

A BALANCED JOB SEARCH

An effective job search is often a balanced job search. Implementing a variety of activities in your search for a new position can help you get hired faster.



NETWORKING/REFERRALS

Many jobs are never advertised publicly. They are filled by candidates who learn of them by word of mouth. Who do you know who can help lead you to your next job?

How I feel about this tactic:



Brainstorm what to do:

Reason for my rating:

Action Items/To Do/To Implement:

RECRUITERS/EMPLOYMENT AGENCIES

Recruiters and employment agencies actively seek out individuals to fill specific vacancies. Many colleges also have job placement offices. Would this be helpful in your job search?

How I feel about this tactic:



Brainstorm what to do:


Reason for my rating:

Action Items/To Do/To Implement:

DIRECT CONTACT/UNSOLICITED APPLICATIONS

Have a specific company you want to work for? Just because they aren't advertising an opening doesn't mean there isn't a job for you. Make a list of companies you want to work for and reach out.

How I feel about this tactic:



Brainstorm what to do:

Reason for my rating:

Action Items/To Do/To Implement:

APPLY FOR ADVERTISED OPENINGS

Set up a keyword search on your favorite job board. Check out job postings on LinkedIn. Create a Google alert. Watch for job postings from your favorite companies on their websites. Then, once you find relevant opportunities, apply!

How I feel about this tactic:



Brainstorm what to do:


Reason for my rating:

Action Items/To Do/To Implement:

RESUME POSTING/RESUME DISTRIBUTION

Identify websites where you can post your résumé (if your job search isn't confidential). Also, explore resume distribution services that will target specific recruiters or hiring managers.

How I feel about this tactic:



Brainstorm what to do:


Reason for my rating:

Action Items/To Do/To Implement:

CONTRACT WORK/TEMP JOBS/INTERNSHIPS

Sometimes, you need to get a foot in the door before you can find a full-time opportunity. Temporary employment, internships, and short-term contracts can often lead to permanent positions.

How I feel about this tactic:



Brainstorm what to do:

Reason for my rating:

Action Items/To Do/To Implement:
