

# JOB SEARCH STRATEGIES



CAREER DEVELOPMENT CENTER

Think big. Plan big. Succeed.

**Career Development Center**

Project Center, Lower Level • [www.wpi.edu/+CDC](http://www.wpi.edu/+CDC)  
(508) 831-5260 • [cdc@wpi.edu](mailto:cdc@wpi.edu) • AIM: CDCatWPI

# JOB SEARCH - AGENDA



- Getting Organized
- Resources
- Networking
- Action Plan

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# Organization



**People don't plan  
to fail,  
they fail  
to plan.**

**Think big. Plan big. Succeed.**

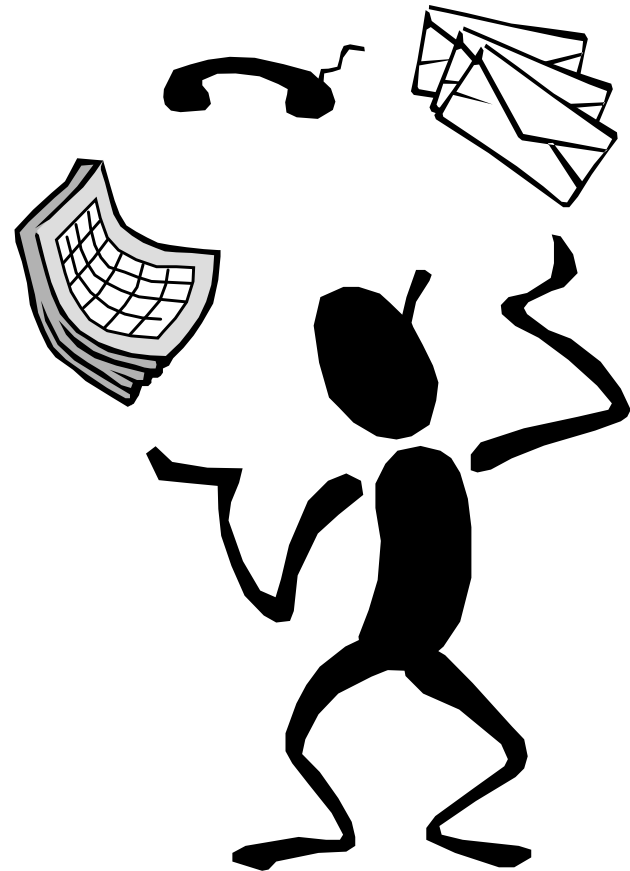
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# GETTING ORGANIZED



- What Do You Have To Offer?
- What Industry?
- Where Do You Wish To Work?
- What Position Desired?



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# Organization



- **Schedule Your Time**
  - Establish Measurable Goals
- **Make Yourself Accountable**
  - Dedicate A Location In Your House
- **Keep Accurate Records**
  - Maintain Filing System
    - ✦ Excel Sheet, Alphabetized 3 ring binders, pocket calendars, notebooks , 3 X 5 index cards, etc.

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# RESEARCH



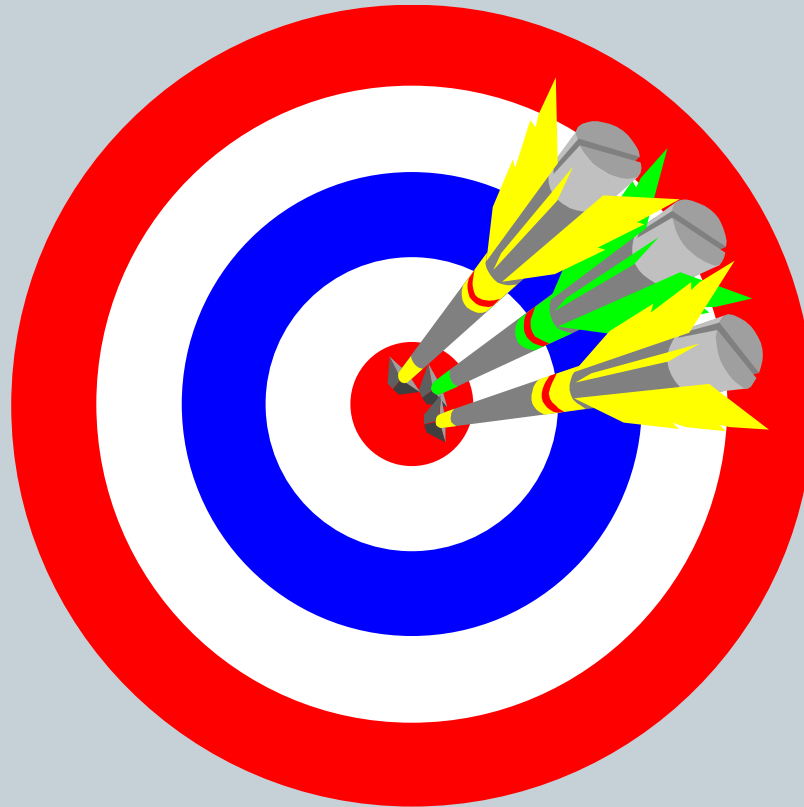
- Develop A Company List
  - A & B LIST
  - Focus on top 25

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# Identify The Proper Contact



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Line Manager  
Department Head  
Officer

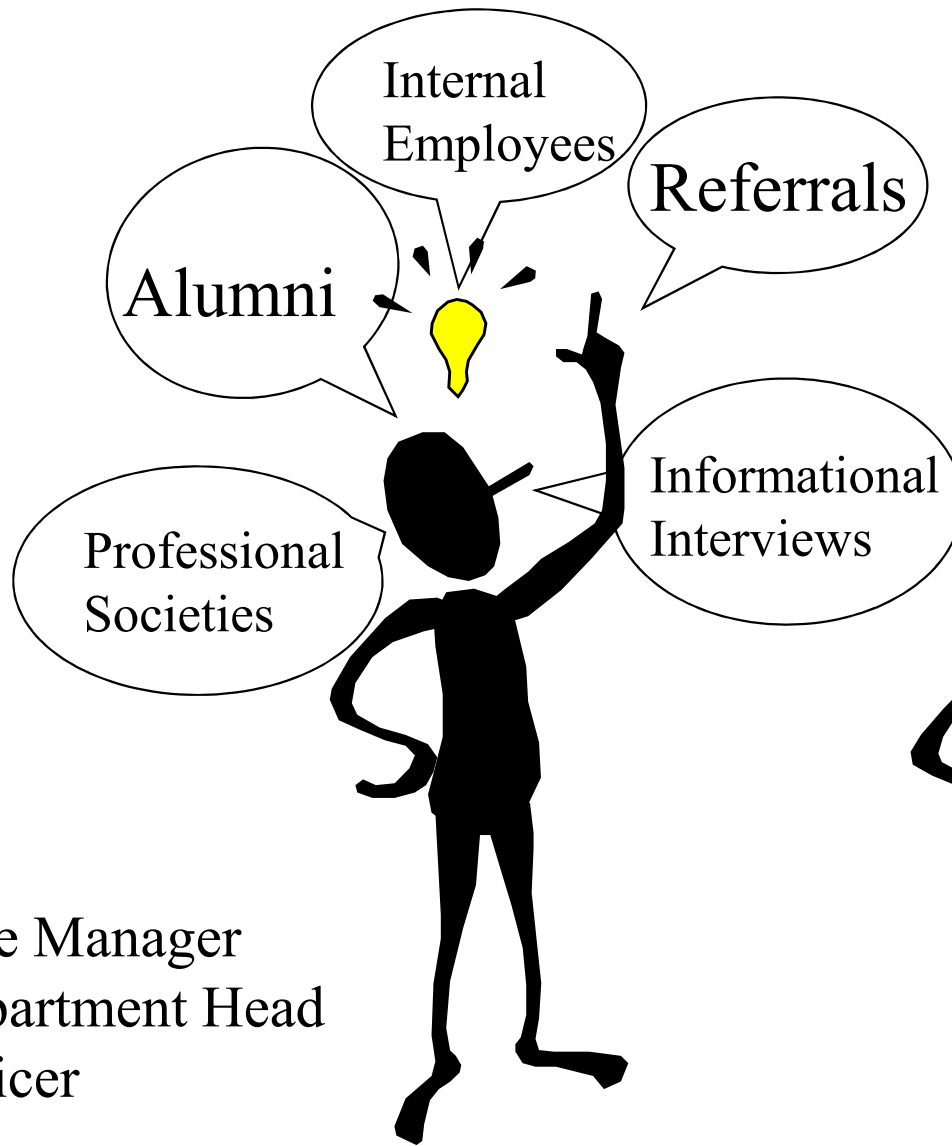


Personnel  
or  
Human Resources

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# Research, RESEARCH, RESEARCH



- **WPI Career Development Center Resources-**
  - Career Fairs
  - Card-Scan Database
  - Corporate Information Sessions
  - Counselors
  - Resource Library
  - On-Campus Recruiting
  - Job Finder
  - Career Search

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# JOB FINDER



- A web-based software package for both job listings and on-campus interviews. Holds multiple resumes and documents.
- Job listings include full-time, part-time, summer internships and cooperative education opportunities specifically for WPI students & alumni.
- All students now have access to Job Finder. **Your username is your WPI student ID number and your password is the first 4 digits of your student ID plus your birth month and day.**

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# Maximizing Job Finder



- View Jobs & Internship Section – back date to see company contact information
- Calendar – special events and activities listed here (ie) Corporate Presentations
- Don't forget to check Job Listings continuously!

# Career Search



home profile documents jobs employers interviews Mentor Program events calendar

Jeanette Doyle | Tuesday, July 28, 2009 | 12:53 pm [Show in a Separate Window](#)

home powered by symlicity

**announcements**

- Fall 2009 Career Fair  
Mark your calendars for the Fall 2009 Career Fair on Wednesday, **September 23** from **1-5pm** in Harrington Auditorium.

**shortcuts**

- [Scheduled Campus Interviews](#)
- [Pending Campus Interviews](#)
- [Campus Interviews I Qualify For](#)
- [Jobs I Qualify For](#)
- [Biotechnology & Bioengineering Career Fair 2009 Participants](#)
- [09summerfair Participants](#)
- [09springjobfair Participants](#)
- [09careerfair Participants](#)
- [Activity Summary](#)
- [Podcasts & Handouts](#)
- [Career Search Database](#)

Calendar: July 2009

28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

any comments or questions?  
Your feedback is welcome.

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# WPI Gordon Library Resources for Career Planning



- Books & Websites including:
  - ✦ Occupational Outlook Handbook
  - ✦ Careers for Number Crunchers
  - ✦ RileyGuide
  - ✦ America's Career InfoNet
  - ✦ Dictionary of Occupational Titles
  - ✦ O\*NET Online
  - ✦ Peterson's Job Opportunities
  - ✦ Wall Street Journal's "Career Journal"
  - ✦ Hoovers
  - ✦ LexisNexis Academic
  - ✦ What Color is Your Parachute

<http://www.wpi.edu/Academics/Library/Help/PDF/careers2.pdf>

<http://www.wpi.edu/Academics/Library/Help/PDF/companyresearch.pdf>

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# Internet Job Search Strategy

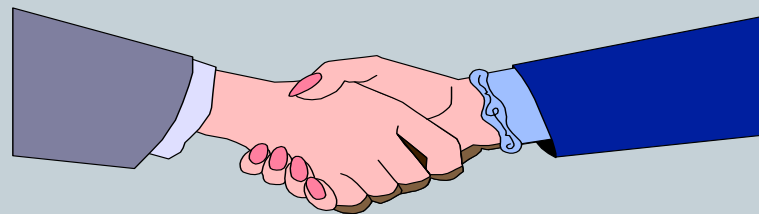


- Don't spend more than 20% of your job search time
- Many companies are requiring resumes be stored in their database – requires follow-up
- Professional Associations
  - See list on CDC website:  
<http://www.wpi.edu/Admin/CDC/profes397.html>
- Job databanks
  - See list on CDC website:  
<http://www.wpi.edu/Admin/CDC/searchresources.html>
  - Few “entry-level” positions listed online
  - Thousands of resumes in these systems

# Networking



- A process of getting to know more & more people – contacts – who can help you in your job search
- A process of gathering helpful information from these contacts to assist you in planning and implementing your job search
- Networking is “building” relationships and is a two-way street



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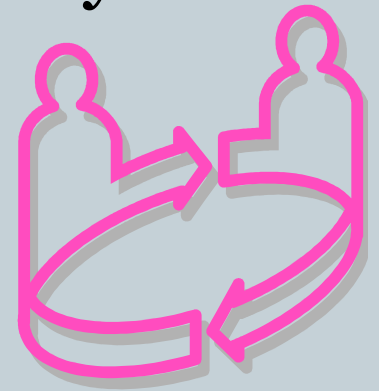
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# Why Network?



- Tap into the hidden job market
  - 65% of jobs available
- Keep current – information, trends, changes in your field and the job market in your field
- Maintain connections within the industry
- Obtain advice on your job search.
- Get referrals!



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# Networking: Do's and Don'ts



- **Do**
  - Ask if it is a good time to talk
  - Research in advance of any meeting
  - Request information, not a job
  - Ask for referrals; Ask for a resume critique
  - Be courteous; send a thank you note
- **Don't**
  - Ask for a job or to have your resume circulated
  - Show up unprepared
  - Focus entirely on yourself; this is a learning experience
  - Overstep your time limits
  - Forget to say thank you

# Who To Network With?



- **Classmates and alumni: Parents and family**
  - 📄 Faculty and academic advisors
- **Current and former employers**
  - 📄 Guest speakers (at campus events)
- **Members of Professional Associations**
  - 📄 Student peers in activities and clubs
- **Online networking (LinkedIn, Facebook, etc.)**
- **Internet discussion groups and list-serves**
  - 📄 *How?* In person, via email, phone calls

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# How should you network?



- Have your 30 second elevator speech 😊
- Request more information about what your contact does, the atmosphere of where they work, and how they got their job. Ask them who they know that may be able to help you in your effort to learn more about their industry or profession.
- “Who do you know who would know anything about \_\_\_\_\_?”

# Job Search Action Plan



- My job objective is...
- My lifestyle considerations are...
- The industries I want to work for are...
- I can research companies using...
- I am going to find job openings by...
- People who will help me in my search are...
- The skills I have to offer include...
- In the interview I want to mention...
- Some questions I want to ask are...
- I plan to do these steps next week to get going with my search:
  - 1)
  - 2)
  - 3)

# Upcoming Programs



- Dec 2, Interviewing, 6pm, SL407
- Feb 18, Internship & Job Fair
- March 25, Biotechnology & Bioengineering Career Fair

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# Questions?



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508-831-5260

Hours:

Monday – Friday, 8:30am – 5:00pm

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