

Searching for a full-time job or an internship can be both overwhelming and intimidating. A well-crafted job search process takes time, preparation, and concentrated effort. However, it does not need to be a daunting process.

Today's most successful job seekers utilize various job search strategies to stand out from the crowd — from establishing a social presence to utilizing job source platforms to targeting companies. We have created this guide to expedite your job search as we introduce and steer you through an array of proven resources and methods.

Do you have a career plan?

While many college students know what they would like to do in their future careers, an equal number find the question, "What do I want to do?" scary and restraining. The bottom line, this question needs to be answered.

You have had the opportunity to explore courses of study and fields by now. Hopefully, you have opted to participate in an internship (or two) to help answer this question. If not, you should schedule an appointment with a Career Consultant in our Career Services office. They can help you begin the process of developing your career path. It is exceedingly challenging to start seeking employment if you have no idea what type of

a Recruiter's Eye. If you would like to have your resume critiqued, upload your resume to the Career Services Resume Dropbox.

Have you interviewed for a position before?

When marketing yourself to prospective employers, you need to do more than look good on paper. Of course, a well-written resume is essential. Still, you also need to sell your skills and experiences in the context of an interview.

If you have not interviewed for a position before, be sure to get our other companion resource, *The Interview Guide: How to Sell While You Tell*. Additionally, in Career Services, you can participate in a mock interview. A Career Services staff member will guide you through the process and provide you with feedback.

Alternatively, to develop your interview skills, you can utilize our online resource, [Big Interview](#), where you can review questions, record your answers to them, and review your performance. Remember that interviewing is a skill that can be learned and polished.

Handshake is the number one tool that you can use to find a job or an internship since it is designed specifically for college students and graduates. Here are six steps to take to jump-start your Handshake experience:

1. Log in to Handshake
 - a. Go to MyUT.
 - b. Find the University Career Services Section; there, you will find Handshake.
 - c. Once you click on the link, you will be taken to the home page of Handshake. IMPORTANT: Click the big blue rectangle. Do NOT click on the other links on the page. These include: *No account? Sign up here* and *You can also sign in with your university email address*. Again, do not click on these links; only access Handshake through the blue rectangle.

2. Complete your profile
 - a. If you're logging in to Handshake for the first time, it will ask you to fill out a survey and will suggest completing your profile information. Take your time to do it. Otherwise, you can always go to your profile settings and edit it there.
 - b. If you choose Employers or Community privacy levels, keep in mind that the more information you add to your profile, the easier it will be for employers

areas of interest. You can also begin to build your network of contacts and get your questions answered by professionals in your field. Check the Career Services webpages and Handshake to learn more about the upcoming career fairs on campus.

It is essential to take the time to write targeted resumes and cover letters that specifically link your qualifications to the hiring criteria for the jobs to which you are applying. That way, the hiring manager will be able to immediately see why and how you are qualified for the job. You will have a much better chance of getting an interview with a targeted resume than if you send a generic letter and resume.

Of course, a job interview is what will get you a job offer—or not. So take the time to prepare. Research the company before you go for the interview, dress appropriately, practice answering and asking interview questions, and make a concerted effort to impress the interviewer with your skills, experience, confidence, and expertise.

To gain more details on how to ace your job interview and develop the best strategy, you can read our *Job Interview Guide*.

It is essential to follow up after an interview by thanking everyone with who you interviewed. Candidates who send thank you notes get hired more often than those who do not.

Consider what is valuable to you and what would make an offer more attractive. If you are considering multiple offers, remember to compare health insurance coverage, retirement savings plans, and other benefits to make an informed decision—also, factor in benefits such as professional development opportunities with the potential employer.

5. Practice Your Delivery

Practice may sound overkill to some people, but it is a good idea to ask a friend or mentor to practice the conversation you are likely to have with the hiring manager. The ideal partner is someone from the corporate world — a business-savvy person who can coach you on projecting confidence and answering random questions. Running through your delivery several times can make you feel surer of yourself heading into the salary discussion.

6. Know When to Wrap It Up

A reasonable employer will not withdraw an offer just because you tried to negotiate. But dragging out the salary negotiation can frustrate the hiring manager and start your relationship on a sour note. After a few discussions, respectfully withdraw and focus on opportunities that better match your compensation expectations if the company cannot meet your requirements.

7. Get Everything in Writing

Once you and the hiring manager settle on a compensation package, ask for written documentation. Besides the salary, it should include any special arrangements, such as a signing bonus or allowance for moving expenses, a job description, and a list of responsibilities for your new role. Ensure both you and the employer sign the document. Some companies may provide this automatically as part of an employment contract, but if not, request some informal documentation.

8. Stay Positive

Remember that most managers do not love negotiating, either. Your future employer is not your adversary. Keeping your tone positive while negotiating salary and benefits will help you more effectively navigate these discussions. If you want to get a better starting salary offer, you must ask for it. Unfortunately, job seekers often accept the first number put on the table. But whether the economy is strong or uncertain, employers are eager to bring on team members with specialized skills and expertise that can help them the most. Again, homework, tact, and confidence are the keys to your success.

9. Keep in Touch

We hope this guide serves you well. Be sure to let us know how your job search is progressing. We are here to help by phone, video, or in person. You can Rock-et!



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