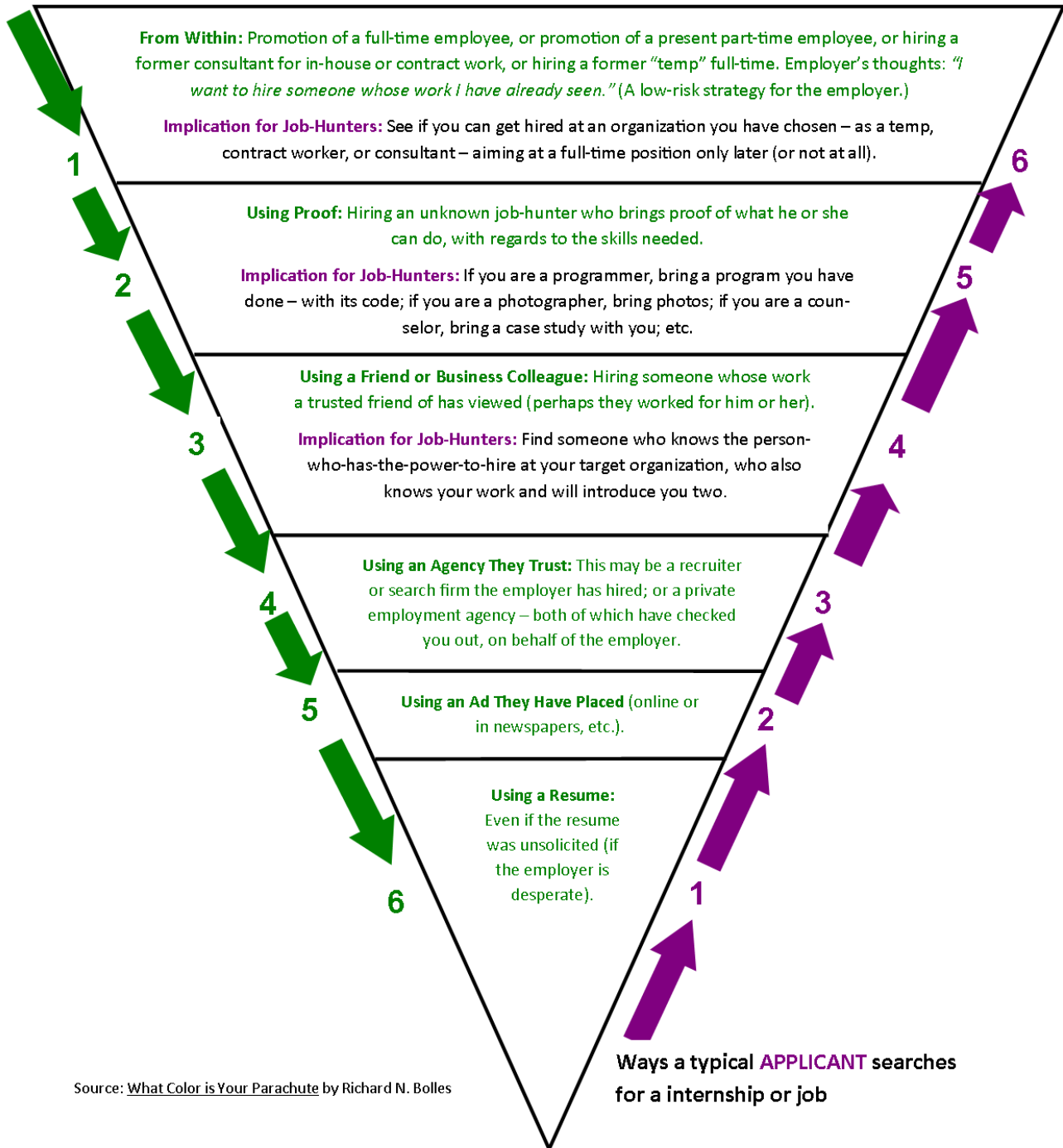


Most **EMPLOYERS** look for applicants in the opposite way that most **APPLICANTS** hunt for internships or jobs

## Ways a typical **EMPLOYER** prefers to fill a position



Source: What Color is Your Parachute by Richard N. Bolles



## DOs & DON'Ts of Job Searching (As adapted from <https://www.livecareer.com/quintessential/dosdonts>)

- **Do** use all avenues and strategies of job-hunting available.
- **Do** have a job search plan.
- **Don't** rely on just one method of job-hunting, especially job-hunting on the Internet. Searching online should occupy at most 25% of your time.
- **Do** take advantage of all online resources, including general job-hunting sites, industry-specific job sites, Handshake (<https://up.joinhandshake.com/>), sites of targeted organizations, and LinkedIn.
- **Do** have professional feedback on your resume and cover letter. Have friends and colleagues review your materials and set up an appointment with a staff member in the Career Center.
- **Do** use action verbs and accomplishment statements in your resume.
- **Do** have multiple versions of your resume, as you will want to customize each resume for the position you are applying to.
- **Don't** expect to get a job overnight. In a healthy economy, a job search takes up to nine months. Use your time wisely!
- **Don't** quit your current job until you have a new job secured. And **do** give proper notice when you leave your current job.
- **Do** take advantage of your friends, family, and colleagues to network.
- **Don't** simply rely on online job searching.
- **Don't** let getting laid off impact your attitude and progress. People who are laid off often did nothing wrong. In many cases, organizations simply need to rearrange to be more efficient.
- **Do** follow-up *all* job leads. Persistence pays off in the job search.
- **Do** make sure a potential employer can reach you. Provide your phone number and email.
- **Do** make sure that your voicemail message and e-mail address are professional.
- **Do** prepare and practice for your job interviews. To schedule a mock interview, call the Career Center at 503.943.7201.
- **Do** be sure and ask questions at the interview.
- **Do** conduct research on all companies that interest you.
- **Do** contact the Career Center for help with your job search, and visit [www1.up.edu/career/](http://www1.up.edu/career/) for additional resources.



## Job Search Goals – Sample Four Week Plan:

Week	Goals
Week 1	Schedule appointment for resume review with Career Services
	Identify three people to contact for informational interviews
	Research organizations that match my skills, interests and values
Week 2	Schedule three informational interviews to complete by the end of the month
	Submit applications, specifically customized to the organization and position
	Research potential networking events and opportunities
Week 3	Attend networking event
	Send thank you notes to contacts from event
	Conduct informational interviews
	Send thank you notes to informational interviewers
Week 4	Interview for position within related field
	Send thank you notes to interviewers
	Conduct informational interviews
	Send thank you notes to informational interviewers

## Job Search Goals – Blank Four Week Plan

Week	Goals
Week 1	
Week 2	
Week 3	
Week 4	

# Job Search Plan

## Daily Job Search Plan:

Date: \_\_\_\_\_

Hours I will work on my job search: \_\_\_\_\_

### People I will contact:

Completed

*\*Remember, 70-80% of your time should be spent networking, talking to people and making connections.*

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

### Follow up emails sent to:

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

### Applications I will submit today:

*\*Remember, only 20-30% of your time should be spent applying to posted positions.*

Organization, Job Title

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

### Organizations I will research today:

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

### Informational Interviews I will conduct today:

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

### Thank you notes to write and send:

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

Did I take advantage on any networking opportunities today?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

