**Post Graduate Career Search- It Takes Work to Find Work**

**Slide 1 - Post Graduate Career Search- It Takes Work to Find Work (Title Slide)**

Welcome to the Career Services presentation – Post Graduate Career Search. It Takes Work to Find Work. This presentation will share suggestions to take your job search to the next level. Thanks for watching and enjoy the presentation.

**Slide 2 - Job Search Isn’t What It Used To Be**

Job search isn’t what it used to be. It’s changed over the years. In many ways it was more simplified before the Internet even though the Internet gives us many more resources at our fingertips. We no longer wait for the want ads on Sunday, mail 10 or 20 resumes, go out on a few interviews, and get a job offer sometimes after one or two interviews.

There is too much competition in the job market today to take your job search lightly. Employers receive hundreds of resumes per job. So it’s important to be SMART with your job search.

Planning and preparation are key in so many ways. Plan the steps you need to take to be successful. If you aren’t sure what steps to take, Career Services can help. Prepare to be effective throughout your job search. Have a resume that markets you effectively, be ready to answer interview questions effectively, know who your area employers are and what their hiring requirements are. Seek out employment opportunities throughout your area.

There are many steps involved in the job search process. What steps do you need to take with your job search? You’ve got to be ready. Be Prepared! And work SMART. Remember, It takes work to find work!

Slide 3 **You Need A Plan – Work SMART**

Do something every day. Make goals that include all aspects of your job search including preparation and even connecting with Career Services. Remember, the more effort you put into your planned activities, the sooner you will start achieving positive results.

Set goals for how many jobs you want to apply for daily, how many employers you want to research every week, how many career events you want to attend per month. You want to be working by x date. Fill in that blank for yourself. Be realistic. Getting a job doesn’t happen overnight.

Don’t just rely on online job boards. Job boards are important, but not the only thing you can do. Many people say that most jobs are gotten through networking. So get networking, even if it takes stepping outside of your comfort zone. It’s good to get out of the house. Meet professionals in your field. How? Informational interviews, career fairs, career expos, association meetings, more!

Treat your job search like a full time job! Job search needs to be more than two or three days of activity a week.

Slide 4 **Track Your Activities**

After you’ve planned what you’re going to do, you need to Track your Activities! Here’s an example of the type of form you can create to track your activities. Create one that’s right for you whether it’s in MS Word, Excel, or even in the calendar in your computer.

Include the goals you’ve set for the week. Your goals should include more than how many jobs you apply for using job boards like Simply Hired or Career Builder. Know and track when you need to follow up and how you want to follow up whether it’s from interviews, resumes sent, or connections through networking. Other things you might want to include are researching your job market, job search prep, your networking activities, contact with Career Services, and more.

Tracking your activities will help you keep up with your follow up. It can also help you determine if you’re doing enough every day. Sometimes we think we’re putting a lot of effort into something but then when it’s written down, maybe it’s not as much as we thought. Tracking can also help you to confirm you are putting a lot of work into your job search so you’ll feel good about your effort.

Remember, nobody gets a job over night. The average job search can take months! You’ve got to be consistently active to achieve your goal. Do something everyday to drive your job search forward.

Slide 5 **Take Advantage of Every Resource**

It’s very important to take advantage of all of the resources available to you.

There are Industry specific job boards. Your Career Specialist can share many valuable resources specific to your industry. Many industry association websites also have job boards! Take advantage of those. Search employer websites. And do use basic job boards. Just don’t rely solely on them.

Many employers don’t post on job boards so it’s important to go right to the source. Many will have their own website so you can see if they have their own job link. Source and research your area employers and check out their websites for details about possible opportunities.

LinkedIn is more than a professional networking site. In addition to professional groups, it also has a job board to help you search for jobs near you.

Don’t forget about Temporary Staffing Services. They can be a great way to get your foot in the door plus many temp assignments can become permanent jobs!

Keep in touch regularly with Career Services. Your Career Specialist can help you with your job search to make it more effective and will be in contact with you, but include regular contact with Career Services in your scheduled activities, too – The resources in the Career Network section of KU Campus are always available to you 24 -7!

Track these activities daily/weekly/monthly.

Slide 6 **Network. . . Network. . . Network!**

Always be networking! Connect with who you know, and find ways to connect with who you don’t know . . . yet.

It’s important to Get out of the house! Don’t forget about Career fairs and expos – You can’t just sit at your computer all day looking for job leads. Career fairs allow you to meet recruiters and professionals in your field and can re-energize your job search. Make the right impression with all career events you attend. Talk with your Career Specialist about how to prepare.

LinkedIn Groups is one of the best resources for professional networking. These groups allow you to connect with professionals in your field that you would have never been able to connect with in any other way. Once you are a member of a professional LI group, you have access to their member list to help you start networking! It’s free, too!

There are associations for just about every type of career. Membership allows you a way to network with professionals in your field plus they can offer a wide range of helpful career and job search resources. Include networking in your regular job search activities and incorporate these into your weekly activities! Don’t forget to talk to friends and relatives, too. You’d be surprised who may have information or a contact that might help you.

Slide 7 **Newton’s Third Law**

Sir Isaac Newton’s Third Law of Relativity states - For every action there is an equal and opposite reaction! That law applies to your job search, too!!

The effort you put into your job search equals your results. That doesn’t mean the person who applies for the most jobs online gets hired sooner. Work SMART! Treat your job search like a full time job.

Job search takes preparation, time, and persistent effort. Make your plan and stick to it. Utilize all of the resources available to you. Track your activities!

Don’t Panic and don’t give up. Be active every day. Be Positive. Always keep pushing!!!

Don’t forget. Career Services is here to help!

Slide 8 – **Thank You!** (Closing slide)

Thank you for joining us for Career Services presentation – Post Graduate Career Search. We hope this presentation has given you some new ways and new ideas for being effective with your job search. Contact Career Services at careerservices@purdueglobal.edu whenever you need help with or have questions about your job search or career needs!