THE ULTIMATE JOB SEARCH

The University of Mississippi Career Center
303 Martindale
Career.olemiss.edu
662.915.7174
The Ultimate Job Search

- Finding a Job
- Job Search Strategies
- Social Media
- Internships
- Ideal Candidates
- EmployUM
Finding a Job

- Have a Plan
  - Researchers at the University of Missouri in the U.S. have found that planning activities and positive emotions have a large impact on success when it comes to finding a job, though at different stages
  - Decide which Career you would like to pursue
Finding a Job Cont.

- Be strategic
  - Use informational interviewing to narrow the possibilities
  - Informational interviewing can not only help you find the right career but it can also help you discover the hot issues in your chosen field and what people value in job applicants
  - For more information on Informational Interviewing, visit The Career Center
 Finding a Job Cont.

- **Stay Organized**
  - Keep a folder
  - List prospective employers
  - Categorize resumes and cover letters
  - Keep a tally of your contacts
  - Collect and store information
  - Document your social network
  - Assess your progress weekly
Traditional Job Search Strategies

- Want ads, Classifieds and Advertised Vacancies
- Creative Alternatives
- Employment Agencies
- Informational Interviewing
- Direct Mail Campaigns
- Career and Job Fairs
- Networking
New Strategies

- Support Groups
- Contacts
- Mentors
- Professional Associations
- Volunteer Work
- Get Noticed
Using Social Media in Your Job Search

- LinkedIn
- Facebook
- Twitter
LinkedIn

- Create your profile
  - Make this look professional
  - Sell yourself and your skills
  - Link to Twitter and Facebook
Chris Lewandowski
Career Center Practicum Intern at University of Mississippi
Greater Memphis Area  Higher Education

Current
- Career Center Practicum Intern at University of Mississippi
- Residence Hall Director - Kincannon Hall at University of Mississippi

Past
- Senior Resident Assistant at John Carroll University
- E-Commerce Intern at TTI Floor Care North America

Education
- University of Mississippi
- John Carroll University

Connections
108 connections

Public Profile
http://www.linkedin.com/in/chrislewandowski

Summary
Residence Life Staff responsible for a programming budget of over $2,000 per school year. Program within the Residence Halls and around campus as part of a sexual assault prevention group (One in Four).

Specialties
Economic analysis, trending information, data trends and online marketing tools

Education
University of Mississippi
Master of Arts, Higher Education Administration/Student Personnel
2010 – 2012 (expected)
Summary
Residence Life Staff responsible for a programming budget of over $2,600 per school year. Program within the Residence Halls and around campus as part of a sexual assault prevention group (One in Four).

Specialties
Economic analysis, trending information, data trends and online marketing tools

Education
University of Mississippi
Master of Arts, Higher Education Administration/Student Personnel
2010 – 2012 (expected)

John Carroll University
2006 – 2010

Experience
Career Center Practicum Intern
University of Mississippi
Educational Institution; Higher Education Industry
January 2011 – Present (3 months)
Work with students to develop a career plan as well as complete resume critiques, career counselling, career planning, interview preparation, and mock-interviews.

Residence Hall Director - Kincannon Hall
University of Mississippi
Educational Institution; Higher Education Industry
July 2010 – Present (9 months)
At the University of Mississippi I work as a Residence Hall Director. I am responsible for the supervision of a staff of 13 Resident Assistants (RAs) and a 24 hour a day front desk staffed by student employees. I work to develop programming within the halls that will help our residents grow educationally and socially. Kincannon Hall holds enough rooms for 540 students and operates at 99% capacity.
Additional Information

Groups and Associations:
- Jesuit Career Center Consortium
- John Carroll Alumni
- John Carroll University
- Southern Association of Colleges and Employers (SoACE)

Contact Settings

Interested In
- career opportunities
- new ventures
- expertise requests
- reference requests
- consulting offers
- job inquiries
- business deals
- getting back in touch

Contacting You
How a user can contact you depends on how he or she is connected to you:
- If a connection views your profile, he or she sees your email address
- If a user in your network views your profile, he or she sees a "Get Introduced" button
- If a user in the LinkedIn Network tries to view your profile, he or she will see an anonymous profile and a "Contact Directly" button

Change your contact settings.
Tweet to let connections know that you are job searching
- Do this professionally
- Promote positive aspects of yourself and the job search, employers do not want to hire negative employees
- Follow the Career Center @hireolemmissrebs
Facebook

- Back to Basics
  - Keep posts to a minimum
  - Utilize status updates to let others know you are job searching
  - Google yourself to see what an employer can see
Internship Process

- The first step in the internship process is finding internships to apply for.
- Where to find internships:
  - Internships.com
  - EmployUM
  - The Internet
  - Feeler Resumes
Internships.com

• The Career Center subscribes to an internship database, internships.com
• Students log on and register
• Allows students to search by field and area of interest
• Provides information about internships throughout the country
Applying to an Internship

• Your cover letter and resume should be specific to the internship you are applying for.
• In your cover letter: highlight specific qualities that match those in the job description.
• In your resume: Highlight work experience relevant to that job combined with your education.
Ideal Candidate Traits

- GPA: 70% of employers screened candidates based on GPA
- Communication skills
- Ability to work in a group
- Strong work ethic
- Leadership: candidates with leadership abilities were chosen over those without
- Relevant work experience: 75% look for candidates with internship and co-op experiences
EmployUM

EmployUM is the Career Center’s job posting site
EmployUM is accessed through Career Center Webpage or hireolemissrebs.com
Final Thoughts

- The most effective job searches are very creative.
- You may receive several “no”s before you get a “yes”
- Use as many avenues for job searching as possible.
- Be persistent!
- Don’t forget to take time for yourself.
- Get to know the staff of the Career Center.
- NEVER, NEVER, NEVER, GIVE UP!!!!!!!