Job Search 101

Free Geek

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Job Search 101

Purpose of Class

- For you to be able to demonstrate the ability to effectively conduct a search for employment using the internet and office software

- For you to be able to demonstrate the ability to correspond and communicate with employers using email and office software

- For you to be able to demonstrate the ability to stay organized while conducting a job search by using tools to track what you have accomplished, and what you wish to accomplish

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Avoiding scams

- You should never have to pay to apply for a job unless you have signed up for a (reputable) service.

- Don't reveal more information than is needed.

    - An email address is sufficient. If the employer contacts you and you determine they are legitimate, then you can give them other contact info if you choose.

- Also, if the job sounds too good to be true, it probably is!

    - If you have to do little or nothing to get the job, that is always a bad sign. If an address is listed, look it up on google maps and go to street view. If it is a random house or abandoned looking building, that is a bad sign. Be careful, there are lots of scams out there!

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Using job search engines

- Here are some job search engines – there are many more...find them (do a search in google for 'job search engines' or some similar keywords)!

    - Indeed.com, Monster.com, Oregonian classifieds, Willamette Week online, Craigslist, Simply Hired

- Try a search in Indeed.com, which is a way to do one search using many different search engines (the 'google' of job search)

- Set up customized email alerts located below the search results.

- Click on 'advanced search' options where you can choose distance, wage range, etc (note if you choose *too many* criteria, it will limit your results. If you get very few results, go back and remove some filters).

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Organization

Tracking your searches

- Use a spreadsheet (online or on excel or Open Office on your computer) to track 'what, when, and where' (we went over this in class).

- Why? You can keep track of when you applied for a job, when you corresponded with the company, and you can keep links to their website and the job posting, all in one place.

- Using online calendars and local calendars – put your appointments into some kind of calendar, google calendars is a good one, or Outlook. The benefit of digital calendars is that you can set up email reminders to yourself.

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Submitting Online Applications and Resumes

Resumes

- See examples here:
  http://jobsearch.about.com/od/resumes/p/resumetypes.htm

- You can get help with resume formatting by looking up examples of resumes, copying and pasting them into a Word document, and the highlighting over the info in the document with your info (make sure none of the other info remains!)

- Many companies use software that automatically sorts through subbmitted applications and looks for certain keywords. Go to the comany website and read the 'about' sections, the mission statement, to find some keywords to include in your resume. You will want to taylor each resume to the job applied for as much as possble.

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Saving resumes

- It is important to stay organized when saving different versions of resumes. Make a main folder called something like 'Resumes 2013' where you can keep the main template resumes to work from when you change it for different jobs (open the template, save as, choose folder and rename it) and in that folder create folders for different kinds of resumes 'Tech Jobs' or 'Service Jobs' etc.

- If you end up creating different resumes and you need to update info, make sure and update *all versions!*

- If you created a resume for a job and applied and didn't get it, delete it!

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Saving resumes...continued

- You will defintely want to save some back ups, of your templates at least by emailing them to yourself or using cloud storage sites like Dropbox (free) or google docs, or on a thumb drive. You don't want to lose all your hard work!

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Formatting Resumes

- Keeping text formatted versions of your resume to copy and paste into online application forms. This avoids messy formatting issues when pasting directly from Word.

- 1. Open resume

- 2. Open note pad (under Programs/Accessories)

- 3. Copy content from resume to clipboard

- 4. Paste resume into note pad and save - NOTE: you will need to make sure and update text version(s) every time the update word or other versions!

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Formatting Resumes...continued

PDFs

- Export as PDF in Open Office Word and save a copy

- Benefits of the pdf format; it looks to same on every computer and pretty much everyone is able to open it. Also, it is a reasonable size.

- Again, remember to update your pdf versions when you update your other versions (make it a ritual!) and make sure and delete or overwrite your old versions.

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Follow up

- The appropriate amount of time to follow up after submitting an application; generally one week after applying.

- Thank you notes. The day after the interview is best practice to send thank you notes.

- If the company is a traditional, 'old fashioned' company, a mailed letter is best. If it is a more modern company, especially a tech-related company, an email will do. In general, they should be short; Thank the interviewer. Reiterate why you're a good fit. Close by saying you're looking forward to the next step.

- Check your junk/spam email box for responses from employers. Your spam filter will usually think responses are junk mail. You can flag them as safe when they come in so future correspondence it will go to the inbox.

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Good luck out there!