

Job Search

Job searching can be overwhelming and tedious; having a strategy can make the process seem less daunting and much more manageable. There are **three strategies** to job search:

1. Going Indirect:

This tends to be many seekers' first approach at job searching. Going indirect is when seekers use job/employment websites that spider the web for positions based on key words that the user plugs into the search box. They can be general search sites like SimplyHired.com, Indeed.com and Monster.com.

2. Going Direct:

The job seeker goes “directly” to specific company sites to seek out positions. The most important part of going direct is creating a target list. A target list is a list of companies and positions that the seeker is interested in working at/in and learning more about. A target list challenges the job seeker to brainstorm companies/positions and keep track of them. It also helps the job seeker track their progress.

3. Connecting & Networking:

Networking is vital for a job seeker's success. 70% of all positions are filled by word of mouth.

Join professional organizations: When you join and participate in a professional organization related to your current career field or a field you hope to enter, you have the opportunity to meet many people with shared interests and professional aspirations. You can talk to them at meetings, conferences, and social events, as well as become involved in the organization and show off your skills by taking on leadership roles. You will likely have access to a membership directory that provides contact information for many prospective members of your network.

Participate in online social media such as the ones listed below for online visual opportunities.

- Facebook profile
- Twitter presence
- LinkedIn profile
- Maintain a positive online presence so employers and recruiters can find you.

Create your Job Search Strategy:

- Start by identifying your job function, what industry you're interested in as well as the type of company you'd like to work for and your ideal location.
- Develop a list of target companies you want to apply to. To access Career Search: scroll down, and click the Career Search box.
- Don't forget the Federal Government. See: [snagajob](#), [craigslist](#) and [USA Jobs](#).
- Check out Co-ops/internships from some of the top companies.

Implement your Strategy:

Once you've formulated your strategy and have an idea of how you're going to approach your job search, take advantage of the resources at your fingertips and most importantly use your network.

- Find job leads using
- Check the company sites that you identified on your target list frequently.
- Search for jobs outside your city.
- Network! 80% of jobs are found through networking contacts. Find alumni connections and use the Wilberforce University's Cooperative and Career Services.
- Read the LinkedIn Guides for more tips on how to create your networking strategy!
- Attend workshops to better understand how to utilize this tool in your job search.
- Check out other social media and branding workshops and help develop a positive online brand to make you more attractive to employers. Check out Wilberforce University's calendar for details on upcoming workshops.

Take Advantage of Employers on Campus:

- Check out the On-Campus Recruiting calendar through Cooperative Education and Career Services EBLAST and on campus postings.
- Attend Career Fairs
- Attend on campus workshops, recruiting and informational meetings
- Need help or assistance contact the Cooperative Education and Career Service Department