



# JOB *Search* GUIDE



**EASTIN CENTER  
FOR CAREER READINESS**  
Spears School of Business

# THE JOB SEARCH

A job search can be a very exciting, but also a very hectic time. There are many things to do to prepare for a successful job search; the most important thing is to have a realistic understanding of all that a job search entails. A job search involves a significant time commitment. Researching, locating opportunities, applying, and following through with the interview process all take a substantial amount of time. However, it's important to remember that this valuable time is an investment in your future and will hopefully pay off when you accept a position that is the starting point for your successful career.

Another important note to understand is that a job search can be an emotional experience. You will experience times of excitement and optimism, and you will also likely experience disappointments and discouragement. Remember that those high and low emotions are prevalent, and you certainly aren't alone in experiencing them. One suggestion for navigating the emotional aspect of a job search is to locate a trusted career coach, mentor, or friend, who can offer support throughout the process — having someone to talk through options and experiences and to provide sound advice can be incredibly helpful.

## JOB SEARCH SUGGESTIONS

- **Create an account on the HireSystem.**
  - Go to hireosugrads.com.
  - Click on “Students & Alumni.”
  - On the left tab, click "Hire System Login."
  - Under Login Instructions click, "Sign-Up Here."
  - From there, you will type in your Student ID and create your password.
- **Know your timeline.** Be aware of the timeframe for your job search. For instance, for most Spears' business students September and October are the height of recruiting season for the following summer for both full-time and internship positions. It would be very beneficial to do all that you can, including research and document preparation, before September so that you are prepared to take advantage of all opportunities.
- **Set goals.**
  - Decide how many contacts you will make each week.
  - Determine how many events you will attend each week.
  - Plan to apply for a certain number of jobs each week (we typically recommend applying to at least five posts per week).

It is much easier to stay on track with your job search when you have set objectives for yourself and strive to meet them.

- **Prepare your documents – and be prepared to customize them for each application.** Make sure your resume is up-to-date and edited; have it looked over by a career coach. A good idea in preparing a resume ahead of time is to create a master resume (also referred to as a vita) that lists all of your experiences without worrying about length. When you locate a job description that you are interested in, select which parts of your master resume (vita) best fit the description so that you can narrow it down to one page. Also, adding a Summary of Qualifications that reflects specific experiences and skills that are mentioned in the job description is a great way to customize your resume for each application. Avoid listing generic skills (Word, Excel, etc.) that would be better suited for bullets in Work Experience, Leadership sections, or totally omitted.

- **Consider all the elements that will influence your job search.** Identify location(s) that you would consider as your residence for your job. Identify the various industries where you would potentially consider working. Spend time analyzing your job values and thinking through how those values will affect your job search.
- **Research.** There is a vast amount of information available to assist you with your job search; the more you familiarize yourself with relevant information the better equipped you will be to conduct a successful job search. These relevant search findings will also aid in making an informed choice when accepting an offer. Some examples of very useful search tools include job outlook information for specific careers/industries on [onetonline.org](http://onetonline.org), Chamber of Commerce data for locations you are considering, and cost of living data for potential selected locations. In addition, review sources such as The Wall Street Journal for current events that affect the industries you might consider, or [hireosugrads.com](http://hireosugrads.com) for useful information such as the average salary for recent graduates in the same field of study as you.
- **Get organized.** Decide on a way to manage your job search, such as an Excel spreadsheet. Keep track of companies that you have had any contact with, as well as companies you are interested in researching or pursuing. Also, track where you're at in the application/interview process with each company. Be sure to include dates for each entry so that it will be easy to look back and know the exact timeline for your interaction with each company. These records also allow you a place to manage names and contact information for each person with whom you communicate.
- **Network.** Networking is still the most effective job search tool and can lead not only to important information about industry trends, skills, or names of other contacts but also to specific job leads. Think through everyone you know that might be able to offer you some assistance and reach out to them to let them know you're looking for a position. In addition to contacts you already have, be proactive about creating new connections.

The mentoring program through Spears Business is a great way to make a valuable connection. You can find the mentoring program by going to their website: <https://business.okstate.edu/mentoring-program/>. Check campus and local calendars to make sure you attend any event that might allow you to meet people who might be helpful in your search. Keep in mind that networking is a two-way street – you need a job and companies rely on hiring good employees. Look for ways that you can help others out by sharing knowledge or introducing them to someone who might become an essential contact.

- **Virtual networking.** Don't overlook the opportunity to network online. LinkedIn is becoming a critical part of recruitment for many companies, so take advantage of this important tool. Use the Eastin Center's LinkedIn Guide to set up an effective profile and then spend time exploring, networking, and researching through LinkedIn.
- **Use your resources.** There are many resources available on campus that could be very beneficial to you in your job search. Not only does OSU have a Central Career Services office, but there are also career coaches within each college (the Eastin Center for Career Readiness in Spears Business) that are available to assist students with all aspects of their job search. Additionally, take the opportunity to get to know faculty members who also have many great connections with recruiters, join an organization that is relevant to your career field, or visit the writing center on campus.

Other types of resources available to you are the personality assessments, free access to Glassdoor, and the Spears mentor program, to name a few. Make a point of documenting contact information on students who share your classes/organizations and might pursue employment in similar industries post-graduation. Locate and contact these students through programs like LinkedIn; ask for their detailed help about the company where they work and ask for their recommendation for you to their company's HR department – the ultimate contact.

- **Identify job posting websites.** There are numerous job posting sites to locate potential work opportunities, including the OSU HireSystem, Indeed, Career Shift, GoinGlobal, Monster, and LinkedIn. Other resources include local or regional job listing sites, as well as industry-specific job posting sites.

## **CONSIDER ALL OPTIONS**

**Consider alternative work sectors.** For example, a finance major may want to research and apply to government or health care organizations rather than financial services.

**Consider geographical relocation.** Be willing, at least for a while, to relocate to gain experience with a longer-term goal of working in your first preference area.

**Pay attention.** Read (and act on) the email notifications you receive from the Eastin Center for Career Readiness, OSU Career Services, and Spears School of Business. Utilize all their resources that apply to you and take advantage of the programs and workshops they provide.

**Research, research, research.** Are there cities where the job market is better than others? Are there cities that have employment opportunities in your specific career field? Go online to research job opportunities, industries, and the economic outlook of different locations. Be sure to keep in mind cost-of-living adjustments.

**Be diligent in your job search.** New openings are posting every day. Set aside time regularly to research, scan job postings, or work on applications.

**Enhance your marketability.** If you're struggling in your job search, find things that you could do to be more appealing to employers: earn a certification, learn technical skills, do job shadowing, or attend a training. Schedule an appointment with an Eastin Center for Career Readiness coach for one-on-one support.

## **FOLLOW THROUGH**

**Write "thank you" notes.** Acknowledge those who help you and keep them apprised of your progress. You will be remembered favorably for your courtesy.

**Think of your job search as a job.** Execute your search as if you were performing on the job. Work as hard as you would for your boss.

**Follow up on applications.** Inquire about each of your applications in the first two weeks with an email or phone call, unless instructed otherwise by an employer.

**Prepare for the actual interview process.** Practice presenting your experiences by putting yourself in the employer's shoes - then think about what an employer would value, and how you can best communicate that value in an interview. Evaluate yourself, your resume, your approach. How are you going to present yourself so that you are the chosen candidate?

**Dress to impress.** Understand the different styles of dress (Eastin Dress for Success Guide) and prepare appropriately for all appointments, organizational meetings, information sessions, interviews, networking events or anywhere encounters with employers are possible.