

## **HOW TO CONDUCT AN EFFECTIVE JOB SEARCH**

### **Top Job Search Sources**

1. **Networking:** You should contact anyone you know that works in the company/organization where you would like to work or may already have a job opening that meets your goals.
2. **Company or Organization Web Sites:** Most companies, governments and other types of organizations list their job opportunities on their Web sites.
3. **Internet Job Posting Sites:** There are several thousand job posting sites on the Internet that will provide a wide variety of job openings. By doing an Internet search on a search engine, you can find a number of job posting sites that are specific to the career area in which you would like to find a job.
4. **Federal, State and Local Government Web Sites:** It has been predicted that the U.S. government will lose 50 percent of its workforce to retirement by 2012 or 2013.
5. **Newspapers:** Each newspaper publishes a large classified ad section dedicated to job advertisements. These large classified ads usually are published on Sunday.

### **How to Conduct an Effective Job Search**

1. **Get Organized:** Identify your career and life values, goals and objectives. Answer the following questions.
  - a. What type of job am I seeking?
  - b. Where do I want to live?
  - c. What do I value in my work?
  - d. Who do I know that may be able to help me?
  - e. What is the minimum salary that I need to make to survive?
  - f. Is my resume up to date?
2. **Research to Determine Employer Requirements:** Find out as much as you can about what an employer desires as qualifications for the type of teaching job you are seeking. Often you can find this through the library or by looking on the Internet. Then apply for those jobs for which you can provide at least the minimum skills, knowledge, experience or abilities.
3. **Schedule Time Each Week to Search for a Job:** Searching for a job is a part-time job. Spending scheduled time each week for at least 12-15 hours to search for a job will certainly increase your chances for finding and applying for teaching opportunities.
4. **Be Sure to Follow Directions Carefully:** When you are applying or sending a resume and cover letter, be sure to include any and all information requested. When you do not provide requested information, you will not be considered for the job.
5. **Keep a Record of All of Your Contacts and Job Applications:** Always keep a record of any resumes or applications sent to companies and organizations. Also, be sure to record any names of people that you contacted or met from a company. You may need to contact the people later to send a thank you or find out the status of your application.
6. **Be Persistent:** Do not be a nag but continue to pursue a job opportunity by contacting the person that received your resume. Generally speaking, it is reasonable to follow up two or more weeks after the initial contact. If you apply online, it would be suggested that you follow up with another contact to ensure that your information was received, opened and is now being considered.

## **Networking**

Networking is connecting with people that know about your job search and career goals. Many of these people can serve as contacts for possible job openings and can, in some situations, be an inside contact to give your resume to the hiring people at an organization and represent you.

Anyone can network, and most people already use their network. Your network consists of any person you have come into contact with and anyone that person knows or came in contact with.

Here are some of the contacts that could be in your network:

- Your parents
- Your parents' friends
- Your friends
- Church members
- Your friends' parents
- Professors
- Past Teachers
- Any club or group members
- Past colleagues and coworkers
- Career counselors
- Clergy and church leaders
- Classmates and roommates
- Neighbors
- Relative

## **Internet and Corporate Posting Sites**

Job posting sites on the Internet provide huge resources for conducting a job search. You could go on to a search engine, submit either "job postings" or a specific title such as "sports job postings" and come up with thousands of sites to search. Some job sites require that you register while some will even charge a fee. The choices are enormous, so you will need to proceed with some caution. However, job posting sites are a good resource for finding job opportunities no matter what type of job you're searching for.

Corporate Web sites are another excellent source on the Internet. A significant number of companies have job posting pages within their Web sites. On some company sites, a search is required since they do not make the link easily accessible. The human resources section of a company Web site is the most likely location for company job postings. There are also many companies that require a person to apply using an online application or submit their resume via e-mail or both. When you apply using either of these systems, you should always make contact within a day or two to verify that your information was received and can be accessed.

Visit [http://www.cornerstone.edu/departments/career\\_services/student](http://www.cornerstone.edu/departments/career_services/student) then click on Job Positions. A number of job posting sites are listed under Online Job Postings.