Welcome to the fourth, and final, edition of the Monday Dose for the spring semester! While you are holding your breathe preparing for finals, take a few minutes to relax and read this month’s topic. For this month, we would like to focus on Job Searching since many will be taking this step in their careers after graduation! Job searching is more than filling out an application and accepting an offer. We will cover the most effective ways to look for a job, how to search for jobs, and even break some major myths about the process. Also, please note the new sections for featuring alumni and the job corner section towards the end of the newsletter. We wish you the best of luck on finals and hope you have a terrific summer! Enjoy!

Table of Contents

- In the News- 2
- Quotes of the Month- 3
- The Most Effective Ways to Look for a Job - 4
- How to Search for Jobs- 5
- Myths on How to Land a Job- 6
- Ask the Professor- 7
- Alumni feature/ Job Center-8
- Dates to Remember- 9
- References- 9
IN THE NEWS

Forbes released a helpful article in 2013 about ‘The Six Best Ways to Find Your Next Job.’ The article details tips from attending community events to using social media as a positive tool for job searching.

You can read more at:


This website takes a different look at job searching. Instead of focusing on the “might as well, you never know” approach to applying for a job, it looks at “grading” your job search.

To learn more visit:


As Internet job boards continue to evolve, it can pay to stay current on the latest search tools and tactics. By learning how to use them, job hunters may be able to boost their chances of securing interviews.

Here are ways to make an online job-search effort more effective:

The old “might-as-well-apply-because-you-never-know” approach doesn’t work. A successful job search follows a strategy – not blind optimism

- Rob Sullivan

Quotes of the Month

“People who are unable to motivate themselves must be content with mediocrity, no matter how impressive their other talents.”

- Andrew Carnegie
Figure out exactly what you want to do.

The No. 1 mistake job seekers make is being vague about what they want. Your network—both friends and professional contacts—can’t help you until they know what you want. So be specific.

Companies to target

Once you know what kind of job you want, figure out who you want to work for. This doesn’t limit your opportunities but rather makes it easier to distinguish which connections you need to land at that organization.

You might even take this strategy a step further and pitch the company you want to work for, telling them why you’d be a good fit.

Grow your network.

If you don’t have the connections you need to wiggle your way into a job, create them.

General networking can never hurt, but networking strategically is a far better approach.

Figure out where the people who work at your dream company hang out, both online and in person, and go there.

Do not forget to tap into one of the most powerful tools in your network-building arsenal: your alumni network. Even if you went to school decades ago, connecting with fellow alumni can be a good place to start.

At the very least, tailor your cover letter.

Have you seen a position you really want on a job board? Apply! But be sure to tailor your cover letter for the company, telling them exactly why you want to work there and in that position.

Customizing your letter is time-consuming, but its energy well spent.

Think outside the box.

Large, traditional companies often have rigid hiring processes, and no amount of out-of-the-box thinking will help you skirt around them. But if your target companies show any versatility, particularly if you want to work for a start-up, think of other ways to get their attention.

Get help if need be

The ETSU career service is an excellent resource to get help at.
“How to Search For Jobs”

Step 1:
Make looking for work a full time job. Devote 40 hours a week to this endeavor.

Step 2:
Decide what you don't like about your current job and write it down. Read this list every morning. This will be a key motivator to look for a new job and it will set criteria of what you want and don't want in your next job.

Step 3:
Update your resume. Spell checks it and have it read by at least 2 or 3 friends. Let them point out errors and fix the resume. Ask them to be constructive.

Step 4:
Boost your own confidence. Tell yourself getting the right job is a 4 to 6 months process (it will keep you less frustrated if you don't get a job right away).

Step 5:
Post your resume on major career websites. See the external links for suggestions. Set up a search agent from these websites.

Step 6:
Make an application goal. Apply for a minimum number of jobs every day. For instance, you might choose to apply for 6 jobs a day which match your closest interests. If you can't find 6 jobs in your field, find a close match and apply.

Step 7:
Apply for jobs looking at the minimum requirements. Sometimes employers ask for unrealistic qualifications, however if you apply you might hear from them still as they realize they were asking too much.

Step 8:
Organize your job search. Look for an online job search organizer and keep all your information in one place.

Step 9: Network
Your networks are an important source. Use all the networking avenues at your disposal...Alumni, LinkedIn Etc.

Step 10: Be desirable to a Recruiter
Read more on how to be desirable here; http://www.wikihow.com/Be-Desirable-to-a-Recruiter
“Top Myths on How to Land a Job”

Myth 1: Registering at several internet job boards will result in multiple job offers.

Myth 2: Want Ads and other job postings represent the majority of jobs available.

Myth 3: Job-seekers who change Jobs often are frowned upon by employers.

Myth 4: A cover letter is not as important as other job-hunting materials.

Myth 5: Resume must show a logical progression of jobs & increased responsibility.

Please read more at the link below.

http://www.quintcareers.com/job-hunting_myths.html

If you have any ideas or comments regarding The Monday Dose, feel free to contacts us at:

hauncn@goldmail.etsu.edu

Or

nettey@goldmail.etsu.edu
My general thoughts about job seeking are located here:

http://my.visme.co/projects/perfect-job-afb4bd

A few key points:

1) It is a job to seek a job. Be persistent and patient--and don’t get discouraged.

2) Cast your net widely . . . read lots of job ads, talks to friends in the workforce, and touches base with your contacts.

3) Read job announcements carefully. If you are minimally qualified for a job, don’t apply. If you ARE qualified, be sure that your application CLEARLY states this;

4) Remember: the cover letter is designed to get the employer to look at your resume; the resume is designed to get the employer to offer you an interview; and the interview is what gets you the job;

5) You can’t over-prepare for the interview. Know EVERYTHING you can about the potential employer, the job, and the people who are interviewing you. Be able to give several examples of how you will help them.

6) Everything you say, do, and write, must be 100% honest, complete, genuine, and sincere.
Where are they now?

Nathan Cunningham

MPH Health Services Administration, 2014

Where do you work?
Houston Methodist Hospital at the Texas Medical Center. This is a non-profit hospital with 824 inpatient beds (soon to be 1000+ in 2016) and 70+ operating rooms. The hospital has consistently ranked as "One of America's Best Hospitals" according to U.S. News & World Report and most recently, the No. 1 hospital in Texas.

What is your position about?
I am a Service Quality Specialist. I work directly with the Vice-President of Quality to improve and sustain HCAHPS (Hospital Consumer Assessment of Healthcare Providers and Systems) scores for the hospital. This occurs by performing various process improvement initiatives with our 32 inpatient units and formulating action plans with department leadership across the hospital to synchronize our approach in providing excellent care.

How have your master's degree helped you (personally and/or career wise)?
Plain and simple, I would not be where I am without my time in the College of Public Health MPH program at ETSU. The design of the HSMP curriculum fosters consistent critical thinking from a myriad of healthcare management perspectives. Having been in the workforce for 9 months, I now realize that all decisions are made from an interdisciplinary perspective, as any process change in the hospital inevitably will affect another process. Additionally, my Field Experience with Wellmont Health System's Chief Quality Officer had an undeniable impact on my choice to work in the quality industry. The constant mentorship from HSMP professors and staff had a profound impact in helping forge my career path. And for that, I am ever grateful to the HSMP department.

Future plans?
5 year plan: Manager/Director of a hospital department; 10 year plan: Vice President of Quality or Operations; 15-20 year plan: CEO of a hospital; 30 year plan: CEO of a health system.
Dates to Remember

Finals week, May 4th to 8th

Commencement Ceremony, Saturday May 9th

References:

3. https://media.licdn.com/mpr/mpr/p/1/005/07e/0e0/109f543.jpg