



Bootcamp: Job Search & Networking

Career Cycle



Goal Setting & Planning

To find a job, treat the job search like a job!

Consider some ways we could wake up each day that we're unemployed and treat *finding a job like a job*.

List ideas here:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Strategies for Success

Set yourself up for success. Below are ideas to plan / organize your job search. Review the list and commit to trying something new or starting something again.

- Make a daily or weekly checklist
- Create a weekly schedule to help manage time
- Track your job applications in a notebook, Word document or in an app.
- Get accountability. Identify someone in your life to cheer you on / keep you on track.
- Ask Thrive staff about available employment coaching!

List some additional ideas to help you get started:

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SMART Goals

Set goals each day / week. You will have more success if you take time to set goals that are clear and reachable. Following the acronym S.M.A.R.T, which stands for:

- **Specific** (simple and sensible)
- **Measurable** (you will see progress)
- **Achievable** (you can do it)
- **Realistic** (reasonable and relevant)
- **Timely** (time limited, time-sensitive, there is an end in sight)

My SMART goal is: _____

Online Profile

*Everyone is in sales when they are looking for a job – the product is **YOU!***

What does your online profile say about you?

- **Email Address.**
Is it appropriate for sending to potential employers?
Use name (when possible), gmail, and avoid numbers or details that give personal info.
- **Voicemail.**
Is it professional and appropriate for greeting potential employers?
- **Computer Access.**
When you submit online applications, you need to check email daily.
- **Online Reputation.**
If in doubt, leave it out, especially political, religious, illegal or derogatory to any groups.
Check your privacy settings / un-tag yourself from photos
- **Additional Notes:**

Professional Communication

Responsiveness in a clear, concise, and appropriate manner makes a difference!

Recommendations for communicating professionally:

1. Take time to think.
2. Reply in a timely manner.
3. Avoid writing like you text.
4. Be proactive.
5. Do your research.
6. Additional recommendations.

Networking – The First Ten Seconds

Networking is the process of establishing a mutually beneficial **relationship** with other business people, potential clients or future employers.

Directions: Let's review the information below to help make the most of the first ten seconds of your next interaction with another professional. Some of the key factors that we are going to focus on today are: eye contact, facial expression, posture, using names, and handshakes.

Eye Contact: Eye contact is *crucial* during the first 10 seconds of a meeting. Good eye contact shows that you are confident, friendly, and attentive – all desirable qualities in a prospective employee! Making appropriate eye contact as you meet with the other person is very important.

How would you describe appropriate eye contact?

Facial Expression: There's no better way to set the other person at ease than to smile. Remember, any new person you meet is trying to answer two questions: (1) is this person professional? and (2) is this person someone I would enjoy working with? Your smile helps the other person figure out this second question. Smiling shows that you are a nice person to be around.

Posture: Slouching or letting your head hang low tells the other person that you lack confidence. Sit upright with your head held high and your shoulders back. Don't be too stiff, be proud of yourself and stand tall.

Using Names: Calling someone by name demonstrates both respect and that you are attentive. If they have told you their name try hard to remember or politely ask for their name again. If interviewing, it's a good idea to repeat your interviewer's name when you meet him/her for the first time.

Handshake: Handshakes are another good way to project confidence and friendliness.

- *How hard to squeeze?* A good handshake shows your warmth and professionalism. Your goal is to have a firm handshake. You don't want to squeeze too hard, but you don't want to have a limp, "dead fish" handshake, either. Never use your left hand to grasp the back of your interviewer's hand, as your interviewer might find this move overly aggressive.
- *How to position your hand?* A handshake is often used to signal who is the dominant person in a relationship. A palm facing slightly downward is a signal of dominance or being "on top." A palm facing down can be seen as a sign of weakness. Try to come into a handshake with your hand positioned vertically, and let the interviewers take the "upper hand" if they wish to do so.

Opening Line: If you are approaching someone it's good to have an opening line practiced. If interviewing, you will usually have time to speak a couple short sentences during the first ten seconds of an interview. Planning out your opening line in advance is often very helpful. Your goal is to speak clearly, confidently, and loudly enough to be heard. It's also a great time to set the tone for the conversation by showing that you are friendly and excited to be there.

Taking a seat: Depending on where you are having a conversation it may be more comfortable to sit (especially if the conversation is going well and may be long). You can always ask the other person "would you like to take a seat"? If interviewing, it's a good idea to wait for the interviewer to invite you to have a seat before doing so. If there is only one possible chair for you and the interviewer sits down to start the interview, then you can safely sit down *after he or she sits*. If there is more than one chair, it's a good idea to ask, "Where would you like me to sit?" This helps to show the interviewer that you are respectful and care about doing things the right way.

Remember: Your goal is to show that you are interested, attentive, enthusiastic, professional, and friendly!

Sample Opening Lines

One way to prepare for networking is to practice some opening lines. Review the below and on your own try them out with neighbors, family or friends. Nerves are normal and the more we practice the more natural these become!

Example 1 - Interview:

Interviewer: Hello, I'm _____. Thank you for your time today.

You: Hello _____. I'm _____. Thank you for meeting with me. I'm very excited to have the chance to interview for the position today.

Example 2 – The Meet Up:

You: Hello, I'm _____. How are you doing today?

Other Person: Hi, I'm _____. I'm well, how are you? Is this your first time here?

You: Yes, it is. I'm interested in _____ [business], and want to meet people in the industry.

Example 3 – Job Fair:

You: Hello, I'm _____. Thanks for being here today. Your company looks great, would you be able to tell me a little bit more about it?

Company Representative: Sure, we were founded in 2014 are growing rapidly throughout Colorado, we have various positions, is there something in particular you are interested in?

You: I would be interested in _____. Thank you so much.

Job Search Tools

Below are some websites you may use as resources to start your job search and view comparable wages:

- **O*NET Online**
<https://www.onetonline.org/>
O*NET Online has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!
- **Indeed** - Detailed
<http://www.indeed.com/salary>
 - ✓ Average Salary
 - ✓ National trends in salary
 - ✓ Similar jobs' salaries
 - ✓ Job Seeker
- **Connecting Colorado**
<https://www.connectingcolorado.com/>
- **Colorado Pay Scale** – Extremely Detailed
<http://www.payscale.com/research/US/State=Colorado/Salary>
 - ✓ Hourly Rate/Annual Salary
 - ✓ Median Salary
 - ✓ Bonus/Commission
 - ✓ Skills/Experience Needed for job
 - ✓ Job Satisfaction
 - ✓ Job Description
 - ✓ Pay Rate by degree/certificates
- **Glassdoor** – Brief Details
www.glassdoor.com
 - ✓ Minimum and Maximum salary
 - ✓ Average Salary
 - ✓ No hourly salary
 - ✓ Companies
 - ✓ Job Seeker

A few tips:

- ❖ HVAC – engineer/mechanic there is a 20k difference between – choose words wisely.
- ❖ Divide by 2080 to get an hourly rate if not given one.
- ❖ Ten Tips for a Successful Job Search
https://www.iecc.edu/files_user/FCRS/files/job-search-tips.pdf

Using Indeed for a Job Search

Indeed.com is the nation's #1 job search website. Each month 180 million people search on Indeed to access to over 16 million job postings.

Learn how to use Indeed effectively and don't waste your time scrolling through hundreds of jobs!

The short videos below can give you some tips and help you get started.

The Basics: How to Find Jobs on Indeed

<https://www.youtube.com/watch?v=HYBgnXs2wIQ>

Learn how to:

- Find jobs within miles of where you live
- Sign up for free job alerts
- Search for information about a company
- Save jobs to review so you can apply later
- Upload your resume

Using the ADVANCED feature on Indeed

- **Searching by Job Title**
 - Learn how to find jobs that are a better fit for you
 - <https://www.youtube.com/watch?v=CVvIFpfa1Go>
- **How to filter your results**
 - Learn how to filter out jobs that are NOT a fit
 - <https://www.youtube.com/watch?v=XwZFsR0Bhy8>

Using "My Indeed" to manage your job search

- Learn how to create an account, save jobs, receive email alerts, and add notes about job listings.
- <https://www.youtube.com/watch?v=DiK9ifXnUUUs>



Informational Interviews

An informational interview is a way to gain information about a particular job by talking to people who are working in that field. It is not a job interview. After research, it is the best way to learn about a position and gather information that often couldn't be learned any other way.

How to Start

- Ask friends and relatives to give you names of people they know who are working in a field that interest you. Assure them you are not asking for a job, but just want information. Be sure to ask if you can use their name.
- Email or call the person. Tell them your name and who suggested you contact them.
- Have your calendar ready to plan and confirm dates.
- Ask for a day and time to come in and talk to them for 15 to 20 minutes.
- Prepare your questions in advance. It is okay to take notes while you are conducting the interview. **there is a list of sample questions below*

Conducting the Interview

- Be ready to start early and take note of the time the interview actually starts.
- Ask questions from your prepared list of questions.
- Feel free to take notes, just be sure to inform them.

Closing the Interview

- Since you set up the interview, you are responsible for closing it. Watch the time. When the 15-20 minutes are up, thank the interviewer for his/her time.
- Remember to ask the person for a business card or assure you have their contact info, which will give you the correct spelling of her/his name and an email address for a thank you note.
- Also, ask for the names of other people in the business/industry you can talk to regarding the career. Be sure to ask if you can use their name when emailing or calling. You may also ask if it would be okay for you to email or call back if you have additional questions.

After the Interview

Review and note key learnings. As yourself questions like:

- What did I learn?
- Why is this person successful?
- What did I like about the career?
- What did not appeal to me?
- Is this the kind of work environment I want?
- Who do I need to email or call next?

Send a thank you note within 24 hours of the interview. You may e-mail your note or write it on a plain "Thank You" card, but it should be sent immediately.

SAMPLE EMAIL AND VOICE MAIL SCRIPTS

Email

Dear Mr. Leigh:

I am a technical professional and received your contact information from my friend Bob Smith who spoke highly of your expertise in the field of technical writing. I am interested in learning all I can about career paths in communications and what skills and experiences I should focus on gaining. Bob mentioned that you work as a Technical Writer and I would like to hear more about what you do. I would greatly appreciate the opportunity to meet with you in person for 15 to 20 minutes to ask you a few questions about your role at Company XYZ, as well as other types of work in your field. Please let me know if an in-person meeting will work for you and what day(s) and time(s) would work best for you. I look forward to hearing from you soon and if I do not hear back from you within a few days, I will follow up with a phone call. Thank you for your consideration.

Best,

Mona Mustang

Voicemail

Hello. My name is Sarah Benson. Sally Smith from the Art Department of C.S.U. suggested I call you. In the past, I worked as a Graphic Designer but have been pursuing other areas of interest over the last few years. I now would like to get back into the field and would like to learn about how I might use the skills obtained over the past few years back in the field of Graphic Design. I would appreciate meeting with you for 15-20 minutes to talk to you on an informational basis. Please let me know if a meeting is doable and what days/times would work for you. If not in person, we could set up a time to chat on the phone. Again, my name is Sarah Benson and I can be reached at (800) 222-0568. That number again is area code (800) 222-0568. I will follow up with an email as well. I appreciate your time and I look forward to connecting with you soon.

Sample Informational Interview Questions

Here are some questions you may want to ask in an Informational Interview. Choose only those most appropriate for each interview.

- * How did you get into this field/industry/position?
- * What qualifications/key skills are needed to do this job well?
- * What training/education/volunteer experience is helpful?
- * What personality traits do you think are needed to be effective in this job?
- * What are your duties and responsibilities?
- * What kind of tasks do you spend most of your time doing?
- * What do you like best about this job?
- * What is the most difficult aspect of this job?
- * Is your schedule flexible or set?
- * What types of work setting, or work conditions are there?
- * What is a typical workday like?
- * How can people advance in this field and how far?
- * What are some things you would need to do to continue to grow in your field?
- * What is the average starting salary in this field?
- * What surprised you about this position?
- * Do you ever utilize interns in this office?
- * What major changes do you see ahead in this field?
- * What advice would you give to someone wanting to break into this field?
- * Is there anyone else you can suggest I might talk to in this field?
- * What would you do differently if you had it to do over again?