

STUDENT JOB SEARCH GUIDE



Revised 7/2009

INTRODUCTION

This guide is designed to provide career services assistance and advice to College of Business and Technology undergraduate and graduate students who are nearing graduation. The guide discusses career services resources on campus, internet resources, and strategies for a successful job search. Students must understand several important concepts:

Finding a job is a job. Students must assume the primary responsibility for their individual job searches. Resources and assistance are readily available, but without personal commitment and involvement, securing a career position upon graduation will be more difficult. By developing and implementing an effective, organized job search strategy, students can enter the workplace in a career building position. Remember, finding a job may take as long as six months. **Be organized. Be diligent. Be prepared.**

Obtain relevant work experience. Securing an internship or co-op job before you graduate not only provides you with related work experience, but also helps you build your resume and engineer a focused job search. In fact, many internships turn into full time positions upon graduation, AND starting salaries for experienced graduates are typically higher than starting salaries for other graduates.

Think long-term. The objective of every student should be to obtain a position that enhances his or her long-term career goals--not just to get a job after graduation. Successful careers are built over time by laying a strong foundation (your education) and adding to that foundation with relevant work experience. Few individuals enter their ultimate career position straight out of college. A recent survey showed that most people change jobs 9+ (Bureau of Labor Statistics) times in their professional careers. You should anticipate these changes in your long-term career planning and use each employment position as a stepping stone to the next level. The goal of every graduate should be to obtain an initial position which best prepares you for future career growth. Using the resources outlined in this guide will assist you in securing this position.

Avoid the "fall from the sky" theory. Some students believe that if they have good grades and are members of honor societies that employers will shower them with job offers. Others rely too heavily on "my dad's friend" or "my Uncle Joe" for a job after graduation. Good grades are important and networking is integral to any comprehensive job search plan, but don't count on these factors as givens—situations change. Implement an organized job search utilizing *every possible resource*. Competition for jobs is global.

Finish what you start. You have already taken the first step in building a successful career—attending college and, hopefully, graduating in the near future. Graduation is not the end; it's just a step along the way to success. Now is the time to prepare for life after college. The sooner you start, the more options and opportunities you will have upon graduation.

CAMPUS RESOURCES

East Tennessee State University has several resources to assist you in your job search.

The College of Business and Technology Career Services Office

<u>Location:</u>	210 Sam Wilson Hall	316 Sam Wilson Hall
<u>Staff:</u>	Dr. Tom Moore Assistant Dean, External Programs	Melinda LaPrade Coordinator of Career Services
<u>Phone:</u>	439-5300	439-5656
<u>E-mail:</u>	mooretw@etsu.edu	laprade@etsu.edu

Kristy Buchanan, Executive Aide
210 Sam Wilson Hall • 439-5300

The College of Business and Technology created this office to assist students in all of our degree programs with the job search process before and after graduation. The services of this office can also be used by any alumni of the College. (The ETSU Career and Internship Services office will help you, too. For an overview of the services provided by their office, see page 3.)

BucLink: *To assist us in providing current students and CBAT alumni with the best service possible, please register on BucLink at www.etsu.edu/careers.* BucLink is the multi-faceted career information management system offered by the Career and Internship Services office on campus. BucLink offers students a host of resources to assist in the job search process. Registering on BucLink allows current students and alumni to access a national jobs database as well as provides tools to manage a job search. In addition, current students and alumni are encouraged to upload resumes into a searchable resume database which is accessible to employers registered on BucLink. ***Please check the box which allows your resume to be included in a resume book, ensuring that employers can access your document as they search for candidates.***

Services: Other services offered by the CBAT Career Services Office include assisting you with resume/cover letter writing, interviewing skills, networking, company research, and creation of a personalized job search strategy just for you. Various workshops are offered throughout the year addressing diverse job search skills. Individual counseling appointments can be established with the Coordinator of Career Services to provide you with more individualized assistance.

Internships: To build your resume, enroll in a business internship for credit through the College of Business and Technology Internship Program. See Melinda LaPrade, your Department Chair, or Kristy Buchanan in 210 Sam Wilson for details.

Internet: The internet continues to “loom large” in the job search process. Career services staff can direct you to various web sites administered by relevant professional associations which provide diverse types of assistance to job seekers including related career development articles, additional employment links, and, occasionally, online job banks. In addition, career services staff can also direct you to other sites of relevance, including salary calculators, various job boards, chamber of commerce home pages, and government employment and labor sites.

Most sizable employers utilize applicant tracking systems to manage the high volume of job applications they receive. Be prepared to upload your resume to such systems as you navigate the web as part of your job search strategy.

Accounting Networking Night and Accountancy Recruiting: During the fall semester, accounting and Master of Accountancy students should plan to attend Accounting Networking Night on **Wednesday, September 9, 2009** at the Millennium Centre; Accounting Networking Night represents the marquis recruiting event for accounting majors. Approximately 12-15 firms and employers are projected to attend, providing accountancy students with a great opportunity to interact with firm representatives, share resumes and jump start their job searches. Following Accounting Networking Night, campus recruiting for accounting majors (located in Sam Wilson Hall) will begin in earnest in the weeks after the networking night event. Find details in email updates.

Career Fair Preparation Day and Career Fair 2010: During the spring term, students should plan to attend **Career Fair Preparation Day on Wednesday, February 17, 2010 from 1:00-4:00 PM** located in Sam Wilson Hall. *(Keep checking your email as event delivery may change.)* Over the course of the afternoon, students can attend multiple workshops on a variety of topics encompassing resume writing, mock interviewing, networking, salary negotiation, dress for success, and business etiquette, among others. In addition, students should also make plans to attend the **College of Business and Technology Career Fair**, the marquis career planning event in the life of the College, on **Wednesday, February 24, 2010 from 10:00 AM-2:00 PM** in the Culp Center Ballroom. Last year, approximately 27 employers, representing a cross-section of industry, attended the event.

CBAT Career Services Listserv: All CBAT students need to check their goldmail accounts on a weekly basis. Melinda LaPrade sends weekly email messages via the CBAT Career Services listserv to student email accounts addressing: new jobs and internships, workshops, information sessions, campus interviews, and career fairs. In addition, jobs posted on BucLink that are of relevance to CBAT students are highlighted here as well.

Informational Interviews: For those students seeking more generalized career information, the College offers students the opportunity to interact with alumni through informational interviews, usually via email, to obtain insights into various jobs and/or career paths. Frequently asked questions of alumni include: What is a typical day like in your chosen field? What do you like most about your job? Least? What are the best ways to prepare for a career in this field? See Melinda LaPrade for details.

ETSU Career and Internship Services

Location: ARC, 2nd Level, D.P. Culp University Center
Staff: David Magee, Director
Calvin Purvis, Assistant Director
Wayne Speer, Assistant Director--Internships; Michelle Adkins, Secretary
Tracy Barry, Information Research Technician
Phone: 439-4450
Web site: www.etsu.edu/careers

Services: The primary campus resource for career development, internships and co-op positions, and job searches is ETSU Career and Internship Services. This office provides valuable services for students including: job listings/openings, on-campus recruiting, career fairs, video interviewing, job search skills seminars, alumni network, individual career planning assistance, research on employers, resume/cover letter critiques, mock interviews, E-portfolio support, and salary information.

Registration and BucLink: For more information about these services, visit the Career and Internship Services web site at www.etsu.edu/careers. Visiting this office and registering on BucLink represent the best methods for beginning your job search. To register, go to www.etsu.edu/careers and click on the appropriate icon: “BucLink Students” or “BucLink Alumni.” You can use this process to upload your resume into a searchable resume database that employers use to locate potential employees.

Campus Recruiting: Many employers visit the ETSU campus to recruit for open positions within their organizations. Students need to sign up for campus interviews with Tracy Barry at 439-4441 or barryt@etsu.edu. Resumes are required when signing up for an interview time.

E-Portfolio: In addition to offering assistance in all phases of your job search, the Career and Internship Services office also provides instruction in creating an electronic portfolio (E-portfolio).

Mock Interviewing: Almost every candidate needs to understand the interview process and improve his/her interviewing skills. Mock interviews with the staff will enhance your readiness for a successful interview experience.

Reference Library: The Career and Internship Services office also houses a reference library and can advise you about researching companies to prepare your application material and interview notes. Before you go to any interview, you should research the employer and know about the organization. This will help you answer *and ask* questions during the interview.

Internet: In today’s environment, many job searches are being augmented electronically. This office has a listing of job search web sites that may be very useful to you. These resources include resume preparation sites, industry specific sites, sites for several larger cities, general information sites, and government employment sites.

Writing and Communication Center

Location: 409 Warf-Pickel Hall
Staff: Rob Russell, Director
Phone: 439-8202

The Writing and Communication Center provides career services to students in two areas: resume/cover letter writing and videotaped mock interviewing. Using this center in conjunction with Career Services in the College of Business and Technology as well as with the ETSU Career and Internship Services office can assist in your employment search.

HELPFUL HINTS

1. *Start early.* Make an appointment to see Melinda LaPrade to discuss your job search strategy. The ETSU Career and Internship Services office recommends that you register on BucLink at least nine months before your graduation date.
2. *Stay organized.* Keep your job search materials organized. Keep a list of potential interviews and contacts, follow-up letters you write or receive, etc. Creating a spreadsheet for company research as well as the application process will help you stay organized. Develop a timeline and a job search action plan based on your academic standing. Seniors and second year master's level students need to be particularly diligent about staying informed and organized.
3. *Network.* Take advantage of student organizations, professional organizations, church groups, civic clubs, and other groups which allow you to meet and network with professionals from your field.
4. *Develop skills.* Employers hire skills. Take or audit extra classes, non-credit courses, seminars, etc. to increase your employable skills. Make sure you keep a record of these activities and put them on your resume. ***Today's employers seek candidates who can lead, are flexible, manage change, solve problems, and think globally.***
5. *Seek help.* The resources at ETSU discussed in this guide are provided for your use. Members of the CBAT faculty also represent a great source of information. Employment agencies and temporary employment services external to the University can be of great assistance as well. **Networking is central to finding that first job.**

FINAL WORDS

By implementing an effective job search strategy, every student who graduates from the College of Business and Technology should be well on their way to landing that first professional position upon graduation. At times your search will be frustrating, and you may doubt your qualifications and abilities. Press on regardless.

Using career resources available to you as well as the information in this guide should greatly improve your chances of landing that dream job.

One final word: once you are a successful professional, stay in touch. We, in the College of Business and Technology, are interested in your career and want to hear from you after graduation. Alumni can serve as great career resources to current students by sharing anecdotal information about their jobs, industries, coursework, skills, and, of course, the job search. And, if you are ever in the position to hire someone, remember ETSU.