



## CONDUCTING AN OUT-OF-TOWN JOB SEARCH

If you are searching for a job outside the Cincinnati area, there are a number of approaches you can take. The key will be having some clear-cut goals in mind and knowing your strengths and how they fit with the needs of a potential employer. Informational interviewing and other career exploration methods are useful in making these decisions. The next step is to identify potential employers. When it comes to identifying employers, the most successful job seekers are able to answer three critical questions:

1. What do you want to do (knowing a job title within a specific career field)?
2. In what industry do you want to work (government, business, nonprofit, academic, etc.)?
3. Where do you want to be geographically (Midwest, Northeast, Southeast, etc.)?

If you are able to answer these questions, you are ready to focus on the specific employer and position in which you are interested. There are a number of resources available to assist you in your search, both on and off campus. Listed below are some suggestions of things to do while you are on campus and when you are in your desired location.

### THINGS TO DO WHILE ON CAMPUS

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1. Many national companies interview at Xavier's Career Development Office (CDO). This first interview with the company can lead to further interviews with the company in your desired location.
2. *Reciprocity*: Several colleges and universities across the country offer career services to Xavier students or alumni through a reciprocal agreement. Visit the Career Development Office to learn more about reciprocity and the services available to Xavier students through a reciprocity request submitted by the CDO on your behalf.
3. Consult the telephone and internet Yellow Pages for lists of potential employers.
4. Visit potential employer websites to review job vacancies, newsletters, annual reports, etc.
5. Find out when professional associations in your field of interest will meet next. Visit the Internet Public Library Directory of Associations at <http://www.ipl.org/div/aon/>
6. Ask the Chamber of Commerce in your desired location to send you any newcomer materials or lists of employers. Find a chamber in your area by visiting <https://www.chamberofcommerce.com/chambers>
7. Check out Hoovers business database at [www.hoovers.com](http://www.hoovers.com)

### THINGS TO DO WHEN YOU ARE IN THE RELOCATION AREA

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1. Contact the local state employment office to inquire about career field trends in hiring college graduates. Consult their job vacancy listings.
2. Consult the current job listings and campus recruiting schedule at local colleges that will grant reciprocity.
3. Conduct informational interviews with alumni or potential employers. These meetings should focus on gathering information regarding the local job market and the individual's career field.
4. Visit real estate agents or apartment services to determine rents, cost of living, etc.
5. Look for interim jobs. Contact temporary employment agencies. "Temping" is an excellent way to make inside contacts at companies and move into full-time positions. At the same time, you earn money without the

commitment of a full-time position while job hunting.

6. Read the local newspaper and local magazines for additional information about living in the area.
7. Attend local job or career fairs. This is an excellent resource to tap into a local job market. Most job and career fairs are advertised in community papers or with career services offices.
8. Public libraries, community-based centers and chambers of commerce offer information on job searches, local companies and organizations, and types of positions available locally.

## CONTACTING THE EMPLOYER

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Use these tips to make the employer connection as successful as possible:

1. Conduct research on the employer. Learn about the organizational structure, various operations, profit and growth areas, professional growth opportunities, career path, and overall performance of products and services.
2. Match your skills to the target job position and organization. Look at the position description and identify those skills that best correlate with your own. If a job description does not exist, do the same exercise for the organization. Target your resume and cover letter to the needs of the organization and/or job position.
3. Send letters of inquiry and your resume to these employers. Use the names found through the employer targeting process as the contact person for that particular organization. State in the letter that you will follow up with a telephone call to request an interview. If you have no contacts, call the organization and ask them to whom this letter should be addressed.
4. Follow up with the employer within one to two weeks. Call and request an interview to discuss present or future job opportunities. If the employer states he/she does not have any openings, ask to set up an appointment to learn more about the organization. If the employer states he/she is too busy, ask him/her for a recommendation of someone else with whom to speak.
5. Maintain contact with employers. Update your employer contacts every month or so to determine whether new opportunities exist.