JOB SEARCH

SOUTH SEATTLE COLLEGE
One of the Seattle Colleges

WORKSource
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Here are some skills and tips that will help you look for jobs effectively:

1. **PREPARE-** Gather materials and tools to aid you job search.
2. **DECIDE-** Determine whether an industry specific job or a survival job would better suit your needs.
3. **BUILD AWARENESS-** Understand what your values, skills, and interests are.
4. **RESEARCH-** Use sites to find out more about specific industries.
5. **IDENTIFY-** List a few companies you'd like to work for.
6. **NETWORK-** Use existing relationships to build new connections with employers.

PREPARE- *The following tools will help you in your job search:*

- Computer
- Internet access
- Printer access
- USB/Flash drive
- Email account
- Electronic copies of resume and cover letter

DECIDE- *Ready for an industry specific job? Would a survival job better suit your needs as you gain foundational skills?*

You may be ready to begin work in your **industry** if the following apply to you:

- You have previous experience in the career field you are going to school for
- You meet the entry-level requirements for a position that can lead to something more related to your career goals (i.e. An auto body student who begins detailing cars and then moves into mixing paint for an auto body shop)
- Your instructors are willing to give you a referral

A **survival job** might better meet your needs if you have the criteria below:

- You have immediate funding needs
- You are just starting your academic program and need to gain foundational skills before pursuing an industry specific position

BUILD SELF-AWARENESS- *Finding the right job takes knowing your values, skills, and long-term interests to narrow down your search.* **The site below offers a short career assessment.**

MY NEXT MOVE

http://www.mynextmove.org/

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RESEARCH- *The sites below offer information about careers, position titles, and job tasks to give you a sense of industry information. They also include wage and labor data.*

Build your future with O*NET OnLine.

http://www.onetonline.org

Washington Career Bridge
Find the education & training you need to get the job you want

http://www.careerbridge.wa.gov

WOIS/The Career Information System

http://www.wois.org   *Ask for site key to use at home

ONET Activity:

What is the future outlook for your career path? http://www.onetonline.org/find/bright	1. 2.
What are the necessary skills to do the job you seek? http://www.onetonline.org/skills/	1. 2.
Want detailed information about job titles, tasks, skills, and wage for specific jobs? http://www.onetonline.org/find/quick?s=	1. 2.

IDENTIFY- *Use the site below to find a few positions or companies that you'd like to work for.*

Below are some sites that can help you find jobs that may interest you:

- Go2Worksource.com: http://fortress.wa.gov/esd/worksource/
- Seattle Colleges Career Hub: http://www.myinterfase.com/sccd/student
- Company Website- Go to a company's direct website or Google search to find a web address.

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Position:	Job Link:
Company:	Website:

Activity- *Try to answer the questions below using a job description:*

What are the basic or essential qualifications for this job?	•
What are the main tasks you will be doing in this role?	•
How can you begin preparing for this role?	•

NETWORK- *Looking for jobs online is only one part of the job search process. Networking plays a key role in making connections, establishing relationships with employers, and increasing your chances for hire.*

- Only 20% of jobs are posted online … 80% of jobs are found through networking.
- Thus, 20% of job-searching should be done online and 80% of the job search should be face-to-face!
- Your network begins with people you already know!
    - o Family
    - o Friends
    - o Teachers
    - o Classmates
    - o Coworkers, past and present
    - o Managers or supervisors, past and present

Individuals that you currently know who can help you network and learn more about the companies you are interested in:	Name: Name: Name: