Mobilize and Organize Your Job Search

Walden Career Services
http://careercenter.waldenu.edu

Angie Lira, Senior Career Services Advisor
Denise Pranke, Career Services Advisor
The Career Services Center Team

Dina Bergren, M.A.
Associate Director

Lisa Cook, J.D.
Senior Director

Angie Lira, M.A.
Senior Career Advisor

Nicolle Skalski, M.M.
Senior Career Advisor

Denise Pranke, M.Ed.
Senior Career Advisor
Objectives

• Mobilize your job search
• Review tools you can use to stay organized
Poll: What Best Describes Your Reason for Joining Us Today?

- I am thinking about a job search and would like strategies for getting started
- I am in an active job search and would like tips for organization
The Big Picture

Mobilize Your Search ...
Get Started - Assess Your Situation

- Why are you looking for a new position?
- How urgent is your search?
- Are you open to relocating?
✔ Create a Routine
Know What You Want

• What is your end goal?
• What do you want in a new position?
• What is your minimum salary requirement?
✓ Assess Your Strengths, Skills, Interests, and Values

- I am good at
  __________________________
  __________________________

- I enjoy
  __________________________
  __________________________

- I value
  __________________________
✓ Research Jobs and Qualifications

• Do you have clear job targets?
• What are the qualifications?
• Do you have any gaps in your qualifications?
✔ Research Employers

LinkedIn

LinkUp

indeed

SimplyHired

PayScale

SmartBrief Jobs

Twitter
✓ Tailor Your Brand

• What is your professional focus?
• What are you known for among colleagues?
• What are you most proud of in your professional life?
• Do you need to work on rebranding yourself?
✓ Prepare Your Marketing Materials

Does your resume
- showcase your professional brand?
- include accomplishments and achievements?
- have a polished format?

Does your cover letter
- highlight your relevant qualifications?

Would a portfolio support your search?
✓ Update Your Online Presence

- Have you Googled yourself to see what a potential employer would find?
- Is your LinkedIn profile up-to-date?

✔ Actively Network

• Do you have an
  – online networking strategy?
  – offline networking strategy?
✓ Prepare for an Interview

• Did you
  – Research the organization?
  – Prepare relevant stories and examples to showcase your qualifications?
  – Identify and contact your references?
  – Practice?

• Remember to send a thank you after the interview.
Organize and Track Your Job Search
Organize Your Documents: Computer Files

- Resume
- Cover Letter
- References
- Job Description

Make your files easy to find!

Documents library
Job Search

Smith Accounting

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Organize Your Correspondence: Email Folders

• Use personal email account that you check everyday
• Consider creating new account for job search
• Create folders for employer responses
• Create separate folders for organizations where you are invited to interview
**Track Your Search: Excel Document**

- Date applied
- Job title
- Employer
- Contact Name
- Phone
- Email
- Job Closes
- Interview Date
- Follow-up
Take your Search Mobile: Apps

http://blog.linkedin.com/2014/06/19/new-job-search-mobile-app/
Track Your Search: StartWire

America’s #1 Job Search Organizer.

All your applications in one spot. Track your progress and activity. Make generating your state-required work reports a snap.

- 10,566,693 Users
- 76,111,452 Jobs tracked
- 7,034,737 Active Openings
- 17,552 Employers Network
Track Your Search: Jibber Jobber

www.JibberJobber.com
“The 6 Reasons You’ll Get the Job”

Presentation
Ability
Dependability
Motivation
Attitude
Network

(Angel MacDougall & Harney Sanders Park, 2010)
Questions
Resources

http://academicguides.waldenu.edu/careerservices/home
Resources (Continued)

Apply Mate is a job organizational and tracking tool: http://applymate.com/

Careerbliss.com is a career research site: http://www.careerbliss.com/


Glassdoor.com is a career research site: http://www.glassdoor.com/

Idealist.org is a site with paid and volunteer positions in the nonprofit sector: http://www.ideal.org/

Indeed.com is a large aggregate job search tool: http://www.indeed.com/

Jibber Jobber is a job organizational and tracking tool: http://www.jibberjobber.com/login.php

Job-hunt.org is a site that lists employment resources by state: http://www.job-hunt.org/jobs/

Resources (Continued)

LinkedIn.com is an online networking tool: https://www.linkedin.com/

LinkUp.com is a search engine that posts jobs directly from company websites: http://www.linkup.com/

Mashable.com is a sources of news and information and jobs: http://mashable.com/

Payscale.com is a salary research site: http://www.payscale.com/

Quintcareers.com is a site with career tutorials: http://www.quintcareers.com/tutorials.html

SimplyHired is a large aggregate job search tool: http://www.simplyhired.com/home/

SmartBriefs are industry specific email newsletters and information: http://www.smartbrief.com/

Startwire is a job organizational and tracking tool: http://www.startwire.com/home


Twitter.com is a social network and job search tool: https://twitter.com/

Final Thought...

Do not wait to strike til the iron is hot; but make it hot by striking.

WILLIAM BUTLER YEATS
Connect with Career Services

Access Everything from Our Website:
http://careercenter.waldenu.edu

E-mail: careerservices@waldenu.edu