



CAREER DEVELOPMENT OFFICE
 Xavier University
 530 Conaton Learning Commons
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JOB SEARCH STRATEGIES

Choosing more than one strategy will increase the effectiveness of your search

STRATEGIES	ADDITIONAL INFORMATION	LINKS
Career Development Office Programs and Services	This includes resume review, mock interviews, job search strategies, career fairs, workshops, walk-in hours, etc. Please see our <i>Job and Internship Search Guide</i> .	http://www.xavier.edu/career/ https://issuu.com/xavier12/docs/xujob_internship_search_guide_-_up
XU's Hire-A-Muskie Online Job and Internship Search Site	Are you registered on Hire-A-Muskie? Yes _____ No _____	https://xavier-csm.symplicity.com/
Career and Internship Fairs	Next Fair Date: ___/___/___ Visit a career coach and attend a workshop to prepare!	http://www.xavier.edu/career/students/Career-Fairs1.cfm
Networking	<ul style="list-style-type: none"> ○ Parents/Family ○ Peers ○ Mentors ○ Friends/Neighbors ○ Professors ○ Events/Conferences (N.E.W., Cincinnati groups) ○ Professional acquaintances such as previous employers, colleagues, doctors, bankers, etc. 	http://www.xavier.edu/career/students/Networking1.cfm http://www.xavier.edu/career/mentor/index.cfm
Social Media/Marketing Yourself and LinkedIn	What does an internet search say about you? Be aware that potential employers are looking. Clean things up. LinkedIn: Join professional groups, Xavier Alumni, etc. Find trends, connections, jobs and more!	www.linkedin.com https://issuu.com/xavier12/docs/xujob_internship_search_guide_-_up
Informational Interviews and Job Shadowing	Often an aspect of networking, these strategies allow you the opportunity to see what a job or career is like without the stress of asking for a job or internship. Still be professional, though!	https://indd.adobe.com/view/8aca3c46-e201-4bd5-a33a-d4131719d1b3 https://issuu.com/xavier12/docs/xujob_internship_search_guide_-_up

<p>Online Job Postings</p> <ul style="list-style-type: none"> • Hire-A-Muskie • LinkedIn • OhioMeansJobs.com • Indeed.com • Idealist.org • America's Job Bank • Salary.com 	<p>There are so many different online job postings/search sites out there. Some are general (Monster.com), and some will be specific to a career track or industry. Performing multiple searches using keywords such as "job search" and your industry or desired job title will help in identifying the specific career track or industry search sites.</p> <p>For more online job posting links, check out: http://www.xavier.edu/career/students/Search-Online.cfm</p>	<p>What websites are you using?</p> <p><input type="radio"/> _____</p> <p><input type="radio"/> _____</p> <p><input type="radio"/> _____</p> <p><input type="radio"/> _____</p> <p><input type="radio"/> _____</p> <p><input type="radio"/> _____</p>
<p>Professional Associations</p>	<p>Talk with your career coach, faculty and connections within the field you are interested in as well as performing internet searches to identify the professional associations that are right for you.</p>	<p><input type="radio"/> _____</p> <p><input type="radio"/> _____</p> <p><input type="radio"/> _____</p>
<p>Targeted Companies/Geographic Interests</p>	<p>Identify as many companies/organizations as you like that fit the profile of your ideal company or position. GoingGlobal focuses on both the national and international search. Check it out by logging into Hire-A-Muskie.</p>	<p><input type="radio"/> _____</p> <p><input type="radio"/> _____</p> <p><input type="radio"/> _____</p>
<p>Volunteering</p>	<p>This is a great way to network and "try out" different organizations, especially helpful if interested in the nonprofit industry. Great for your resume!</p>	
<p>Reciprocity with Other Jesuit Schools</p>	<p>Helpful in location search. Reciprocity allows you to utilize some of the career-related services at other Jesuit colleges and universities to assist you with your out-of-town internship or job search. Meet with a Career Coach to request Reciprocity.</p>	
<p>Chamber of Commerce</p>	<p>May be especially helpful in a location search. Chambers of Commerce represent companies, businesses and more.</p>	
<p>Professional Employment Agencies</p>	<p>Immediate openings are available for permanent or temporary employment through these resources. Be cautious-utilize only "fee-paid" agencies, which indicate the agency receives compensation from the company.</p>	<p>http://naceweb.org/knowledge/third-party-recruiters.aspx</p>

