23 STEPS FOR SUCCESSFUL JOB SEARCHING & INTERVIEWING

1. Define your values, interests, skills and abilities. Know what you want in a job and an organization (location, small, large, public or non-profit) and why you want that.
2. Know your professional goals, and target them. Be able to describe how you have positioned yourself to be successful in that particular area.
3. Have realistic expectations.
4. Have an error free resume and application materials. Consider having multiple, targeted resumes.
5. Be prepared to discuss goals, skills and abilities in an interview. Support your discussions with examples. Have samples to share.
6. Do research on the organizations and the positions.
7. Talk to colleagues about opportunities. Stay in contact with faculty and professionals from The University of Toledo. They may have the contacts. Networking is key!
8. Get as much in-person time as possible. Maximize face-to-face contact.
9. Practice your telephone skills. Messages should be short and focused. Warm up your voice before making calls.
10. Make no assumptions that you are with an experienced interviewer. Be prepared to take the lead.
11. Do not exaggerate, inflate, or lie.
12. Do not give up too soon.
13. Try to keep notes on the positions for which you’ve interviewed. Names, position descriptions, brochures and catalogues are always helpful for future reference. Ask for supporting materials, business cards etc...
14. You never know with whom you are interviewing. Be professional and courteous at all times. Most professions are small. Never bad-mouth colleagues or the profession.
15. Treat the “little people” with respect. There are no little people—everyone you meet is important.
16. Relax, show yourself as a person and not as an interviewing machine.
17. Always send a thank you note after the interview no matter what your interest in the position.
18. Be patient yet persistent. Sometimes it takes a while to get on-site interviews coordinated. Don’t be afraid to make calls or write additional interest letters while waiting.
19. When invited to on-site interviews, politely ask about travel plans and procedures, who pays, how much and when.
20. Be prepared to have a very busy schedule and meet many new people. Always be professional and ethical through your entire job search.
21. Keep your chin up!
22. Always have backup plans. Remember that your skills are transferable and you may be marketable in a variety of places.
23. The search ends when you accept a position.
JOB SEARCH PREPARATION

♦ Get organized! You will need an appointment calendar and contact/business card holder that should be kept up to date.
♦ Write your resume. Your resume is a personal advertisement sent to employers for the purpose of securing an interview.
♦ Get your portfolio together. Your portfolio is a collection of evidence of skills and accomplishments presented in an order and format.
♦ Have your resume critiqued at Career Services. Counselors are available on a first come first serve basis Tuesday-Wednesday-Thursday 2:30 to 4:30 pm, or by appointment.
♦ Register with Career Services. Not only will you have access to interview schedules, but Career Services can notify you of upcoming events.
♦ Research organizations. One of the best ways to make a positive impression with an employer is to know about their company. It sounds simple, but many people make the mistake of not knowing anything about the company during an interview.
♦ Understand the company’s needs. The more you know about the type of industry and the position the better you can sell yourself. Industrious candidates are placed at the top of the hire pile.
♦ Practice answering interview questions and mentally prepare questions you would like to ask the employer.
♦ Dress professionally. Your dress is extremely important. Plan to wear a conservative, two-piece business suit. The image you present will significantly affect the interviewer’s impression of you.
♦ Be persistent. If you really want the position, follow-up. Don’t wait for them to make the first move. It is appropriate to ask the employer when you can expect to hear from them.

NETWORKING, NETWORKING, NETWORKING!

♦ Job opportunities are widely unpublicized but readily available. Build list of people, organizations, and situations that offer the kinds of work you desire.
♦ Build a network of relationships.
♦ Make time for information interviewing.
♦ Don’t make the 5 most common networking mistakes:
  1. Networking on the fly—go for quality, not quantity of contacts.
  2. Expecting too much too soon—spend time building professional relationships. Don’t ask for more than is willingly given.
  3. Job seeking masquerading as information interviewing.
  4. Not enough attention to learning objectives—what skills are the most important to be successful in this field?
  5. Ignoring the “give-back” dimension—helping is usually best when it’s a mutual exchange.
♦ Use the walk-in method:
  1. Identify companies that interest you and have an idea of the jobs you’re interested in.
  2. If possible, go and look around the company first.
  3. Dress up as if prepared to interview.
  4. If seeking information, introduce yourself to the receptionist or anyone you first encounter. Ask to speak with someone about what they look for in job candidates or about the nature of particular jobs.
  5. If seeking job interviews, in one sentence, explain how you may fit into their company and ask if there is someone you may talk to.
♦ Take advantage of interim jobs. These allow you to survive financially and continue your job search and networking.

Source: The Complete Job-Search Handbook, Howard Figler