

Job Search Strategies

These resources will serve as a starting point for you as you customize your own job search strategy. It is helpful to maintain a journal of contacts and document your work to avoid duplicating activities. Using more than one of the strategies below concurrently will increase your chances of securing an interview.

Locating Job Opportunities

1. Career Services resources

- Career Fairs, on-campus Career Day (fall), Employer Fair including education-related positions (spring).
- Job database entitled eRecruiting where employers advertise positions specifically to UMW students.
- On-campus recruiting scheduled through eRecruiting.
- Network with employers during employer-led information sessions scheduled during the fall and spring.

2. Job listing resources

- Career Services' website (click "links to other websites") maintains a list of helpful job listing websites.
- Search newspapers for job positions locally or across the nation with www.newsdirectory.com
- Industry specific journals and professional associations' websites usually maintain a list of open positions.
- State employment offices maintain lists of government jobs. Federal job positions are maintained by the office of Personnel Management and posted on www.usajobs.opm.gov



3. Internships

More companies are using internships as a way to recruit new talent. MonsterTrak.com states that research suggests 85 percent of employers use some form of experiential or internship program to recruit full-time workers. As an intern, you learn how the organization is internally coordinated and often hear of job opportunities that are not advertised to the public. Interning is also an excellent way to establish industry specific networking contacts.

JOB SEARCH METHODS

1. Networking

Networking refers to two individuals sharing information. You may share with a contact what sort of position you are looking for and then ask if they know of anyone you should talk to.

- Tell everyone you know that you are searching for a job and what field you are interested in.
- Professors and administrators may know of openings within their respective fields.
- Contact UMW alumni through eRecruiting's mentor database located on the Career Service's website.
- Establish a contact within your field of interest by completing an externship (see binder in Career Services library for externship sponsors).

2. Targeted job search

A targeted job search generally means that the job seeker researches companies of interest and applies for positions, even though no open positions are posted. This is an excellent method to use in identifying positions that are not publicly advertised. However, it is important to be aware of your industry's hiring trends because this method is not appropriate to implement in all industries.

The following list includes resources to locate potential companies of interest.

- Career Search is located under Essential Sites on Career Service's website and is a database of more than two million organizations that can be searched by type and location.
- Online directories can also offer valuable information about a company's values, location, departments, etc. Examples of online directories include Vault.com, www.jobcentral.com, www.hoovers.com/free
- The Chamber of Commerce within each city or county usually can provide a list of area businesses, including each firm's field of business.

3. Posting résumés online

This strategy has become a popular way of searching for a position. So many job seekers use this strategy that it has become difficult for anyone without an extremely specialized skill to stand out. Ask a career counselor how to make your online résumé memorable.

4. Volunteer

Volunteering is an especially effective job search method within the nonprofit field. Volunteer organizations can see your work ethic and skill level, which makes you more desirable to hire.

5. Applying to advertised positions

This is the most straight forward job search method. It sounds simple, but there can be many barriers, such as not knowing if the company actually received your application. Attend a Career Services' résumé workshop in the fall or spring to learn tips for being successful as well as how to overcome common mistakes.

6. Private employment agencies

Agencies can be a great resource to use when you are trying to obtain initial experience in a field or if you need a short-term job quickly. Private employment agencies are grouped by industry.

Schedule an individual appointment with a career counselor if you would like specialized help creating your job search action plan!