



JOB SEARCH PRINCIPLES

**Presented by
Counseling and Career Services
Howard Community College**

Ideas adapted from *Getting the Job You Really Want* by Michael Farr

PRINCIPLE #1

**JOB SEARCHING IS BUILT ON SELF-ASSESSMENT,
EXPLORATION AND PLANNING**



PRINCIPLE #2

LOOKING FOR A JOB IS A FULL-TIME JOB



- Set goals for what you want to accomplish each day
- Schedule your job search activities
- Follow a weekly routine to establish good habits
- Find a partner to keep you on track and encourage you

PRINCIPLE #3

ACTIVE APPROACHES ARE MORE EFFECTIVE THAN PASSIVE APPROACHES



Active

- Find job openings before they are advertised via:
 - Networking
 - Researching and contacting employers needing your skills
- Benefits:
 - Less competition
 - Uncovers the hidden job market
 - Proactive: You are in charge of your search



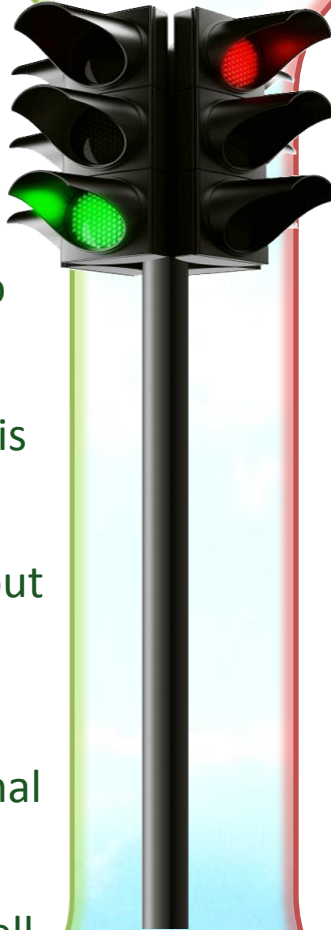
Passive

- Searching online postings
- Responding to want ads
- Using headhunters
- Disadvantages:
 - Competition is high
 - Many jobs are never advertised
 - Reactive: Others are “in charge” of your search

WHAT NETWORKING...

Is

- ▶ Relational (ideally face-2-face)
- ▶ Opportunity to be a blessing to others (share a tip)
- ▶ Individualized process; quality is more important than quantity
- ▶ Opportunity to learn more about industry/target companies
- ▶ A “Screen Test” (contacts are measuring you up, even in informal meetings)
- ▶ Lifelong activity ... “Dig your well before you’re thirsty”



Is Not

- ▶ Transactional (“I need you to give me a job lead or a job!”)
- ▶ A one-way street, with you doing all the “taking”
- ▶ Sending mass emails
- ▶ Sitting in front of the computer all day searching postings
- ▶ Just talking to your normal circle of friends ... you must get out of your comfort zone
- ▶ Optional

PRINCIPLE #4

INTERVIEWS GET YOU JOB OFFERS

- More interviews = more potential offers
- Goal: Increase the number of interviews with decision makers



Question to Self:

“How likely is the approach I am using right now likely to result in getting an interview with a decision maker?”

PRINCIPLE #5

