



LAS POSITAS COLLEGE

CAREER/TRANSFER/EMPLOYMENT CENTER

THE JOB SEARCH HANDOUT

What do I want to be when I grow up?

1. What are your gifts?
2. What are you passionate about?
3. What do you value?
4. What do you want your legacy to be?

How do you picture your dream job?

For the **BIG** picture ask these global questions

What laws or regulations impact this career field? Do the laws or regulations foster or hamper growth?

How is technology impacting this career field? Will new opportunities be created by technology?

How do changing demographics impact this career field?

How does the environment impacting this industry? Will environmental regulations impact this career field?

How dependent is this career field on the state of the economy?

How will the political climate impact the career field you wish to pursue?

Strategies for a successful job search

- Know what you want and be able to verbalize your skills and strengths.
- Be proactive – take initiative. Searching for a job is a full time job. Devote time and energy to create a job search plan with specific activities.
- Focus on the needs of the employer. Read job descriptions to learn what employers want in an employee.
- Conduct informational interviews. These help you network and gather valuable information. Interviews should be brief, and your questions should be prepared in advance. This is not a job interview! Refer to **The Interview** handout.
- Contact individuals who can hire you directly. Use your personal and professional network to find names of employers who have the authority to hire you.
- Target your resume and cover letter. Your resume and cover letter should emphasize skills and activities that relate to the job you want.
- Be persistent and don't give up. Follow through on your job leads. After sending your resume or making a contact, a two-week period is appropriate for a follow-up letter or phone call.
- Remain positive and confident. The job search is hard work. Remember to reward yourself for small successes, keep physically active, join a job search support group, and remember there is a job out there for you.

Skills for a lifetime

- Problem solving
- Creative thinking
- Decision-making
- Teamwork
- Communication
- Technology
- Listening
- Negotiating
- Reasoning
- Self-management
- Sociability
- Leadership
- Self-esteem
- Integrity

**If I take care of my character,
my reputation will take care of
itself. --D.L. Moody**

What employers look for in an employee:

Substance: Does the candidate know what he/she is talking about?

Personality: Will the candidate fit into this work environment?

Pro-action: Does the candidate show willingness to make the first move?

Character: Does the candidate show integrity, responsibility and generosity of spirit?

CAREER CHARACTER TRAITS

Professionalism – Look the part for your career. Listen and give attention to others.

Courtesy – Show respect to others. Learn how to act properly in business situations. Recognize that timing is important.

Dependability – Get to work on time. Be prompt for meetings and appointments.

Trustworthiness – Keep your promises. Let coworkers and customers know they can count on you. Be prepared.

Loyalty – Speak well of the company and its products. Maintain a positive attitude. Don't gossip.

Honesty – Don't exaggerate or stretch the truth. Don't pretend to know everything. Don't steal or lie.

Responsibility – Perform your job to the best of your ability. Complete projects. Ask for help, but don't expect others to do what you should do.

Knowledge – Learn your job. Learn how to use technology and necessary equipment. Learn more about your business environment.

Value – Make your work environment better because of your presence. Improve your value by improving yourself. Make life long learning a commitment.

*Be careful of your thoughts for your
thoughts become your words.
Be careful of your words for your words
become your actions.
Be careful of your actions for your
actions become your habits.
Be careful of your habits for your habits
become your character.
Be careful of your character for your
character becomes your destiny.*

Author Unknown

