

# Job Search Planning Guide



## What does job searching entail?

The job search process requires commitment. Having a solid game plan will make job searching more manageable. By understanding the components of a job search, and the jobs available in your field, you may effectively outline a process that will help you reach your goal.



## What steps do I need to take?

Start by assessing your self (values and skills), clarifying and identifying the type of position(s) you desire and the type of employer for whom you want to work. Next, become aware of the available resources for jobs in your local area. This may include utilizing your on-campus career center, local newspapers, Internet websites, scheduling informational interviews, attending job fairs, etc. The final steps include implementing various strategies to develop contacts with employers.



## Does MCC offer job search assistance?

Yes! MCC's Career Center provides services and programs directly aimed at connecting students to jobs and employment information, including: "The Job Connection," job and career fairs, on-campus recruiting, employer information tables, and Internet resources.



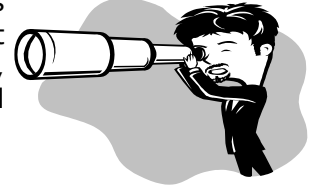
**For access to the Job Connection: [www.monroecc.edu/go/JobConnection](http://www.monroecc.edu/go/JobConnection)**

## JOB SEARCH HINTS

- It is important to have a job target – that is, a specific job or a career area in mind when job searching. Your job target helps to bring focus and direction to your job search.
- Know what environment you would like to work in and where geographically.
- Organize and keep records of your job searching process.
- Time management and goal setting skills can help you stay organized and on target with your job search.
- No matter whether you have just lost a job, are looking for a career change, or are looking for your first real job, a personal support network can help in the job search process.
- Maintaining a positive attitude while job hunting is important.
- Most people are always in some kind of a personal or career transition. Understand how you react to change.
- Learn how to market yourself for the job search process (resume, cover letters, applications, portfolios, interviews, networking, etc).
- Understand and inform yourself of the current job market trends via Dept. of Labor statistics.
- Know where to find jobs (websites, journals, newspapers, etc).
- If an employer interests you, customize a resume/cover letter and send it to them directly.
- Interview third party agencies to determine which seem most interested in helping you achieve your career-related needs.

## ON-CAMPUS JOB SEARCH STRATEGIES

The Career Center at MCC offers a comprehensive program of services available to assist students and alumni in the exploration of employment opportunities. The job search process involves preparation, research, networking, time, effort, and planning. Be a proactive job searcher and participate in the following on campus job opportunity programs/services:



### **"The Job Connection"**

An on-line job search system for students and alumni of Monroe Community College. It contains information on full-time jobs, part-time jobs, summer jobs, per diem and temporary employment, internship/co-op and volunteer positions. You can access the listings online through the college's website: [www.monroecc.edu/go/JobConnection](http://www.monroecc.edu/go/JobConnection)

### **Job and Career Fairs**

Job Fairs are an excellent way to meet potential employers, gather information about employment opportunities and local companies that are hiring. When attending a fair take several copies of your resume and present yourself in a confident and professional manner. The Career Center hosts and co-sponsors the following annual fairs (check our website for additional information on any of these events):

- Part Time Job Fair (Fall, Brighton Campus)
- Rochester Area Career Expo (Winter, Henrietta Holiday Inn, Holidome)
- Nursing Career Fair (Winter, Brighton Campus)
- Damon City Campus Job Fair (Spring, Damon City Campus)
- MCC Career Fair: Jobs & Internships (Spring, Brighton Campus)
- Annual SUNYCDO Job Fair (Spring, New York State area location)

### **On-Campus Recruiting and Interviewing**

Interviewing with potential employers on campus can be a convenient and effective way to find a job. Visit the Career Center's website, under Job Search Services, click on On-Campus Interviews to view a list of employers that will be conducting interviews on campus. ***Your resume must be reviewed and critiqued by our office prior to participating in on-campus interviews.***

In addition, throughout the year employers will set up information tables to recruit students for full time, part time, and summer jobs. Under Job Search Services on our website, click on Employer Visits to Campus to review the schedule of visits. This will give you the opportunity to fill out applications and interact with potential local employers right on-campus.

### **Resume Referral Service**

The Career Center collects and submits students' resumes to organizations which are seeking candidates for full-time job openings. A deadline date is given for students to submit their resumes. Your signed Recruitment Information Release Form will allow us to release your resume to the employer. ***Your resume must be reviewed and critiqued by our office prior to participating in our resume referral service.*** Under Job Search Services on our website, click on Resume Referral Service to view these employment opportunities.

### **Follow-up Study of MCC Graduates...What Happened to the Class of...**

MCC surveys each graduating class in pursuit of feedback identifying transfer college and employment information. This study provides important data regarding employers who hired MCC graduates, what job titles they are currently working in, salary range information, and number of graduates working full-time. Providing comprehensive employment information on every academic program at MCC, this study can be a great resource to identify employers in your job search process. Stop into our office to pick up a copy of this brochure.

### **Co-op and Internship Program**

This MCC program offers you the opportunity to learn skills, gain practical experience, and network for employment opportunities in your career field. For further information contact the Office of Experiential and Adult Education (located within the Career Center) at 585-292-3220.

## ADDITIONAL JOB SEARCH RESOURCES

### **Help Wanted Ads**

Looking in various newspapers, journals, magazines, and newsletters is an easy way to identify job openings. However, some advertised positions may receive a huge response. When you see a position advertised, respond with your cover letter, resume and references as soon as possible.

### **World Wide Web**

Identify potential employers that you are interested in working for and go directly to their web-site. Once there, look for a section entitled "careers," "jobs," or "employment" to see the types of positions that they are currently recruiting for. In addition, explore the following websites which provide you with a variety of career opportunities in New York State, the local Rochester area, and throughout the United States (check these sites often for updates):

- Democrat and Chronicle's Local Jobs: [www.rochestercareers.com](http://www.rochestercareers.com)
- Employment Opportunities: [www.rochester-info.com/rochjobs.htm](http://www.rochester-info.com/rochjobs.htm)
- Employment World, Rochester, NY: [www.theemploymentworld.com](http://www.theemploymentworld.com)
- Monroe County Employment: [www.monroecounty.gov/orgMain.asp?](http://www.monroecounty.gov/orgMain.asp?)
- NY State Department of Labor: [www.labor.state.ny.us](http://www.labor.state.ny.us)
- NY State High-Technology Jobs: [www.hightechny.com](http://www.hightechny.com)
- Rochester Computer Work: [rochester.computerwork.com](http://rochester.computerwork.com)
- Rochester for Hire: [www.rochesterforhire.com](http://www.rochesterforhire.com)
- Rochester Help Wanted: [www.rochesterhelpwanted.com](http://www.rochesterhelpwanted.com)
- Western NY Jobs: [www.wnyjobs.com](http://www.wnyjobs.com)
- America Jobs: [www.americajobs.com](http://www.americajobs.com)
- America's Job Bank: [www.ajb.org](http://www.ajb.org)
- Career Builder: [www.careerbuilder.com](http://www.careerbuilder.com)
- Career Matrix: [www.careermatrix.com](http://www.careermatrix.com)
- Hot Jobs: [www.hotjobs.com](http://www.hotjobs.com)
- Job Bank USA: [www.jobbankusa.com](http://www.jobbankusa.com)
- Monster: [www.monster.com](http://www.monster.com)



### **Networking**

Let everyone know that you are looking for a job; ask for their tips, leads and suggestions. This includes friends, family, professors, co-op/internship supervisors, and anyone else you can think of, especially those in your field of interest. Always carry a copy of your resume and be prepared to discuss your qualifications for potential employment opportunities. Networking activities may be as simple as having lunch with a friend or family member, volunteering at a local agency or attending professional career related meetings. Through networking, you will develop relationships with people connected to your field of interest with whom you may conduct informational interviews or call with a quick question.

Your contacts, and those you meet through your contacts, can help you tap into the **hidden job market** and learn more about positions, projects or needs that will not be formally announced. Employers need to know why they should take the time to meet with you. Capture the employer's interest with a brief summary of your abilities and background and how you could be an asset. When calling a company, ask for the name and spelling of the department manager where you would be interested in working. Call and briefly explain your background, then ask if you could meet to discuss your background further and where your skills could be used in the company.

### **Employment and Third Party Agencies**

Registering with an employment agency can be a great way to further tap into the hidden job market and get into companies without having to make a commitment to working their for a long period of time. Avoid agencies that charge for services and contact them frequently to make sure they know you are available for work. Start by knowing what type of staffing agency you are contacting. Do they provide primarily temporary positions, temp-to-permanent positions or direct full-time placements? You will also want to find out the type of companies and geographic locations they serve.

## CONDUCTING AN EFFECTIVE JOB SEARCH

- **The Importance of Self-Assessment**

Know what you have to offer an employer; you'll be in a better position to help potential employers see your skills, values and interests that will make you a valuable contributor.

- **Get the Paper Work Done**

Have your high-quality resume, cover letter and references in order before you launch your job search. Highlight skills and qualities valued by employers.

- **Research the Employer & Narrow the Search**

Which employers will you approach? Out of all the potential employers, where will you focus your efforts? Look at geographical location, size of company and industry sector, and growth potential.

- **Formal Job Search Techniques**

Follow every possible avenue when conducting a job search.

- **Networking & the Hidden Job Market**

Many jobs are secured by networking. Combine this with the fact that some job openings are unadvertised, and the job search can seem daunting. But there are ways to uncover this hidden job market.

- **Interviewing and Follow Through**

Practice interviewing before you head into your first real job interview. You'll be glad you did.

## THE JOB CONNECTION

# The "Job Connection"



**An Internet accessible database of employment and experiential education opportunities for MCC students and alumni:**

- **Full-Time Jobs**
- **Part-Time Jobs**
- **Summer Jobs**
- **Per-Diem Jobs**
- **Internship Positions**
- **Co-op Positions**
- **Volunteer Positions**
- **Temporary Employment**

### **The "Job Connection" Log-In Information:**

To access the "Job Connection" database please enter your student identification number and your personal identification number (PIN). If you are accessing the system for the first time, then your PIN # is your 6-digit birth-date (Example: 071081).

The "Job Connection" database can be searched by employer, industry field, job target, status (full/part time, etc.) or date.



[www.monroecc.edu/go/JobConnection](http://www.monroecc.edu/go/JobConnection)