# Job Search

## Where Do I Begin?

Begin by answering the following questions:

### Who am I?

- What do I want to do and where do I want to do it?
- What are my strengths, interests and skills?
- What specific companies would I like to work for?

### What have I done to prepare for my job search?

- Do I have an elevator pitch/Me in 30 Seconds spiel prepared?
- Has my resume been reviewed by a career counselor?
- Do I have my references lined up?
- Do I have a current UV Job Board profile?
- Have I completed a mock interview with a career counselor at the Career Development Center?

### Who do I know and where do I look?

- Have I developed a list of contacts to network with including people I know as well as those I would like to know?
- Have I joined any professional associations?
- What actions am I taking every semester (as a student) and every day while actively searching?

- Schedule an appointment with the Career Development Center to receive help in developing a strategy for your job search.

## What Do I need

### Begin with a grasp on reality.

- What are you really qualified to do at this point in your life?
- What have you done to improve your skill set and be a productive member of society while you are either unemployed or working but still searching?
- Have you considered volunteering to increase your network, prove your worth, build new skills, and demonstrate your commitment to the community?
- Do you know the top skills employers look for?

- Visit the Career Development Center for a list.

### Understand the time line involved.

- Finding a job takes longer than it used to. Are you mentally prepared for that reality? Have you scheduled specific job search activities each day?

- At minimum start six months before your graduation.

### Know where to look for jobs.

- Set up a job search agent on any of the following:
  - UV Job Board
  - careerbuilder.com
  - dice.com
  - indeed.com
  - simplyhired.com
  - Yahoo! Hot Jobs
  - jobs.utah.gov

### Prepare career documents.

- Do you have documents tailored for each position?

  - Résumé
  - Cover Letter
  - Letters of Recommendation or List of References
**How Do I Do a Job Search?**

**Applications**
- a. Learn how to professionally complete the application and apply for positions.

**Interviews**
- a. Immediately after completing the interview review your performance.

**Follow Up Process**
- a. Follow up with every lead.
- b. Send thank you letters to anyone who helps in any way.
- c. Track your search efforts.

**Celebrate**
- a. Celebrate all your efforts. Stay positive and learn from the experience even if they do not result in a job offer.

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**Negotiate**

- a. Schedule a visit with Career Development Center to understand the negotiation process. What are the must haves and what are the nice to haves?

**Give Back**

- a. What will you do to give back and make the process easier for those who follow?

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**Mistakes to Avoid**

1. Waiting to hear back from employers instead of continuing the search.
2. Lack of commitment; haphazard approach to applying, unrealistic time expectations, giving up too soon.
3. Unfocused job search; anything will do, just get me a job!
4. Relying too heavily on advertised jobs and internet job boards.
5. Underutilization of network.
6. Over estimation of your own skill set and marketability.
7. Failure to follow up.
8. Failure to thank everyone who helps in any way.
9. Approaching the search and the interview with no preparation.
10. Inability to articulate strengths and the value you bring.
11. Confusing activity with productivity; for example sending out 50 general resumes instead of tailoring each resume.
12. Failure to check out the Career Development Center website for further helpful tips and tools.

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