Things to do at the Career Development and Employment Services Office

- Meet with a Career Counselor to discuss career, employment or graduate school plans.
- Search the Career Library for career, employment or graduate school information.
- Examine career interests by taking the Strong Interest Inventory and Myers-Briggs Type Indicator.
- Prepare a professional style resume, develop effective interviewing skills and learn job search techniques.
- Explore local, regional or national Experiential Education opportunities.
- Connect with potential employment opportunities through job fairs and the Job Locator System.
- Review professional and graduate school testing information, including GRE, GMAT and LSAT test guides.

Come visit us today for assistance with your career or employment needs.

Call (814) 871-7680 to schedule an appointment with a counselor.
Hours: 8:30 a.m. - 4:30 p.m. (Other hours by arrangement.)

Career Guides available in CDES:

- Resume
- Job Search
- Interviewing
- International Student Job Search
- Professional and Graduate School
- Career Action Plan
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THE JOB SEARCH

Your goal is to connect with the job(s) that match your career interests, education, skills, personality traits, values and salary/benefits expectations. Whether the job market is strong or weak, competition is still intense in most fields, especially for the best and most desired jobs. To be competitive, you must learn how to conduct an effective job search and then put the plan to work. Job searching does not stop with the first job you get. It continues throughout your working life, whether your goal is to move up in a company or to find opportunities elsewhere.

BEGIN THE JOB SEARCH 6 TO 12 MONTHS BEFORE GRADUATION

Finding a job is hard work. It takes time, effort and motivation. On average, it takes 3 to 6 months to find a full-time job, longer if the economy and/or the demand in your field are weak.

According to John LaFevre, author of How You Really Get Hired, “The best qualified do not always get hired. Those who know how to get hired - get hired.” This guide will show you the tools you need to use to get hired.

The time to begin is early in the senior year and you can use the following as a guide in planning and organizing your job search.

- Use a planner or calendar to identify 2 to 3 hours a week where you will work on job search related activities (yes, you have to fit this in between school, work, activities and fun time). Schedule out time to create a resume, research jobs/companies, practice interviewing, network with contacts, and attend job fairs or interviews. See pages 15 and 16 for a sample schedule and blank planner.

- Set Goals. It is important to think about both short and long term objectives. The job you obtain upon graduating from college is only the first step in a lifelong career path. Yes, the immediate objective may well be a “good paying job,” but give thought to how that job fits into an overall career. You are likely to change jobs or companies two to three times in the first five years of working after graduation.
Answering some, or all, of these questions will help define your goals.

- What would be my ideal career or job title? What will my degree prepare me to do?
- What are my key interests, skills/abilities, personality traits and values?
- What have my work experiences taught me about what I like to do the most? The least?
- What kind of work environment would be best for me (large/small, specific industries)?
- Would I take a low-paying job just to get a foot in the door at a company?
- What are my geographical preferences? Close to home? How far away?
- Where do I want to be in one year? Three years? Five years?
- What is my salary expectation? Is it realistic for my field?
- If I am unable to find a job in my ideal career path, what is my backup plan?
- What other factors do I need to consider in my career search: Significant other? Family responsibilities? Financial needs? Special needs? Other?
- What would a Google search of my name reveal about me? How does my Facebook or LinkedIn account reflect my character? What would an employer think of me?

If you need assistance in answering these questions, set up an appointment with a career counselor at CDES (814.871.7680), or use the resources at the CDES website http://www.gannon.edu/student-life/career-development-and-employment-services.

- Research career information for your selected field. The online versions of the Occupational Outlook Handbook and the ONET site are good resources to learn about job requirements, skills, job outlook, salary information and related jobs.

- Conduct Informational Interviews. Talk with faculty, family members, or others who are doing the work you would like to do. Set up a time to talk in-person, by phone, or perhaps by email. Ask that person about their typical day, why they chose this field, how their career path developed, and advice they would give to someone like you just starting out. Follow up with a thank you note. See page 12 for more on Informational Interviewing.

- Prepare your credentials and job search correspondence.
  - Prepare your resume/cover letter and have it reviewed by a CDES staff member.
  - Ask 3 to 5 people to be your references (professors, employers, mentors/advisors) and get their contact information (title, professional address, phone number and email). Give each a copy of your resume. Keep them informed of your job search progress. Faculty serve as a reference for many students each year; keeping them informed keeps you on their mind.
  - Complete some job applications for practice. Many companies will require you to complete an application as part of the hiring process. Completing some ahead of time will give you a good idea of what information you will need to provide.

- Using the resources below, research the companies where there are job opportunities:
  - Start with the organization’s website, LinkedIn page or publications; Google the company name.
  - Use the reference section of the Nash Library to access Standard & Poor, Fortune and other resources that provide information on specific organizations, including a financial snapshot, chief officers, main competitors and corporate rankings.
  - Use Chamber of Commerce listings or Regional Development/Small Business Association.
  - Read trade magazines and newspaper articles.
  - Use United Way listings for non-profits.
  - Consult faculty, family members, and friends who work, or have worked, at the company.
SELLING YOURSELF TO EMPLOYERS

The job search is much like a sales campaign – employers have certain hiring needs and you are the product that can meet those needs. It requires that you know the product well (self assessment) and that you have good information about the needs of the target audience (job and company research).

Below is a list of candidate qualities/skills that employers have identified as being important in the hiring process. Take some time and identify your strengths and weakness from the list below. This will help you when reviewing job descriptions so you can readily see how your product matches up with the needs of the potential employer. Think about what stories to tell which will highlight the qualities listed in the chart. These stories will be used once you are called for an interview. It is never too early to begin preparation for an employment interview; in the job search process, the resume is designed to get you an interview, and how you perform in the interview will determine if you get an offer.

Employers Rate Candidate Qualities/Skills

Only a small percentage of college graduates land an entry-level job after the first resume is sent out or the first interview is complete. Most will average one or two interviews for every 30 - 40 resumes sent out. Rejection is part of the process; learn from the experience and make your job search better as a result.
**JOB SEARCH MYTHS**

It is important to examine your beliefs about job searching and to separate myth from fact. The way you will conduct a search depends upon your perceptions, so eliminating misperceptions and false beliefs will enable you to get positive results more quickly. Below are a few myths and their corresponding facts. If you have questions about these or other job search issues, contact Career Development and Employment Services (CDES) to speak with a counselor.

<table>
<thead>
<tr>
<th>Myth</th>
<th>Fact</th>
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<tbody>
<tr>
<td>The Internet is the #1 way to find a job.</td>
<td>Networking accounts for 60+% of how college grads find their first job. About 5% of job seekers find jobs through ads (Internet, newspaper, trade magazines). Posting resumes on multiple job boards may increase your spam, not your job opportunities.</td>
</tr>
<tr>
<td>The Internet is useless in the job search.</td>
<td>The Internet, when used wisely, is a valuable job search tool. It is great for researching companies, salary and relocation information. Using targeted job boards and company websites increases your chances.</td>
</tr>
<tr>
<td>Finding a job will be easy.</td>
<td>The average job search takes 3 to 6 months, longer if the economy is struggling. Factors influencing the length of a job search include: job market and the demand for your major (local, regional, national), flexibility in relocation, qualifications, time spent on the job search, interviewing skills and the types of resources used in the search.</td>
</tr>
<tr>
<td>I will make big bucks right out of college.</td>
<td>Many entry level jobs have starting salaries above $40,000, though it will depend on major, skills, experience and location. Remember, take home pay is 25 to 30% less than the stated salary, due to taxes and deductions. Higher salary may be due to higher cost of living. Employers are turned off by candidates with unrealistic salary expectations.</td>
</tr>
<tr>
<td>I can put a resume together in an hour.</td>
<td>The resume is your advertisement and it needs to be designed to get the employer’s attention. Getting help with developing a quality resume will result in more interviews over time. In today’s job market, you may need two resumes - a simple one (no fancy fonts, bolds, italics, etc.) for on-line posting, and the other prepared as a Word document to be used when mailing or emailing as an attachment. Use the CDES Resume Guide to get started.</td>
</tr>
<tr>
<td>The most qualified get the best jobs.</td>
<td>The best mix of qualifications, interpersonal skills and interviewing skills will lead to the best offers. When offered an interview, the employer believes you match the basic qualifications of the job. How well you interview will often determine if you get the job offer.</td>
</tr>
<tr>
<td>The only jobs available are in the want ads.</td>
<td>Only 20 to 30% of all job openings are in the want ads (Internet, newspaper or trade magazines). The want ads are one tool and are good for locating information on job demand in a specific region.</td>
</tr>
<tr>
<td>I can start looking for a job next week.</td>
<td>The best time to start is today.</td>
</tr>
<tr>
<td>I am on my own in my job search.</td>
<td>CDES has counselors and resources that can make your job search more effective. The more people involved in the job search, the more opportunities you will generate.</td>
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It’s important to develop a positive attitude toward your job search. Employers want candidates who will be a “good fit” for their companies, and negative, frustrated, desperate job seekers do not inspire confidence in potential employers!

Develop a support system (family, friends, career counselor and faculty) and keep them informed of your progress, or lack of, during the job search. The support system can serve to encourage you and be a resource to evaluate your progress along the way.

The longer the job search takes, the more likely you will become frustrated and discouraged. These traits can sabotage your best efforts if they show up in an interview or phone conversation with a potential employer. Remember, finding a job is hard work. Focus on the skills and background you possess, and build on the results you have accomplished. Take responsibility and let the following ten, two letter words guide you: “If it is to be, it is up to me.”

<table>
<thead>
<tr>
<th>DO</th>
<th>DON’T</th>
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<tr>
<td>Be positive, upbeat and confident.</td>
<td>Be negative, downcast or frightened.</td>
</tr>
<tr>
<td>Look ahead to the next step.</td>
<td>Let a setback drag you down.</td>
</tr>
<tr>
<td>Concentrate on opportunities you have.</td>
<td>Mope about opportunities you missed.</td>
</tr>
<tr>
<td>Learn from each experience and grow.</td>
<td>Dwell on and relive your mistakes.</td>
</tr>
<tr>
<td>Develop your outgoing, friendly side.</td>
<td>Be reclusive and unfriendly.</td>
</tr>
<tr>
<td>Consider your search a challenge.</td>
<td>Look at it as impossible.</td>
</tr>
<tr>
<td>Visit CDES for some assistance.</td>
<td>Believe we can be of no help.</td>
</tr>
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</table>
THE JOB SEARCH PLAN

Developing an effective job search plan can reduce the length of your search. The key is having an organized approach. To help you get started, a sample job search schedule and a blank schedule are located at the end of this guide.

- **Identify job search methods that best meet your goals.** Methods are outlined on pages 7 to 10. Be sure to utilize several methods that keep you active in the search. Networking is a “must do” for every job seeker.

- **Schedule your time.** Develop a plan outlining daily and weekly goals and STICK TO IT. A blank schedule is attached, as well as a sample for you to follow. For assistance in setting up your schedule, see a CDES Counselor.

- **Set reasonable short-term goals.** Examples: While in school, try to expand your network by one or two people a week; identify and apply for three positions a week; research three companies a week. Objectives such as these will give you a sense of accomplishment on a regular basis, while increasing your chances of finding work.

- **Use LinkedIn to identify companies, organizations and people.** The more you know about a company, the better it is for you. Identify people in your network who may have contacts with the company or organization.

- **Keep notes on your contacts,** including correspondence, conversations and interviews. Use index cards, a notebook or a computer database to track your network. This will help you recall people’s names and your interactions with them.

HOW DO EMPLOYERS RECRUIT COLLEGE GRADUATES?

There are many ways employers recruit candidates. Here are the most common:

- **Advertising** - Employers may advertise in a college career center, online, in newspapers/trade publications, on radio or television, at government Job Centers.

- **Job Fairs** - Job fairs are an excellent source for entry-level employees. Employers who recruit at job fairs are usually building a pool of candidates to fill current or future needs.

- **Internet** - Jobs are posted on company, general or specialized job sites. Use Indeed.com to search for current openings.

- **Internal Hires** – Co-op, internship, part-time or volunteer workers get the first shot at a job opening. Many employers will first post their jobs internally so interested employees may apply.

- **Referral Network** - Referral from a trusted employee, colleague or peer is the source preferred by most employers. Many employers actively solicit these referrals as part of their recruitment efforts.

- **Job Boards at Colleges** – Jobs are submitted to local, regional or selected colleges and universities that have the desired degree(s).

- **Placement Service Providers** - Employers may use private and public placement agencies to recruit candidates. Many employers are turning to temporary and contract agencies for employee recruitment. **Do not use a firm that charges a fee** and remember the CDES staff has the training to help you develop a professional resume and cover letter.
It is best to learn how to utilize a variety of job search methods and integrate them into your overall job search plan. The most effective job searches incorporate 3 to 6 different techniques at the same time. If you have questions about your search, visit CDES to meet with a counselor. If you are out of town, you can schedule a phone appointment or relay your questions via email to CDES@gannon.edu.

**RATED AS THE MOST EFFECTIVE JOB SEARCH METHODS:**

**Career Development and Employment Services (CDES)**

**What:** CDES is full of great resources and knowledgeable, friendly counselors. You can get help with resumes, interviewing, setting up a job search plan, networking strategies or reviewing information on companies and industries. And yes, we have access to job openings.

**Advantage:** Access to experienced counselors and up-to-date resources. Will help you develop job search skills that will increase results, shorten the job search, and may lead to a higher entry level salary.

**Disadvantage:** May have to wait a week for an appointment.

**Tip:** Check out the web sites of career centers at colleges in the geographical area where you are job searching. This can get you access to local and regional job resources.

**Resource:** Career Development and Employment Services
Student Success Center, 1st Floor A.J. Palumbo Center
Call 814-871-7680 to schedule an appointment
Email: cdes@gannon.edu
Networking
What: Getting people you know to help you in your job search. You should have a resume to give to each contact. Remembering names and faces will be critical, so take notes if you need to!
Advantage: Gives you an inside track to employers; about 60+% of jobs are filled this way!
Disadvantage: Building a network takes time, effort and an assertive approach.
Tip: Start with the four F’s - family, friends, former supervisors and faculty. (See expanded techniques on page 11.)

Information Interviewing
What: An interview with someone working in the career field you hope to enter. Ask general questions about the work they do, how they got to their position, and other related questions. A polite phone call or letter requesting a short (30 minutes or less) amount of time will usually get you a meeting. Use your network to identify and connect with potential people.
Advantage: Learn a lot about an industry or company quickly. Get face to face with employers and expand your network.
Disadvantage: Not appropriate to ask about openings unless brought up by the person you are interviewing.
Tip: Prepare a written list of questions – see samples on page 12. Never ask directly for a job or job leads - your purpose is to learn about the career and expand your network.
Resource: Information Interviewing, by Martha Stoodley, in the CDES Library.

The Internet
What: Social Networking sites like LinkedIn or Facebook can be used to make connections and increase your network. Job boards in specific fields are better than “one size fits all” sites. Riley Guide, JobWeb, and Quintessential Careers provide good resources on job searching, employer information, salaries and job outlook. Use to research employers to understand the company. WetFeet.com has profiles of thousands of firms.
Advantage: Locate jobs in specific geographical areas. Good source of company information and contact information.
Disadvantage: Narrowing searches takes patience.
Tip: Make your search general at the beginning and then narrow it from there. Review a wide range of sites and pick out the best ones for you.
“Internal Campaign”/Volunteering

What: Accepting an entry-level position for which you exceed the qualifications, or volunteering your time within an organization. This may allow you to apply from within for jobs that interest you.

Advantage: Getting to know the employees (and the boss) and having them get to know you. You may hear of positions before they’re advertised. You’re gaining valuable experience.

Disadvantage: Entry-level jobs don’t pay well, and volunteering doesn’t pay at all. This strategy requires patience.

Tip: Always dress and behave professionally. Take advantage of every learning opportunity and network with people in the department where you would like to work.

Resource: *How to Get a Job with Any Major* by Donald Asher, in the CDES Library.

TRADITIONAL JOB SEARCH METHODS:

**Want Ads**

What: Job listings in the newspaper, magazines or on-line.

Advantage: You know there’s an opening, usually with a job description.

Disadvantage: They only represent about 1/5 of what’s out there, and usually need to be filled immediately.

Tip: Use the language of the ad in your cover letter and on the resume.

Resource: www.newspapers.com

**Cold Calls**

What: You telephone or visit a company to inquire about job opportunities. Usually you have a script or prepared statement before calling.

Advantage: Get to speak with an employer or fill out an application. You need to be assertive and able to handle rejection.

Disadvantage: Difficult to reach the appropriate person. High rejection rate.

Tip: Good for people with strong communication/presentation skills who have an assertive personality.

**Targeted Mass Mailings**

What: Prepare cover letters and a resume, and send to companies that interest you or that hire people in your field. Follow up with the companies.

Advantage: You reach large numbers of companies in a short period of time.

Disadvantage: Not all of them are hiring. Low return percentage.

Tip: Get the name of the college recruiter or department supervisor in your field and direct the letter to that person. Send out about five to ten a week. Follow up with a phone call.
Employment Agencies

What: Companies use employment agencies to locate full-time, part-time and temporary or contract employees. If you meet the employer’s criteria, the agency will place you.

Advantage: Wide variety of jobs, with the opportunity to get in at entry-level and move up from there. Interviews are less intense than a traditional employer interview. Opportunity to evaluate your “fit” for the position before being hired permanently. Use “employer fee paid” listings only.

Disadvantage: The company may also terminate you if they think you are not a good fit. Many positions do not require a college degree. Jobs may be on a short term basis. Watch for hidden fees.

Tip: Be clear and selective about what jobs you will and will not take.

Resource: The Yellow Pages.

Government Job Searches

What: Seek positions within federal, state and local government agencies.

Advantage: The government seeks a wide variety of backgrounds and skills. Once you get a position, moving to other government jobs is much easier. Positions are relatively secure.

Disadvantage: Competition is very intense for jobs. Many require an exam which may require travel to take. The hiring process is very slow (it may take months). Relocation is often necessary.

Tip: Read the job descriptions carefully and only apply if you meet ALL requirements.


Make the Career Development and Employment Services page your first stop:

NETWORKING is the process of developing and using personal contacts to exchange career/employment information, ideas, and resources. Most job search experts believe that 60+% of jobs are found through a person’s personal and professional network.

Networking in the job search can provide:
- Professional contacts
- Job referrals
- Information about careers and skills needed for entry-level positions
- A realistic view of the work world
- Job search tips

Jack Erdlen, president of a human resource consulting firm near Boston stated, “Networking is certainly very important, and it gets even more important in a tight labor market.” He also mentioned, “Companies are scrutinizing their potential hires more closely, so the person who comes to them directly, or through a friend, has a better chance because they’re looking to keep costs down.” Networking can connect you to the people who make the hiring decisions.

How to make networking work for you:

1) Make a list of people you know who are in a position to provide you with employment or career information. Ask them for career/job search advice and to refer you to people they know who may be in a position to help you.

   Good resources are:
   - Friends, neighbors, classmates (current and past) and relatives
   - Current and former employers
   - Professors, teachers, coaches or advisors
   - Members of church, clubs or professional associations
   - Ask yourself “Who do I know, and who do I know who knows somebody, and who do I know who knows somebody who knows somebody who can be helpful in my job search?”

2) Initiate contact with individuals through informational interviewing. Use your networking resources to develop contacts with professionals in your career field and interview them regarding career opportunities.

3) A good networking pace is 2 new contacts each week. By the end of the first month, you will have initiated 8 contacts. Networking is effective. It will work with patience and persistence.

**Informational Interviewing** (a networking technique):

What can you do if your contact or networking list is not extensive? How can you fully utilize the contacts you do have? A key component in networking is informational interviewing, which is an information-gathering and advice-seeking interview in which you ask the questions.

Begin by targeting individuals on your networking list who can connect you with people who are in a position to provide advice and/or job leads in your career area. Then contact those people to set-up an informational interview.

When calling to schedule an appointment, make sure to introduce yourself, indicate the person who referred you, state the purpose for seeking an appointment, and give a short synopsis of your background and career interest. Request 20-30 minutes of the individual’s time and prepare interview questions in advance.

**What to say:** “Hello, my name is ________ and I’m a (student/alumnus) from Gannon University. I (was given your name by____ /found your company through____). Do you have a few moments? I would like to conduct a brief informational interview with you to discuss (industry, jobs, professions). Do you have time on ____ (date/time)? Yes, I’m available at that time also. I will see you on ____ at ____. Thank you for your time.”

For the interview, be sure to dress appropriately, arrive on time and be prepared to initiate the conversation, since you are the interviewer.

Questions to ask: Open-ended questions are most beneficial; try to avoid “yes” or “no” questions. You may want to rehearse these questions to increase your readiness.

**Career Field Questions:**
- How did you get involved in this occupation?
- What is a typical day like?
- What challenges have you faced in your career field?
- What rewards do you get from working in this occupation?
- What jobs are good starting points for this career field?
- What skills and qualifications are needed to qualify for this career?
- What type of person succeeds in this career?
- What are some of the problems or frustrations encountered in this occupation?
- How will this occupation change in the next five years?
- What is the job outlook?
- What is the best way to get experience or develop skills for this occupation?
- What are some related occupations?
- Is there any personal advice you can give to someone entering this occupation?
- Is there anyone else I could talk to about this type of work? May I use your name?

**Follow-up**
Career experts believe this is as vital as the informational interview itself. After each interview, make sure to send a thank you note and keep the individual posted on your progress. If you have not discussed your background with the individual in great detail, you may send a copy of your resume with the note. If any of the informational interviews result in a formal interview, consider tailoring your resume to the needs or specific duties of the company. It’s not always what you know, it’s who you know that will help you find a job.

Resource: *Information Interviewing*, by Martha Stoodley, in the CDES Library
JOB SEARCH RESOURCES

Job Locater System (JLS)

- Interested in submitting your resume for current entry-level jobs?
- If so, contact Career Development and Employment Services 1-814-871-7680 and ask for information on how to register for the JOB LOCATER SYSTEM.
- You can also register on-line and submit your resume by email at http://www.gannon.edu/Student-Life/Career-Development/Students-and-Alumni/Job-Search-Tools/Job-Locator-System

Resources available in CDES Library:

- From College to the Real World by James Malinchak
  Strategies for landing your dream job and creating a successful career.

- How to Get a Job with Any Major by Donald Asher
  Career development for everyone under 30.

- Job Smarts for Twentysomethings by Bradley G. Richardson
  Street smart script for career success.

- What Color is Your Parachute? by Richard Bolles
  Stresses self-assessment and motivates the job seeker to take action.

- Information Interviewing by Martha Stoodley
  An excellent resource on how to gather career information. Advocates an assertive approach.

- International Jobs Directory by Ronald L. Krannich, PhD and Caryl Rae Krannich, PhD
  Includes 1001 employers and tips for job hunting success.

- Going Global Vol. I & II by Mary Anne Thompson
  A one-stop career resource for 23 countries.

- Life After School, Explained by Cap & Compass, Andy Ferguson, Nicole Vickey

- No One Will Hire Me by Ronald L. Krannich, PhD and Caryl Rae Krannich, PhD

- Inside Secrets of Finding a Teaching Job by Jack Warner & Clyde Bryan

- I Went to College for This? by Amy Joyce
INTERNET RESOURCES

Visit the CDES website [http://www.gannon.edu/student-life/career-development-and-employment-services](http://www.gannon.edu/student-life/career-development-and-employment-services) for an updated listing of online resources, as well as a listing of jobs submitted by employers interested in hiring Gannon graduates.

There are hundreds of excellent sites on the internet for employment and career information. Over 200 are linked from the Career Development and Employment Services web page. Our top general job search sites are listed below. Examine these and other sites, and utilize the ones that help you the most.

**HIGHLY RECOMMENDED FOR ACCESS TO JOB LISTINGS**

- Indeed.com [www.indeed.com](http://www.indeed.com)
- USAJOBS [www.usajobs.gov](http://www.usajobs.gov)
  Official site for federal government jobs
- PA Civil Service [www.scsc.state.PA.US](http://www.scsc.state.PA.US)
  Official site for Pennsylvania government jobs
- JobWeb [www.jobweb.org](http://www.jobweb.org)
  Career and job info
- CollegeGrad.com [www.collegegrad.com](http://www.collegegrad.com)
  #1 site for entry level jobs
- CareerBuilder.com [www.careerbuilder.com](http://www.careerbuilder.com)
  Jobs and resources
- College recruiter [www.collegerecruiter.com](http://www.collegerecruiter.com)
  Jobs, resources and salary info for entry level college graduates
- CareerOneStop [www.careeronestop.org](http://www.careeronestop.org)
  Comprehensive employment and career info
- Job-Hunt [www.job-hunt.org](http://www.job-hunt.org)
  Links by state and industry
- America’s Job Exchange [www.americasjobexchange.com](http://www.americasjobexchange.com)
  Job search engine
- Newspapers.com [www.newspapers.com](http://www.newspapers.com)
  Great links to newspaper classified sections nationwide.

**RECOMMENDED FOR JOB SEARCH and CAREER INFORMATION**

- The Riley Guide [www.rileyguide.com](http://www.rileyguide.com)
  An excellent resource site with links for a variety of careers, as well as a great resume posting guide.
- Monster Board [www.monster.com](http://www.monster.com)
- Quintessential Careers [www.quintcareers.com](http://www.quintcareers.com)
Attached are a sample weekly schedule and a blank schedule for you to copy and utilize. There are many job search ideas displayed on the schedule. In a typical job search plan for a college senior, 2 to 3 hours a week would be devoted to the job search, increasing the time in the final semester before graduation. Copy and use the blank schedule to develop a job search schedule that will work for you.

### Sample Job Search Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
<th>Time</th>
<th>Tuesday</th>
<th>Thursday</th>
<th>Time</th>
<th>Saturday</th>
<th>Sunday</th>
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</thead>
<tbody>
<tr>
<td>8:00 – 9:00</td>
<td>Class</td>
<td>Class</td>
<td>Class</td>
<td>8:00 – 9:30</td>
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<td>9:05 – 10:00</td>
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<tr>
<td>10:10 – 11:05</td>
<td>Appt. at Career Development</td>
<td>Library</td>
<td></td>
<td>11:00 – 12:00</td>
<td>Club meeting</td>
<td>Meet with advisor</td>
<td>10:00 – 11:00</td>
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<tr>
<td>11:15 – 12:10</td>
<td>Campus Interview-Career Development</td>
<td>Library</td>
<td></td>
<td>12:00 – 1:30</td>
<td>Lunch/co-op</td>
<td>Lunch/co-op</td>
<td>11:00 – 12:00</td>
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<tr>
<td>12:20 – 1:15</td>
<td>Lunch/Rec Center</td>
<td>Lunch/Rec Center</td>
<td>Lunch/Rec Center</td>
<td>1:30 – 3:00</td>
<td>Co-op</td>
<td>Co-op</td>
<td>12:00 – 1:00</td>
<td>Check want-ads</td>
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<tr>
<td>1:25 – 2:20</td>
<td>Class</td>
<td>Class</td>
<td></td>
<td>3:00 – 4:00</td>
<td>Co-op</td>
<td>Co-op</td>
<td>1:00 – 2:00</td>
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<tr>
<td>2:30 – 3:00</td>
<td>Class</td>
<td>Class</td>
<td>Follow up with employers from two weeks ago</td>
<td>4:00 – 5:00</td>
<td>Co-op</td>
<td>Co-op</td>
<td>2:00 – 3:00</td>
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<td>3:00 – 6:00</td>
<td>Dinner</td>
<td>Dinner</td>
<td>Dinner</td>
<td>5:00 – 6:00</td>
<td>Dinner</td>
<td>Dinner</td>
<td>3:00 – 6:00</td>
<td>Work on resume</td>
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<td>6:00 – 7:00</td>
<td>Research company info</td>
<td>Class</td>
<td></td>
<td>6:00 – 7:00</td>
<td>Prepare for interview</td>
<td>6:00 – 7:00</td>
<td>Mail out resume and cover letters</td>
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<td>7:00 – 8:00</td>
<td>Call aunts &amp; uncles: networking</td>
<td>Class</td>
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<td>7:00 – 8:00</td>
<td>Prepare resume and cover letter</td>
<td>7:00 – 8:00</td>
<td>Dinner</td>
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<td>8:00 – 9:00</td>
<td>Online Job Search</td>
<td>Compose thank you letters</td>
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<td>8:00 – 9:00</td>
<td>Online Job Search</td>
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# My Job Search Schedule

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Memos
Career Development and Employment Services
Located in the Student Success Center
A. J. Palumbo Academic Center ~ First Floor
Ph: (814) 871-7680 ~ Fax: (814) 871-7220
email: cdes@gannon.edu