

IT'S A JOB FINDING A JOB . . .

Being prepared for today's job market will give you a competitive edge in the job search process over other candidates.

The Job Search Process involves 4 Steps ...

- Research
- Product development - verbal and written
- Refinement
- Marketing and distribution

Research ...

–*Labor market information.* Determine the skills needed in the current workforce, job outlook, and successful job search methods.

–*Prospective employers.* Determine the employment hiring procedure, types of products or services offered by companies, company size, departments, company needs, etc.

–*Information about yourself.* Determine which career fields will be a match with your personal interests, values, goals, skills, and abilities.



Product Development . . .

There are two types of products that you must create - Verbal and Written...

Verbal Product



The verbal product for the job search process includes your answers to interview questions and questions that you should ask the interviewer.

Sample Interview Questions ...

- Tell me about yourself.
- Why are you applying for this job?
- What do you know about this job or company?
- How would you describe yourself?

Sample Questions you can ask an employer during an interview ...

- What would be my primary responsibilities?
- Would there be advancement opportunities?
- When can I expect to hear something regarding the position?

For a successful interview, you must identify your skills.

Self-Management Skills

- Describe your personality
- Allow you to adapt to new situations
- Make you a productive employee

Transferable Skills

- Can be used in a variety of jobs
- Often called universal skills
- Can transfer from one job to another

Job-Related Skills

- Required for a particular job
- Usually require training or experience
- Often used for "screening" applicants

Product Development (cont'd)

Written Product



The primary written product for the job search is the resumé.

The resume is...

- Expected from you by many employers
- A quick way to make a good impression
- A way to answer, "Why the employer should hire you?"

Types of Résumés ...

•*Chronological* - lists work experiences beginning with most recent.

•*Functional* - work and personal experiences listed under key skill areas.

•*Combination* - combines elements of both resumé types.

Résumé writing tips ...

- Write it yourself
- Make it ERROR free
- Make it look good and easy to read
- Be brief and relevant
- Be honest and positive
- Be specific
- Use action words and short sentences



Refinement . . .

- Have someone proof your résumé for you to ensure there are no typographical or grammatical errors
- Consider changing your objective and rearranging your headings to accommodate the job for which you are applying (this means reading the job description and prioritizing your skills and abilities to fit what the employer is seeking)
- Print your résumé on quality paper



Marketing and Distribution . . .

- Distribute copies of your resume to friends, family members, former instructors, etc. If you don't let people know that you're looking for a job, they won't know!
- Always update your résumé with any new job skills that you learn and resubmit to potential employers

Remember ... It will take preparation, research, a résumé, networking, interviewing, and follow-up to be successful in the job search.

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****For additional information on preparing for and finding a job, pick up your FREE copy of the "Job Hunting Handbook" from the Career Services Office.**

JOB SEARCH GUIDE



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