JOB SEARCHING 101

1. KNOW YOUR TIMEFRAME.

2. HAVE A PLAN.
   a. Be focused. Know what you want—or act like you do. Practice articulating your career goals.
      - Use www.etsu.edu/cbat/careerservices as career information resource.
      - Talk to alumni, faculty, or other students who have worked in the field.
      - Take career interest inventories to promote self assessment.
      - Read “A Day in the Life” articles online.
      - Conduct informational interviews with alumni.
      - Can you lead, solve problems, manage change? Are you familiar with global markets?
   b. Be skilled. Tool yourself for success.
      - Online workshops and handouts available: www.etsu.edu/cbat/careerservices
      - Polish your resume and practice writing cover letters.
      - Practice interviewing—mock interviews are offered by CBAT Career Services, 316 Sam Wilson Hall and ETSU Career and Internship Services, ARC, 2nd Level, D.P. Culp University Center.
      - Prepare—for all interviews/career fairs by doing your research. Know the company, the corporate vision/mission. Know yourself. Familiarize yourself with behavioral based interviewing—a MUST!
      - Professionalize your life—email address, phone messages, etc.
      - Invest—in two good suits, nice shoes, conservative jewelry, and a professional haircut.
      - Participate in CBAT Career Fair Prep Week (Check email for event updates.)
   c. Be multifaceted in your approach; be organized; think globally.
      - Be informed: www.etsu.edu/cbat/careerservices
      - Network, network, network
      - Read CBAT Career Services Weekly Email Updates; on website under “News/Updates”
      - On-campus Recruiting: CBAT and ETSU Career and Internship Services
      - BucLink—Students (access via www.etsu.edu/students/careers
      - Futures—Roundtable Luncheons (Fall and Spring semesters—check email for dates/times)
      - CBAT Career Fair: Usually scheduled in late February—check web site and email for updates
      - Career Fair Consortium: Held annually in April, Holiday Inn off Exit 7, Bristol
      - Faculty
      - Employer Presentations/Guest Speakers
      - Professional Organizations
      - Alumni
      - Linked In, My Space, and Twitter
      - Document everything. Develop a spreadsheet to track your job search process.
   d. Be ready to evaluate your offers.
      - Don’t immediately accept your first offer—ask for 1 week to think on it.
      - Make a T chart outlining pros and cons—analyze job requirements, work environment (physical, people), geography, cost of living, travel, salary/benefits (tuition reimbursement, 401K, health insurance, life insurance, dental, vacation, fitness, daycare, etc.). Do your personal habits/choices mesh with corporate policy? (Smoke and drug free environments)
      - Write a formal letter of acceptance or a letter declining the offer—don’t close any doors.
   e. Be devoted. This is your job until you find a job.

3. PERSEVERE to the end of your job search and the beginning of your career!
“SPOTTING THE SCAM”
College of Business and Technology Career Services

From: Ashton Gilchrist bryantb@goldblatt.net
Subject: Job Application Accepted
Received from: 78.174.194.116
GDCG Company is looking for an Accounts Receivable Coordinator to join our administrative staff. This position requires excellent phone and communications skills.

Essential Duties and responsibilities: include the following.
- Prepare correspondence on accounts, preparing payment applications, copies of purchase orders and invoices, special spread sheets, etc.
- Apply cash and credit card payments to customer accounts.
- Other duties include:
  - Open new accounts
  - Prepare customer refund requests.
  - Coordinate paperwork for collection attorneys.

Competency: To perform in this position successfully an individual should demonstrate the following competencies:
- Take ownership of job through a proactive and a customer service oriented approach.
- Interface well with peers and management and be a good communicator.
- Detail minded and has good organizational skills.
- Educational requirements are that individual must be a high school graduate with at least five years of related working experience.

For more information, please reply to: gdcg_offer@hotmail.com
(Scam job example copied verbatim from www.brainhandles.com)

Key flags for spotting the scam:
- You have never applied to this company.
- The email address where the email originated does not match the email address for the reply.
- The address domain has nothing to do with the purported business.
- A legitimate company will usually provide a URL where you can go for additional details.
- There are numerous grammatical, spelling and writing errors in the text of the message.
- “Google” the company listed in the email to see if a legitimate home page link appears from the search.
- Beware of “pharming;” enter URLs into web browsers instead of following links as the links can redirect you to phony employer pages which look legitimate.

Other cautions:
- Never provide personal information over the internet, phone or fax; this type of information should not be required for an interview.
- List your resume on job sites that are secure—i.e., they have privacy policies in place which allow only legitimate employers to review candidate resumes.
- Background checks should be conducted after you interview—not before.
- Don’t share credit card or bank information with job placement organizations over the phone or internet. Do so in person at the employing organization.

**Replying to such scams can be costly—in terms of money, which they may seek from you for a variety of reasons, OR in terms of stolen identity.**

Sources:
http://www.brainhandles.com
http://www.microsoft.com/protect/yourself/personal/resume_us.mspx

(Workshops 8-09)