

CES IS HERE TO HELP:

- **Review your resume.** We can help you understand what employers look for on resumes and how you can better market yourself, your skills and qualifications.
- **Job search.** We are here to discuss ways to network or brainstorm how to identify someone who knows someone. We can also show you how to utilize your 'My CES Account,' alternative websites, find company contacts, etc.
- **Interview preparation.** We have staff who will conduct a practice interview to help you work out the kinks before it really counts. We can walk you through what to expect during an interview, give you popular questions, or discuss information employers seek during an interview.
- **Other.** Need help evaluating job offers, considering different industries that may have jobs, or need some new ideas? Want a listening ear and some encouragement? CES can help!

Stop by **Holtz Hall** or call **532-6508** to schedule an advising appointment or email



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Don'ts of Job Search



What is **WRONG** with this photo?

I saw this picture posted on MSN.com (March 19), and thought this was a great visual of **what you should NOT be doing** to advance your job search . . . sitting by the phone waiting for an employer to call you from an online job posting.

According to Don Asher, the Job Guru, only about 50% of jobs are ever advertised or

posted online.

This explains why the key to identify and find jobs in a tight (and every) job market is **NETWORKING**.

The best way to be noticed is to have someone walk your resume to the hiring Manager and/or department.

Another way to get noticed is to call and follow-up on your application. Yes, it is intimidating and I hate doing it too, but it is vitally necessary.

These are key ways that you will stand out from the rest of the applicants who are doing what the man pictured is – waiting for the phone to ring.



Will your resume make it to the top of the pile?

What is Networking?

Estimates report that 80% of positions are filled by one of following methods:

1. Employee referral
2. Trusted professional referral
3. Informal interaction with the candidate.

The art of networking is a way that you can identify people who can and will alert you to job openings or even rumors of a position. These might also be individuals that you would get to

know who could serve as an internal referral for an opening. This is why it is crucial to develop a Network.

Here's a quick view of how you can do this.

Con't on Pg 2.





From recent
Graduate to Young
Professional

*"In wisdom
gathered over time
I have found that
every experience is
a form of
exploration."*

--- Ansel Adams

It's not
only what
you know,
but **WHO**
you know!



Bridge Jobs

You may need to adjust your expectations for your current job search. Pam Stoker, from the MBA program with TCU noted that students may have to "be willing to postpone 'dream' job for a little while and take a 'bridge' job for present."

So what is a Bridge Job, it is an opportunity to gain skills and experience. It is a position that will give you qualifications to move from a

new college graduate to young professional. It is a resume builder, and it is something that may set you up for your next position in the near future once the economy recovers.

Part of a Bridge Job is knowing what your priorities are for the job. This also means being able to identify particular things you are willing to compromise on.

Which are your
PRIORITIES?
Which are you willing to
COMPROMISE?

- Salary?
- Industry?
- Growth?
- Location?
- Pay Raises?
- Training?
- Hours?
- Benefits?
- Duties?

Resources

Helpful Websites: <http://www.k-state.edu/ces/students/helpfulwebsitesandresources.htm>

Job Sites by Major: <http://www.k-state.edu/ces/students/jobsitesbycareerfieldbusiness.htm>

Going Global: go to 'My CES' Account and then go to Resource Library and click on PDF file

Videos: <http://www.k-state.edu/ces/students/onlineworkshops.htm>

Networking, cont'd

Networking starts by talking to people **you** know. It is a systematic plan to get the names of 2-3 contacts from each of your immediate contacts (purple ring). These leads become your intermediate contacts who may have positions that you are interested in and know of others you should talk with.

Informational interviews can be a great way to investigate and learn about industries, types of jobs, tasks, work environment, etc. People love to talk about themselves, and you will gain a contact and first-hand knowledge. Be prepared the person or company may not

have immediate jobs, but may keep you in mind if something comes available. These can also be great contacts to run ideas by or discuss networking strategies and see if they would have 2-3 individuals they would refer you to.

A way to get over the first initial awkwardness is to ask them how he/she got to where they are in their career.

A key part of networking is the Elevator Speech. This is really just a 30-60 second spiel about what job(s) or industries you are interested in. Be as specific as

possible. If you were to ride in an elevator with an employer, this is your introduction and description of what you want to do.

Other items you should prepare is a networking letter and email. The letter should be a more generic cover letter highlighting your transferrable skills and qualifications. An email should quickly summarize desire for information or potential interest. You may want to include a question in the email to get a response.

Good luck! Stay encouraged! Remember, who do you know that knows someone . . .