

JOB SEARCH TIPS

Start early. Some employers, especially larger organizations, look to recruit and hire many months in advance of the anticipated work-start date. If you do not start early, you can still find opportunities but you will have missed out on some of the options. It can take an average of six months to complete the entire recruitment process.

Learn how others pursuing your career field or industry have been successful.

Talk to faculty in your department.

Talk to alumni about your career field.

Think beyond a major. Some people have a major that equals a job title; most do not. Learn to think about occupations, types of industries, job skills and career fields. It is important to broaden your perspective.

Do not expect your job search to be quick and easy. A job search can sometimes feel like a full-time job. Your motivation and attitude are the keys to your success.

Research companies/organizations in your field to identify prospective employers before they have an opening.

Conduct informational interviews with prospective employers before positions post on their website.

Attend an Extended University [Job Search Strategies Workshop](#) to identify additional ways to strategically approach the job search including the proactive job search approach.