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 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 services office, 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 Services Office provides resources and programming directly aimed at connecting students to jobs and employment information, including: Purple Briefcase, job and career fairs, employer information tables, and other on-campus recruiting events.

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 professional 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 Services Office 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:

Purple Briefcase
An online job search and career management 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. Current students can access Purple Briefcase through myMCC while alumni can create an account and access this service by visiting [www.monroecc.edu/go/career](http://www.monroecc.edu/go/career).

Job and Career Fairs
Job Fairs are an excellent way to identify and meet potential employers as well as gather information about employment opportunities at local companies that are hiring. When attending a fair take several copies of your resume and present yourself in a confident and professional manner. MCC Career Services 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)
- Downtown Campus Job Fair (Spring, Downtown Campus)
- MCC Career Fair (Spring, Brighton Campus)

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 Services' website, under Job Search Services, click on On-Campus Interviews to view a list of employers that will be conducting interviews on campus. We recommend that you have your resume reviewed 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
By employers request, MCC Career Services collects and submits students' resumes to organizations that are seeking candidates for full-time job openings. A deadline date is given for students to submit their resumes. 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 ([www.monroecc.edu/go/career](http://www.monroecc.edu/go/career)), click on “On Campus Interviews and Resume Referrals” 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. Visit [www.monroecc.edu/depts/research/what-happened-to-the-class-of/](http://www.monroecc.edu/depts/research/what-happened-to-the-class-of/)

Experience Based Learning (EBL 101)
Experienced Based Learning offers students an opportunity to obtain credit while gaining experience in a setting related to their career interest. This is a popular course for students who have identified an internship opportunity that requires academic credit.
Additional Job Search Resources

Help Wanted Ads
Looking in various newspapers, journals, magazines, and newsletters is an easy way to identify job openings. When you see a position advertised, respond with your cover letter, resume and references, if required, as soon as possible.

Online Resources
Identify potential employers that you are interested in working for and go directly to their website. Once there, look for a section entitled “careers,” “jobs,” or “employment” to see the types of positions for which they are currently recruiting. 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):

- America Jobs: www.federaljobsearch.com
- Career Builder: www.careerbuilder.com
- Career One Stop: www.careeronestop.org/
- Federal Employment Opportunities: www.usajobs.gov
- Indeed: www.indeed.com
- Monroe County Employment: www2.monroecounty.gov/employment-index.php
- Monster: www.monster.com
- NY State Department of Civil Service:
- NY State Jobs: www.statejobsny.com
- NY State Department of Labor: www.labor.ny.gov/home
- Rochester Help Wanted: www.rochesterhelpwanted.com
- Rochester Works: www.rochesterworks.org
- Western NY Jobs: www.wnyjobs.com

Networking and Social Media
Start leveraging your social networks. You’ve already made hundreds of introductions with friends on Facebook, followers on Twitter, and connections on LinkedIn. 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.

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 there 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.

Purple Briefcase
Purple Briefcase is an online career management system which includes a database of employment, volunteer, co-op, internship, and other 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

Start using Purple Briefcase today!
Current MCC Students: Log into Purple Briefcase through your myMCC account. Go to Students and then Campus Life, Purple Briefcase is accessible through this page.
MCC Alumni: Go to monroecc.edu/go/career. Select the Purple Briefcase button and follow the directions to create an account. Please contact us at 585.292.2248 or jobsearch@monroecc.edu if you need assistance with creating an account.

www.monroecc.edu/go/career