

Student Counseling and Career Services

# Add these Tools to Your Job Search Toolkit

## CAREER ADVISING

Get help with every aspect of your search:

[www.neiu.edu/careerservices](http://www.neiu.edu/careerservices), or call for an appointment .

## INTERNET JOB BOARDS

Necessary, but only ONE tool you should be using. Spend less than half your time searching and applying to jobs on the Internet, the rest of the time networking.

## SOCIAL NETWORKING

LinkedIn is a MUST ([www.linkedin.com](http://www.linkedin.com)), but you may also use Facebook and Twitter to establish professional connections online and communicate your skills.

## IN-PERSON NETWORKING

Join professional organizations and attend their meetings to become better informed and better connected. Also tell everyone you encounter socially you're looking.

## INFORMATIONAL INTERVIEWS

Ask professionals in your field for 20 minutes of their time to gain information and establish connections. These can be a big help in clarifying your career goals. People are usually happy to help because they remember what it was like getting started in their professional life, and they get a chance to help you and to talk to someone who is interested in their story.

## YOUR PROFESSORS

They have seen many students graduate and move on to a variety of careers. Consult them for help about next steps in your career path.

## JOB FAIRS

Companies attend job fairs because they WANT to meet you. Impress them by coming to the fair in a suit, having researched their firm, with plenty of resumes.





## **EMPLOYMENT OR TEMP AGENCIES**

They may have contacts with companies that you may not be able to establish on your own. Temp positions can be like a long-term interview and result in permanent employment.

## **TRADE PUBLICATIONS & PROFESSIONAL ORGANIZATIONS**

Most professions have a professional association with a journal and a website where jobs are posted or listed. Gain valuable industry info as well.

## **GET CREATIVE / INNOVATIVE**

Do something different that the typical applicant is not going to think of. Read an article in a magazine or newspaper and then write to the author of the article and ask for advice, referrals or information. Go to a presentation and talk to the speaker afterwards to get recommendations or referrals.

## **EMPLOYEE REFERRAL**

Many companies pay a bonus to any current employee who refers someone who gets hired. Find out where your friends, neighbors, relatives, church members and acquaintances work. They may work at places that you never would have considered otherwise.

## **EMPLOYER DIRECTORIES / DATABASES**

There are printed & electronic databases of employers that you can find at the library or in Career Advising. Discover new companies in your industry that you had never heard of, and contact them.

## **COMMUNITY AGENCY JOB PLACEMENT**

Many nonprofit organizations have job placement programs, and the federal government does as well ([www.careeronestop.org](http://www.careeronestop.org))

## **VOLUNTEERING**

Gain valuable experience and professional contacts. Enhance your resume and help your community at the same time.