

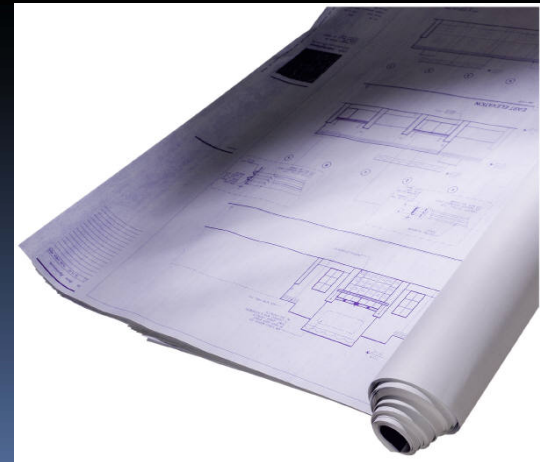


So ... you are looking for a career path?

CAREER SERVICES AT MARSHALL

Plan

- Explore job search knowledge
- Discuss job leads
- Review application
- Review types of written communication
- Review interviewing high points
- The Offer



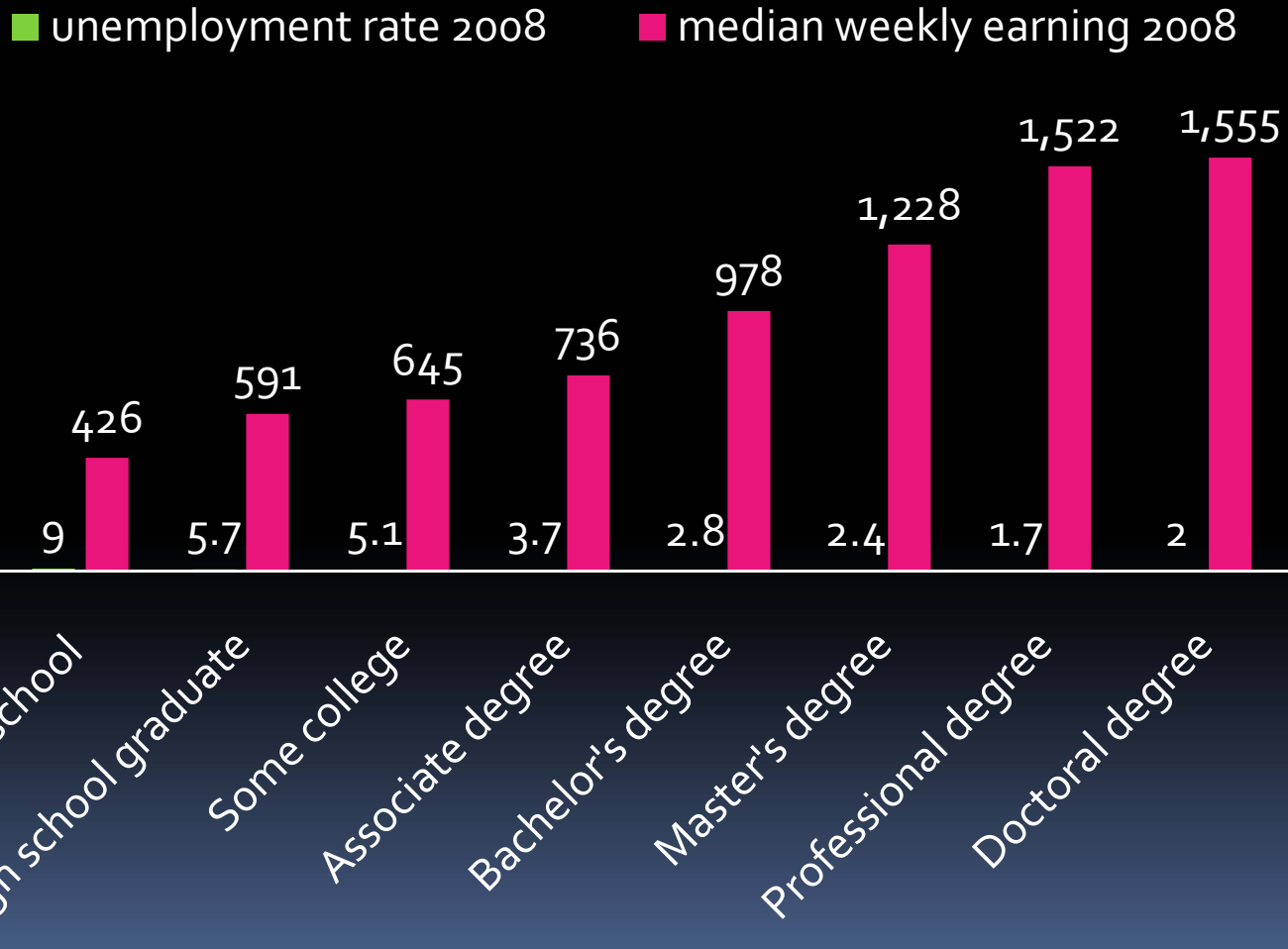


Job search knowledge

Let's investigate what we do know...

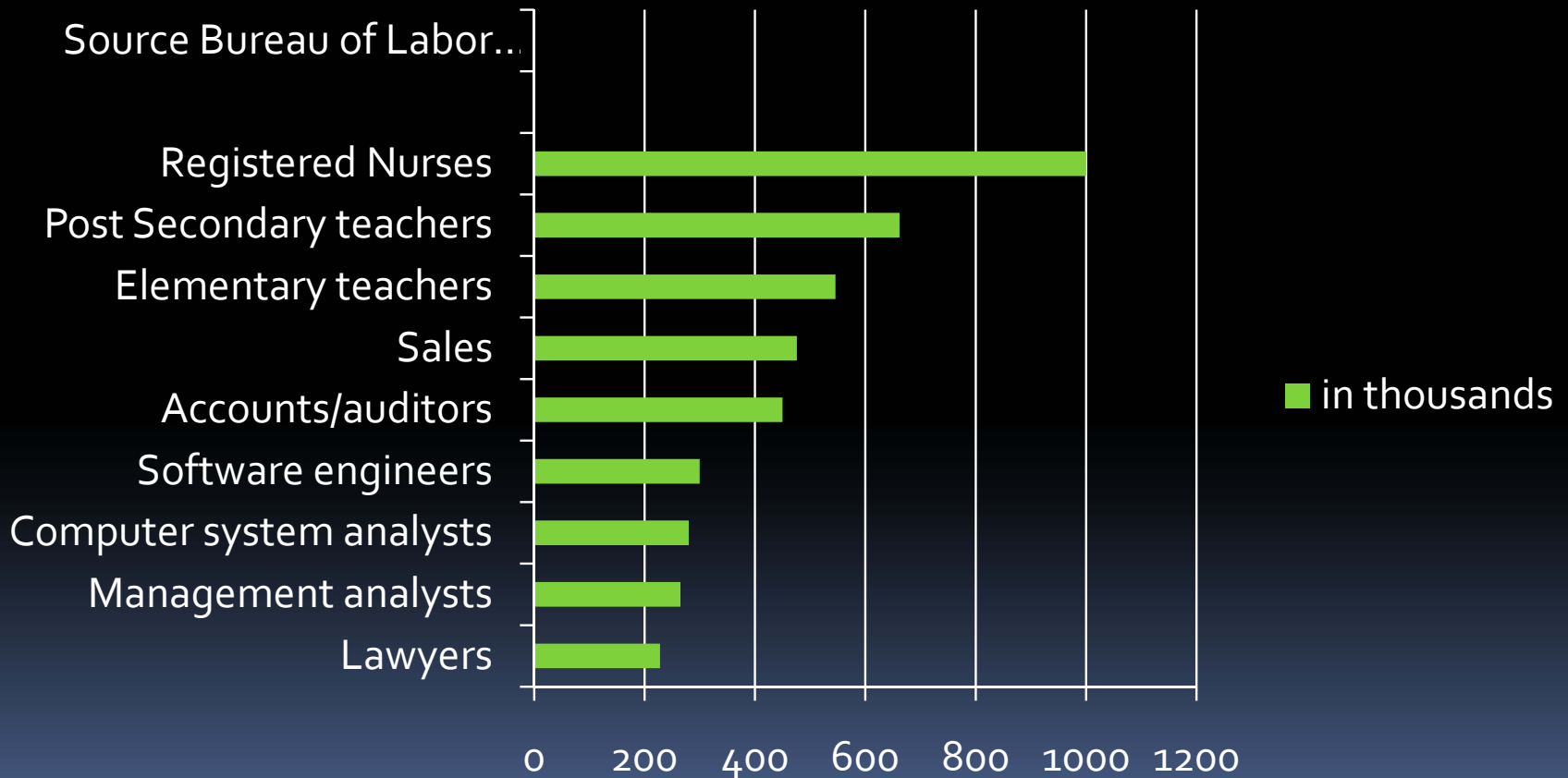


Education Pays

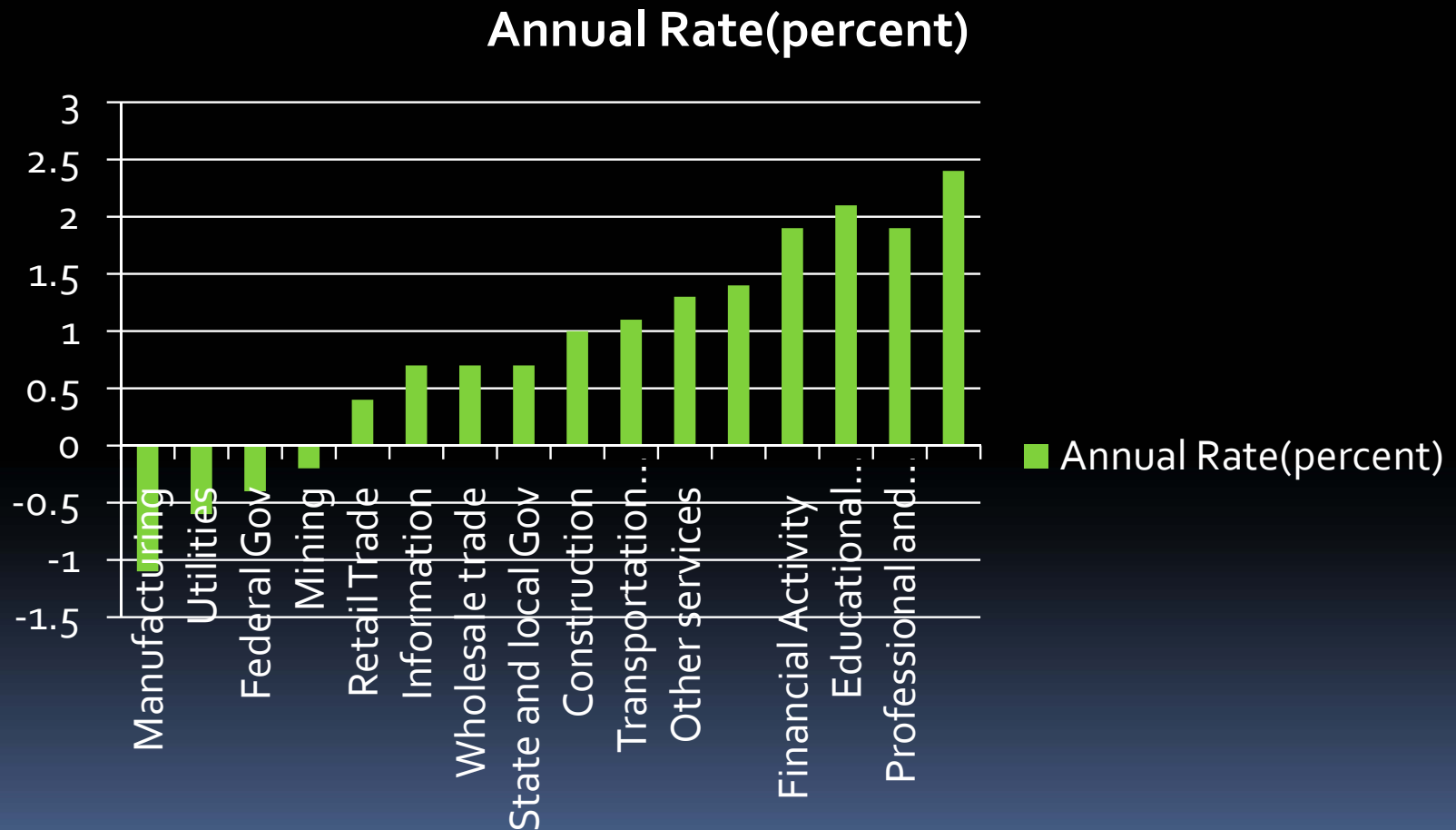


College occupations projected 2006-2016

in thousands

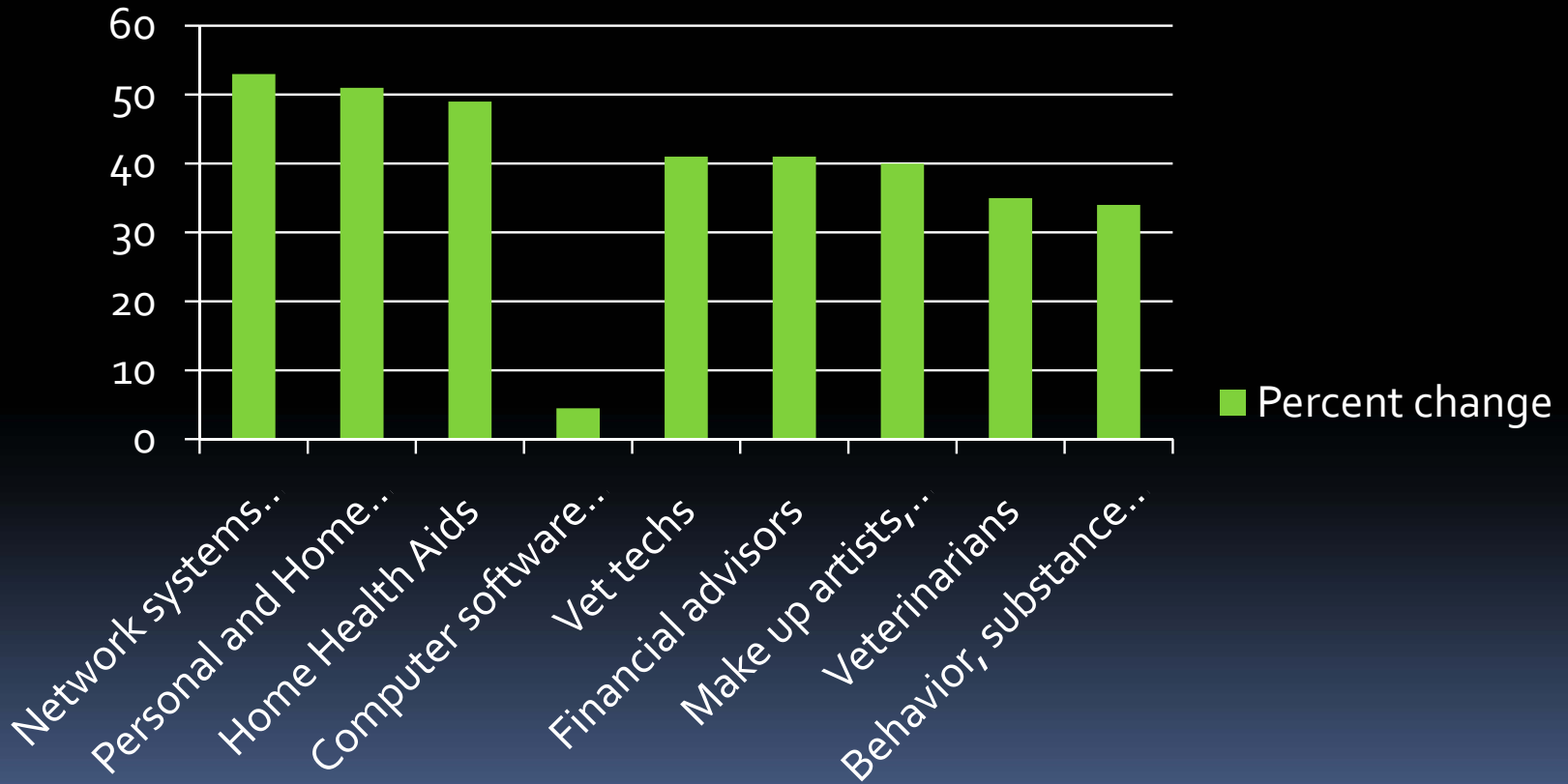


Wage and Salary employment growth by Industry Projected 2006-16



Percent growth in employment by detailed occupations

Percent change





Developing a Job Search

How do I find the right jobs?



Identify Job Leads

- Visible Job Market
- Hidden Job Market
- Networking

Additional Resources



Informational Interview

- Form of research
- Direct meeting with a selected person inside the company
- A vacancy could or could not exist
- Should not be used to obtain info that you can find on the web
- Be honest
- Keep the interview to 20-30 minutes



The Application Process-WHY?


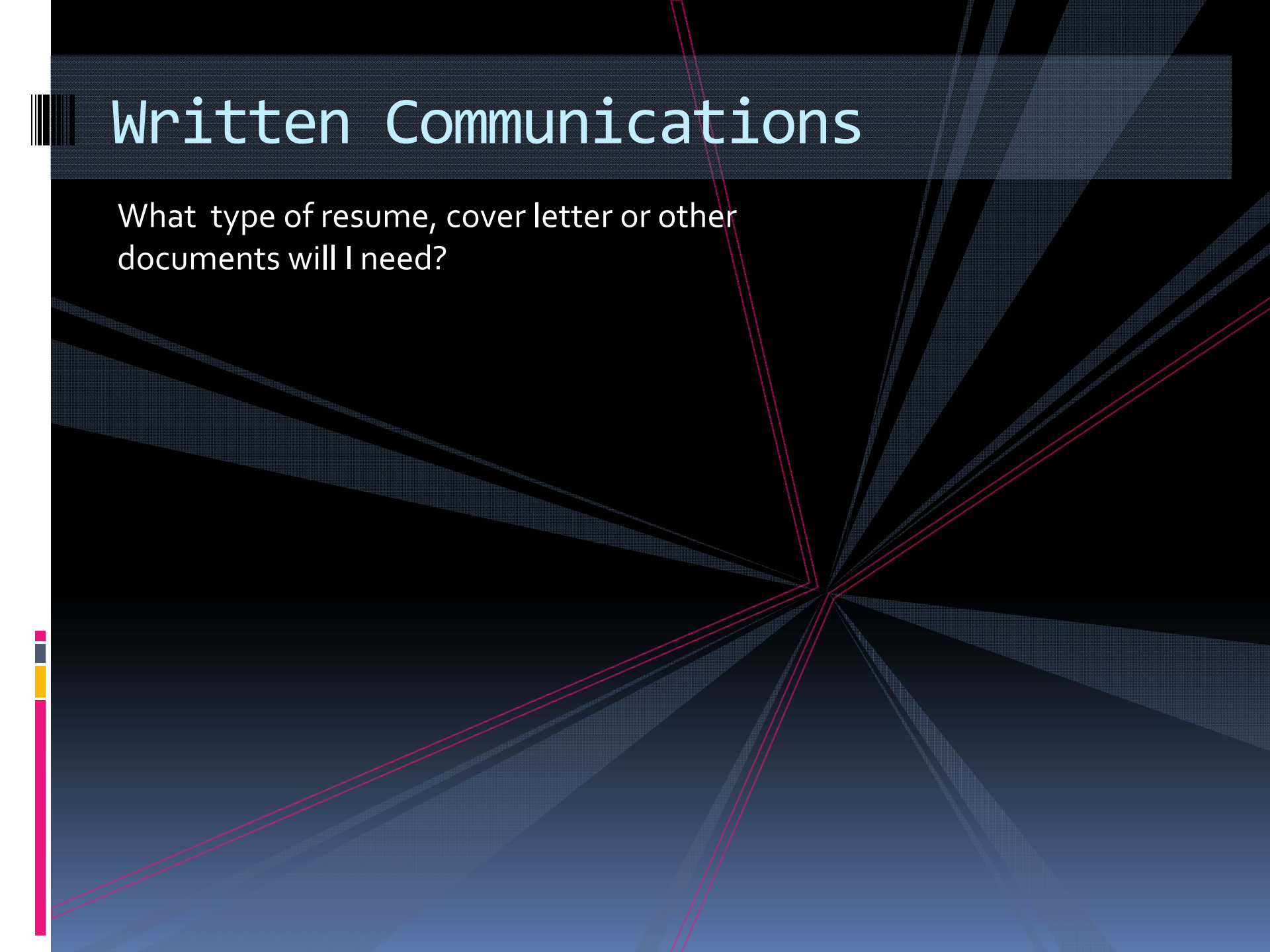
1. Screening
2. Requirement
3. Can tell a lot about the applicant
4. For the employer it reduces time
*Complete the task!





Written Communications

What type of resume, cover letter or other documents will I need?



Resume Types



- Chronological
- Functional
- CV
- Combination
- When to use
- Tips for use
- When it doesn't work well

Resume Critique

- Heading
- Objective
- Overall Appearance
- Layout
- Organization
- Action Oriented
- Relevance
- Controversial
- Bottom Line



Letters

- Letter of Inquiry or "*prospecting*" letter
- Traditional cover letter
 - Broadcast Approach
 - Targeted Approach
- Interview Appreciation Letter
- Letter of Acceptance
- Job Offer Rejection Letter

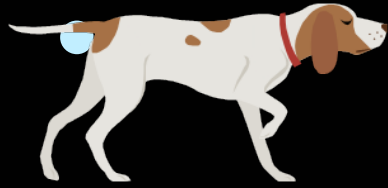




Job interviews

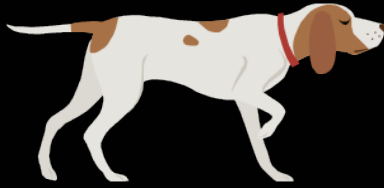
Be prepared, practice, practice, practice... dress the part!





Interviewing pointers

- Be prepared
- Practice
- Dress
- Be on time
- Telephone interviewing
- Behavioral interviewing
- Stress interviewing
- In Basket interviewing
- Group interviewing



- Sticky topics
- Your questions
- Closing
- After the interview

The second interview

Secure an itinerary in advance



Ask for additional information

If you are traveling make sure you get all the info




Negotiations

Evaluating, identifying the skills needed, explore the process.





The Process

- Decide on your conditions
 - Remain positive with employer
 - Make a decision
 - Be honest
- 

Negotiate: not a win or lose, it is reaching an agreement to work for the employer.



Employers and Job Hunters

Personal Characteristics

- Honesty/integrity
- Motivation/initiative
- Communication skills
- Self-confidence
- Flexibility
- Interpersonal skills
- Strong work ethic
- Team work and leadership skills
- Enthusiasm

Most Highly Ranked Skills

- Interpersonal
- Team work
- Analytical skills
- Oral communication skills
- Flexibility
- Computer skills
- Written communication skills
- Leadership skills
- Work experience
- Internship experience
- Co-op experience

Bargaining Power

- Knowledge increases power
- Your reputation
- Your poise and confidence
- Inside recommendations
- Supply and demand
- Other offers
- Persuasion
- Silent on Salary



Things to negotiate



- Salary- may or may not, fair offer or not
 - Come up with your min, mid and max or dream
 - Easier to negotiate down

Signing Bonus

Sales Commission, Profit Sharing, Stock Options

Location of Job

Insurance , Pension Plans and other benefits

Relocation expenses

Expense Accounts, Car, Mileage

Club Memberships

Consumer Product Discounts

Date to report to work

Vacations

Classification

Education allowances



Additional word about SALARY

Basic Strategy:

Know what a job pays

What you are worth

Wait until it is clear the employer wants YOU!

Key concept* future salaries are often based on your original one