

CBAT Career Services
Job Searching 101
www.etsu.edu/cbat/careerservices

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**
- General Job Boards—MonsterTrak, CareerBuilder, Collegegrad.com/topemployers, www.indeed.com, AllianceQ
- 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!

(Workshops; updated 8-10)

“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.msp