



JOB SEARCH

Main Office: 3rd Floor Wilson Hall – 540-568-6555

Recruiting Services: 1st Floor Sonner Hall – 540-568-7379

<http://www.jmu.edu/cap/>

A job search can feel overwhelming if you do not know the steps to navigate this process. Career and Academic Planning has developed this worksheet to make your search more manageable. You have made the first step by **TAKING ACTION!**

1 Identify your job target. Answering these questions will help you focus your search.

- ✓ What is your major? _____ Minor(s)? _____
- ✓ What career(s) are you hoping to pursue after graduation? _____
- ✓ What are your industries/fields of interest? _____
- ✓ What type of position would you pursue, i.e. manager, writer, researcher? _____
- ✓ Geographic preference (metropolitan vs. small town impacts search)? _____

Need help getting focused? Try:

- **Major and Career Decisions Program (MCDP):** Call 568-6555 to sign up for MCDP 101
- **Career Guide to JMU Majors:** www.jmu.edu/cap/career_guide/index.htm
- **FOCUS:** www.jmu.edu/cap/resource_center/focus.htm
- **Career and Academic Planning Resource Center:** Wilson 303—Come Visit!
- **Internet Resources:** www.jmu.edu/cap/major_career/exploration.htm
- **Job Descriptions of Fields of Interest:** Resources described in ③
- **Individual Career Counseling Appointment:** Call 568-6555 to make an appointment
- **Informational Interviews with people in careers of interest;** described in ④

2 Get prepared. Answering these questions will indicate your readiness to market yourself.

- ✓ Do you have a targeted resume? _____
- ✓ Has your resume been critiqued? _____
- ✓ Need help writing your cover letter? _____
- ✓ Has your cover letter been critiqued? _____
- ✓ Have you identified references? _____
- ✓ Is a portfolio/writing sample needed? _____
- ✓ Do you have appropriate attire? _____
- ✓ Are you ready for the interview? _____

Need help getting prepared? Try:

- **Writing Resumes and Job Search Letters:** www.jmu.edu/cap/resumes_cover/
- **Resume Writing Clinics and Resume Express:** Dates/Times: www.jmu.edu/cap/calendar/
- **Interviewing:** www.jmu.edu/cap/job_intern_search/job_interviewing.htm
- **Mock Interview Program/Register on Recruit-A-Duke:** www.jmu.edu/cap/workshops/mock.htm
- **Career and Academic Planning Resource Center:** Wilson 303—Come Visit!
- **Individual Career Counseling Appointment:** Call 568-6555 to make an appointment

3 Know where to look. Answering these questions will help you select the best resources.

- ✓ Are you registered on Recruit-A-Duke? / Recruit-A-Duke Workshop Required! _____
- ✓ Resume uploaded onto Recruit-A-Duke? _____
- ✓ Checked Career and Academic Planning's online links to jobs? _____
- ✓ Have you visited the Resource Center to use research & job search resources? _____
___ Directories by City or State ___ Industry Directories ___ Professional Associations
___ Internship Directories ___ Specific Career Books ___ Job Search How To Books
___ Company/Organization: websites to research / employers & identify jobs

Need help knowing where to look? Try:

- **Recruit-A-Duke Workshops: Dates/Times:** <https://jmu-csm.symplicity.com/students/>
To attend a workshop, you must RSVP. After logging in, click on the Info Sessions / Workshops / Fairs tab to RSVP for the workshop that works best for your schedule.
- **General Job Search Websites/Newspaper Classifieds/Salary Information:**
www.jmu.edu/cap/resource_center/jobsearch_websites.htm
- **Job Search Websites by Major:** www.jmu.edu/cap/resource_center/jobs_by_major.htm
- **Job and Internship Vacancies:** www.jmu.edu/cap/resource_center/job_publications.htm
- **Career and Academic Planning Resource Center:** Wilson 303—Come Visit!
- **Career Fairs / Events: Dates/Times:** www.jmu.edu/cap/calendar/

4 Know where to look for the Hidden Job Market! “Research consistently confirms that **70%-85%** of jobs are never advertised. So announced positions represent the smallest segment of the job market. But that's not all: Announced positions draw the most competition! You have to discover the hidden job market to run a successful job search.” *How to Get Any Job With Any Major*, Donald Asher, 2004.

Developing your network: Think of all the people you already know—you have probably built a network without even trying! Identify people who may have **expertise in, contact with, or knowledge of** the field you are pursuing.

These people could be JMU faculty or staff, JMU alumni, immediate family, relatives, friends, classmates, former employers, friends of friends, parents of friends, neighbors, or connections through informational interviews. These are examples of the most common people in a network but there are many more that can be added.

Three easy ways to network:

1. **Call a networking contact**
 - Personally introduce yourself and provide your background information
 - Explain that you would like to talk to someone about career opportunities
 - Follow cues and try to arrange a convenient time to meet and discuss opportunities
2. **Write or email a networking contact**
 - Provide a personal introduction and your background information
 - Explain purpose for seeking an appointment
3. **Use the JMU Alumni Online Community to identify new contacts**
 - Pick up a handout with instructions, proper etiquette, and useful questions to ask contacts at Career and Academic Planning in 301 Wilson Hall or 130 Sonner Hall.

REMEMBER: Always follow up with a thank you when you connect with a contact

5 Get organized.

- ✓ Make a commitment: I am going to commit _____ hours each week to my job search.
- ✓ Develop a timeline:

Task	Target Date:		Notes
	To Begin	To Complete	
Define / Clarify Job Target Career and Academic Planning staff/ programs can help you do this Step ①			
Prepare Resume Draft, get reviewed, revise, print/upload Step ②			
Prepare Other Materials as Needed Portfolio, writing samples, video, etc. Step ②			
Identify 3 References Meet with each to ask permission/discuss goals Step ②			
Prepare for Interviews Review online information, participate in Mock Interview Step ②			
Explore On-Campus Recruiting Program and Recruit-A-Duke Services Register Step ③			
Identify Employer / Employment Information Resources Step ③			
Research Potential Employers and Positions Step ③			
Learn How to Write a Cover Letter Online advice and samples—get reviewed Step ②			
Send Resumes / Application Materials			
Follow Up on Applications with Phone Call or Email (if appropriate)			
Schedule and Attend Appointments and Interviews			
Send Appropriate Follow Up Correspondence (thank you note)			
Evaluate Offers and Accept a Position			

- ✓ Plan a **weekly schedule**: Weekly schedules should be specific, with attainable goals set for each week. This will keep morale high as progress can be measured and rewarded. Example:

Job search schedule for the week of: _____

Day	Time	Tasks	Completed
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

- ✓ Track all **job leads!**

Organization Name: _____

Contact Name/Title: _____

Contact Address/Phone: _____

Source of Lead: _____

Organization Name: _____

Contact Name/Title: _____

Contact Address/Phone: _____

Source of Lead: _____

Organization Name: _____

Contact Name/Title: _____

Contact Address/Phone: _____

Source of Lead: _____

✓ **Track all applications to employers**

Name / Type of Organization: _____

Target Position(s): _____

Date position is available / deadline: _____ / _____

Position Location(s): _____

Method/Date Application : _____

Notes:

Date Done	Activity Log	Notes
	Research Organization	
	Identify appropriate contact person	
	Initiate contact Method:	
	Write cover letter	
	Send Resume	
	Follow-up call / email	
	Identify other possible contact(s)	
	Arrange date for visit / interview	
	Send thank you note	

Name / Type of Organization: _____

Target Position(s): _____

Date position is available / deadline: _____ / _____

Position Location(s): _____

Method/Date Application : _____

Notes:

Date Done	Activity Log	Notes
	Research Organization	
	Identify appropriate contact person	
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	Send Resume	
	Follow-up call / email	
	Identify other possible contact(s)	
	Arrange date for visit / interview	
	Send thank you note	

- ✓ **Follow through:** Persistence pays off. As possible, contact the employers you have applied to—this gives you a chance to be remembered and shows your interest and professionalism. If you cannot reach them via the phone, consider sending e-mail. Wait a reasonable time for your original “application” or electronic submission to be received (**7-10 days**) and then follow up.

Need more help? Make a job search appointment by calling 568-6555 or coming to 301 Wilson Hall—our receptionist will be happy to help you schedule an appointment.

Job Search Resources

Major & Career Decisions Program – The MCDP program is helpful to students who wish to identify career options, especially those that are unsure what to do with their major. Small group (1-4 students) sessions focus on helping students gather the information needed to feel confident about their career decisions. Call 568-6555 to get started.

Career and Academic Planning Resource Center – This user-friendly center has a gold mine of information that ranges from job opportunities to negotiating salary and benefits. Check out the *Job Search Information & Resources* section. Located in Wilson 303. Open Mon-Fri 8am-5pm, Tues 8 am-7 pm.

Career and Academic Planning Website, <http://www.jmu.edu/cap> – Find a wealth of information to instruct and guide you through the job search process. The sections on resumes and cover letters; Recruit-A-Duke / On Campus Interviewing; and job/internship search are a must-see! Have a quick question about your job search? Use the virtual advisor Instant Message service available Mon, Wed, Thurs 1-5 pm and Tues 1-7 pm. Fall and spring semesters only.

Recruit-A-Duke/On-Campus Recruiting (OCR) – Recruit-A-Duke is an online listing of employers who want to hire JMU students for full-time jobs and internships. Students can upload their resume to be viewed by employers. OCR provides students the option to interview for positions without leaving campus. Over 50% of companies recruiting seek “All Majors.” Visit www.jmu.edu/cap/interviewing/index.htm for more information.

Mock Interview Program – The Mock Interview Program provides students the opportunities to gain valuable information and individual feedback directly from employers. Mock Interviewing is a chance for students to practice their interviewing skills and gain valuable feedback from employers who have significant experience with this process. Sign up for mock interviews are through Recruit-A-Duke at <https://jmu-csm.symphlicity.com/students/>. For more information: www.jmu.edu/cap/workshops/mock.htm

Resume Writing Clinics/Resume Express/Resume Round-Up – These programs help students create strong resumes. Resume Writing Clinics teach students the basics about resume content, format, and appearance. Resume Express provides students the opportunity to have their resumes reviewed by Career and Academic Planning staff on a walk-in basis. Resume Round Up is an event where students can have their resume reviewed by an employer on a walk-in basis. Dates/times: www.jmu.edu/cap/calendar/.

Career Fair / Internship Fair – These events provide students with a chance to network with employers, learn about companies that are interested in JMU students, and drop off a resume to be considered for a job or internship opportunity.

Individual Career Counseling Appointments – Students can meet with a Career and Academic Planning counselor to discuss a broad range of job search strategies tailored to the specific needs of each student. To make an appointment call 568-6555 or stop by 301 Wilson Hall (Monday through Friday, 8 am - 5 pm).

Career and Academic Planning: 301 Wilson Hall - 540-568-6555
Resource Center: 303 Wilson Hall - 540-568-6399
Recruiting Services: 130 Sonner Hall - 540-568-7379
<http://www.jmu.edu/cap/>
