ve applied to and the status of each application.
- Create and practice your **elevator pitch**. This will help you to confidently and effectively talk about yourself and what you are looking for.

Focus Your Search

- Establish the geographical boundaries of your search. Identify where you would like to live and the places where you’re unwilling to move.
- Determine the specific industries, organizations, and positions you are searching for. When you don’t know what you are seeking, it’s really hard to find it.
- Develop a search criteria that focuses on jobs that are a good fit for you. Clarify your qualifications, skills, passion, and work values to help you target organizations and positions that match who you are.

Use Multiple Job Search Methods

- Engage your **network**. Tell everyone you know what type of job you are looking for. Word of mouth is the best way to find out about positions before they get posted or ones that may never get advertised. Your network can connect you to the hidden job market and provide useful information on employers you may not be aware of.
- Conduct an **informational interview**. Doing so can help you gain valuable insight on a company or position, give you an edge in developing your application materials, and demonstrate your interest to someone in the company.
- Target employers that match your search criteria. Create a list of employers you are most interested in working with, learn as much as you can about the company and hiring process, and try to establish a contact on the inside.
- Create a professional online presence. Use LinkedIn and other social media to increase your visibility, expand your network, and highlight your brand.

Use Multiple Job Search Methods (cont.)

- Find and use your favorite online search tool(s). There are lots to choose from. Handshake (gtc.edu/handshake) is an excellent place to start since employers who post jobs are specifically seeking technical college students and graduates. Other examples: Local – jobcenterofwisconsin.com; Broad Reach - indeed.com, careerbuilder.com
- Participate in **job fairs**, recruitment and networking events – on campus and in the community.

Be Patient, Positive, and Persistent

- Don't set an unrealistic expectation that you will land a job in a few weeks. It may take several months or more and will take determination and focus. Treat the job search like a full-time job.
- No matter the immediate outcome, staying positive and moving forward will keep you on the right path. Keep a glass half full approach by not letting setbacks stop your momentum.
- Maintain a winning mindset. Know what you want, what's important to you, and what your good at. Learn to keep healthy, energized, and stick with your multifaceted job search plan.

JOB SEARCH READINESS CHECKLIST

- ✓ Resume
- ✓ Cover letter
- ✓ Reference sheet
- ✓ References activated?
- ✓ Interviewing skills
- ✓ Dress for interview
- ✓ Padfolio to bring to interview
- ✓ Job board knowledge
- ✓ Post-interview thank you letter
- ✓ Negotiating a job offer

For assistance with any of these items, connect with Career and Employment Services.

Please Note: This document was created by Career and Employment Services (CES) at Gateway Technical College. It is intended to be a guide and may not be all-inclusive to meet your specific needs. Check out the CES website at www.gtc.edu/ces for additional resources or to make an appointment please call (800) 247-7122.