



RANDOLPH COLLEGE

Founded as Randolph-Macon Woman's College in 1891

Career Development Center ~ West Hall ~ 947-8116 ~ www.rmwc.edu/cdc

JOB SEARCH STRATEGIES

A job search is a job in itself. A typical job search can take three to six months at a minimum. You should do something to advance your job search on a regular basis rather than going for weeks at a time without doing anything. As Tom Jackson notes, **“it is not the most qualified persons who get the best jobs; it is those who are most skilled at finding a job.”**

Before beginning the search, you need to analyze your skills, interests, values and goals.

- What skills and interest do I bring to a position?
- Where do I want to live?
- What type of work environment do I want to work in?
- What type of salary will I require?
- What skills do I want to market to an employer?

If you are not sure about your career goals, make an appointment with a career counselor at the Career Development Center.

Resources

The CDC offers many useful resources:

- CDC library contains resources on career fields and information pertaining to the job search.
- CDC website offers a “Majors and Careers” section, which will lead you to job titles appropriate for your major.
- The website has general and career specific websites useful in your job search.
- The Career Network is a listing of alumnae who have offered career assistance to students and fellow alumnae. Search professional associations for information about specific fields. There is often a “jobs” section with employment opportunities.

****New Regulations and Issues in the Job Search Process – Social Networking Sites**

College students who post unvarnished details of their sex lives or drug and alcohol use on social-networking web sites like Facebook, Friendster, MySpace and others are taking a major risk. More employers say they are using the internet to take a good look at the social networking sites of students and recent graduates whom they are considering hiring for permanent employment or internships according to the NACE Journal, published by the National Association of Colleges and Employers. Even if the posting is intended for friends to see, it can be available to anyone with internet access. Students incorrectly believe that Facebook is only available to those the students allowed access; however, under the auspices of the Patriot Act, government agencies have access to Facebook. **Be very cautious of information you place on these sites and how the information may be viewed by an employer.**

The “Hidden” Job Market

Most jobs are not advertised. The “hidden jobs” are positions that are listed on a company’s website, positions that you find through networking, or through conducting informational interviews. Eighty percent of jobs are obtained through networking. The purpose of an informational interview is to learn about a career field and to make contacts.

Networking.

The reality is that many professions operate through informal “networks.” Because of the “hidden job market” of positions that are never advertised, it is helpful to make contacts with people who might know of position openings. Remember that these people will not be giving you a job, but may be able to give you valuable information and job leads. Some guidelines for using personal contact include:

1. **Networking with alumnae through the Career Network** is a valuable way to gain career insight and job leads. Go to www.randolphcollege.edu/cdc/cn for the Career Network. To access the network you must enter the “buck14” password.
- 2 . **Develop a list of possible contacts.** These should be people who are in your field of interest or who may know someone in your field of interest. These contacts can be professors, internship supervisors, past employers, friends, contacts through professional associations, and the **Career Network**.

CDC Job Listings

The CDC receives employment opportunities, which are entered on the CDC homepage under “Recent Job and Intern Postings”. This list is updated twice weekly. We also subscribe to several publications, which offer position openings. These periodicals and the passwords to retrieve the information are also available at www.randolphcollege.edu/cdc.

Internet Job Links

A variety of websites may be found on the CDC website, www.randolphcollege.edu/cdc. It lists both general and career specific websites. The good news is that general websites offer hundreds or thousands of jobs *but* the bad news is that these jobs are available to hundreds and thousands of candidates. **However, it is still very important for you to post your resume on more than one of these as it is one of the primary ways employers search for candidates.** Career specific websites can be linked from the CDC websites and offers websites of professional organizations and other sites directly related to a specific career.

New federal regulations

The Office of Federal Contract Compliance Programs has issued new regulations defining internet applicants. Employers need to identify the race and gender of applicants to evaluate whether their hiring practices have an impact on women or minorities. What does this mean to you? These changes will require additional steps when you apply for jobs or internships on the internet.

- After finding a job listing on an internet website, such as monster.com or careerbuilder.com, you may be asked not only to apply on that website but also to apply through the company’s website. You **must** answer race and gender questions asked by the company. Your answers will not have your name attached nor will the recruiter view your answers.
- You will have to answer questions concerning your skills, based on the job description.
- You must meet all of the advertised basic qualifications to be considered for the job.
- You may have to apply for a specific job at the company and not just for any job.
- Networking is still an effective means of job searching; however, you must still apply for a specific job and meet most of the qualifications of the job.

Career Fairs

Career Fairs are a great way to talk directly with recruiters from organizations about your interests and their opportunities. Walk up to the recruiter and give a 60-second commercial by introducing yourself and the types of jobs in which you have an interest. The Career Development Center is involved with several fairs during the year including Challenge **Job Fair** in November and the **Diversity Career Day** in October.

Newspaper Advertisements

Perusing newspaper ads is one of the most popular job search methods and certainly worth using. Since many people may be responding to these advertisements, it is essential that you do an effective job targeting your resume and cover letter for the available position and to the organization.

Employment Agencies

Employment agencies do much of the work for the job seeker. Some agencies work with only one type of job so some may not have jobs that would interest you. **Only work with those agencies that are “Fee Paid” meaning the employing organization will pay the employment agency.**

If you use an employment agency, you may want to consider the following:

1. be sure they work in the area you are interested in (they may specialize),
2. be sure you are **under no financial obligations** before you sign anything and
3. be assertive about the kind of positions you want and what you are willing to accept.

Temporary Agencies.

Registering with one or more temporary agencies (assignments with these can be for a short or long period of time) may be one avenue for making some money while looking for a permanent job. Employers often used temporary agencies to screen prospective employees for permanent jobs. Working for a temporary agency is an excellent way to get “your foot in the door.”