



# Job Search

AUBURN UNIVERSITY CAREER CENTER  
YOUR CAREER. OUR MISSION.

303 MARTIN HALL | 334.844.4744 | AUBURN.EDU/CAREER

First, set a short-term objective: get a job. Then, set long-term goals: where you want your career to go. Your strategic plan should map out where you want to go in the short- and long-term, but focus on your long-term success.

## THE JOB SEARCH PROCESS

There are several steps required to finding a job. Following are the basic steps in the job search process:

### Establish your career objective

- **Self-assessment:** Personality, interests, values, and skills ([auburn.edu/career/assessments](http://auburn.edu/career/assessments))
- **Career exploration:** Research career types and industries, geographic locations
- **Career preparation:** Academic: major, classes, projects; extracurricular: activities, clubs, leadership, sports; experience: work, internships, volunteering

### Prepare job search tools

- Resume and References (see related **Tip Sheets**)
- Cover letter (see related **Tip Sheets**)
- Register at Tiger Recruiting Link (TRL) [jobs.auburn.edu](http://jobs.auburn.edu)
  - Resume will available to registered employers
  - Search job postings
  - Register for on-campus interviews and events
- Use many strategies to increase your odds.

### Find hiring companies

- Identify on-campus employers (interviews & job fairs)
- Identify off-campus employers (build a network, utilize employer research materials, attend off-campus job fairs, prospect and follow-up on referral leads)

### Secure the interview

- Make contact and request and confirm interview

### Interview

- Prepare for interview (on-campus, phone or on site)
- Remember to always treat secretaries and support staff well. They can make or break you with the “boss.”

### Offer

- Negotiate (see other Tip Sheets)
- Accept and begin new job

This appears easy and straight forward, but it does not show the whole picture. “There will be failures along the way and you will be repeating many of the steps for each employer you are pursuing.” Also, you may be at different places along the process with different employers. At any point, a career counselor is available to help you succeed at each point!

Resource: [collegegrad.com/jobsearch/1-1.shtml](http://collegegrad.com/jobsearch/1-1.shtml)

## Approach the job search like a job

- Do something specific and structured on regular basis.
- Expect a three to six month timeline or longer.
- Be patient and methodical.
- Engage in activities that motivate and encourage you.
- Follow-up with leads/interviews with thank you notes.
- Stay positive.

## RESOURCES, SKILLS AND STRATEGIES

### Auburn University Career Center

- Job listings, databases and career fairs
- Expert guidance in self-assessment, interviewing techniques, resume and cover letter writing, etc
- Available during walk-in hours and via appointment

### Co-op/Internships/Practicum

- Gain relevant work experience
- Networking opportunity
- Cooperative Education Office: [auburn.edu/co-op](http://auburn.edu/co-op).

### Employment Recruiting

- Apply for on-campus recruiting (OCR) at [jobs.auburn.edu](http://jobs.auburn.edu) and submit your resume to be considered for interview
- Some interviews are established at Career Expo

### Networking

- Your network (the people you know) can help you research employers and learn of job leads
- LinkedIn, family, friends’ parents, faculty, staff are some examples, here are more networking resources:
- **Informational Interviews** are a way to learn more about an occupation, industry or employer and develop contacts. See related **Tip Sheet**.
- **Career fairs** are offered both fall and spring semesters. Network with employers and make initial contacts. See list of events at [auburn.edu/career](http://auburn.edu/career).
- **Professional societies** provide networking opportunities and may publicize job opportunities on websites.
- **Alumni associations** provide networking opportunities and contacts. More info: [alumni.auburn.edu](http://alumni.auburn.edu).
- **LinkedIn.com** offers an easy way to build and a professional network and search related job postings.

### Databases

Avoid ones where you have to pay. Try these instead:

- **TRL and GoingGlobal** at [jobs.auburn.edu](http://jobs.auburn.edu)
- **CareerShift:** eliminates the need to search other databases at [jobs.auburn.edu](http://jobs.auburn.edu)
- **Federal Jobs:** See related **Tip Sheet**

### Third-Party Agencies

These private, licensed organizations match employers and prospective employees for a fee (that the employer pays). Research companies: [onlinerecruitersdirectory.com](http://onlinerecruitersdirectory.com)

### Post-Graduate Intern/Freelancer/Volunteer/Interim Job

Consider these options as a valuable opportunity to get your foot in the door and gain experience and exposure in a field.

### The Long Distance Search

Use any of the options discussed here to conduct a long distance search. CareerShift is a great resource as is the local Chamber of Commerce for initial information.

## RESEARCH

Along the way, make sure you research companies and industries. These resources may be helpful:

- [auburn.edu/career](http://auburn.edu/career) (303 Martin Hall Resource Library too)
- [collegegrad.com/topemployers/](http://collegegrad.com/topemployers/)
- [premium.hoovers.com](http://premium.hoovers.com)

### "DREAM JOB" ALTERNATIVES

Sometimes people are not able to get the kind of job they want and have to make alternative plans. Here are some things you might consider if the kind of work you want is not available.

**Improve Your Job-Related Skills:** Make sure that your job skills are more than competitive. This might be a good time to improve your public speaking or take your computer skills to a higher level via a short course.

**Use Additional Job Contact Sources:** Don't rely on just school-based services. Use relevant professional associations, newspaper and magazine ads, chamber of commerce communications, etc., and look at where recent alumni are now working.

**Communicate:** Let as many people as possible know your career goals, what you'd like to do and specific employers that interest you. Speak out and remind family, friends, fellow students and other job seekers of your career goals.

**Have Your Goals Evaluated:** Ask someone who knows the field in which you would like to work to evaluate your chances of employment. What are your strongest assets? Weakest? Is your current goal realistic? What actions are suggested?

**Consider Alternatives:** You need both a job and experience. An internship, service overseas with the Peace Corps, or work with Teach for America might enhance your resume – and the kind of work you really want may be more available in the future.

**Sharpen Job Search Tools:** Use your free time to do more research on potential employers; this should help when you draft letters and resumes and take part in interviews. Be prepared to revise your resume as often as needed to slant it to specific jobs.

**Consider Going on for More Education:** From 2001 to 2003 thousands were unable to find what they wanted in the job market and went on to pursue advanced degrees. However, only enroll for an advanced degree if you feel positive about job options after its completion.

**Take any Job in a Good Organization:** If the kind of work you want is not available, you might accept any job in a good organization until something better opens up. Your performance and inside job contacts should help.

Resource: *Career Opportunity News*, Ferguson, An Imprint of Facts on File, Inc., October 2003



## TIGER RECRUITING LINK

[JOBS.AUBURN.EDU](http://JOBS.AUBURN.EDU)

- Be the first to know about job postings targeting Auburn University students and alumni
- Make your resume available to registered employers
- Register early for career fairs
- Be the first to learn of job search related events