

# The DO'S and DON'TS of JOB SEARCH

DO	DON'T
Prepare a cover letter and resume.	Forget to proofread/spell check both prior to sending them out.
Conduct research on companies in your industry and determine where you want to work.	Send resumes to companies that do not match your values or lifestyle.
Keep a spreadsheet of where you sent your resume with dates and contact information.	Send resumes to every single company on Monster.com.
Use all internet sites including: <ul style="list-style-type: none"> <li>a. National (Monster.com, Hot Jobs.com)</li> <li>b. Local ( jobboards.com, carrerboard.com)</li> <li>c. Industry (allretailjobs.com, accounting jobs.com)</li> <li>d. Company (lanebryant.com, cardhealth.com)</li> </ul>	Rely on just one site. Internet posting is expensive and some companies cannot afford the larger sites.
Set up "agents" on numerous sites.	Search the internet all day at work.
If you are not currently working in your desired field, post your resume on a couple internet job boards.	Post your resume if you already have a full time job in your industry. Unless... the site allows you to post confidentially.
Follow up with companies where you sent your resume. Send a quick e-mail reminding them you are still interested and reiterate your skill set (include your resume again).	Call/e-mail companies and leave desperate or rude messages.
Make yourself available with up-to-date contact information (school and permanent numbers). Make yourself available to talk during normal business hours.	Add an e-mail address that you never check.

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Answer your phone knowing it could be an employer. (If you are still sleeping at noon, please don't pick up the phone). Get voicemail or an answering machine.	Let your friends or roommates record unprofessional messages on your answering machine.
Once you get an interview, look at the company web site and read up on the latest news.	Rely on what you think you know about the company.
Look professional and put together for the interview. Target your outfit to the company.	Underdress or wear a fashion forward, trendy suit to an interview at a Big 5 Accounting firm.
Remember that first impressions mean a lot. Give a firm handshake and remain attentive.	Be timid and give a wimpy or sweaty handshake.
Be prepared to fill out an employment application. You will need your previous employer's contact information. Remember to use your best penmanship.	Write "see resume" on the application. If you are going to skip a section, ask permission.
Bring several resumes, a portfolio, your references, a notebook and your calendar/schedule.	Come empty handed.
Look the interviewer in the eye.	Look around the room or at the floor.
Sit up straight and remain calm.	"Fidget" or show your nervous habits.
Review a list of "frequently asked interview questions" and prepare answers.	Go to an interview without knowing what you want to say and how you want to sell yourself. The worst thing to say is... "I don't know."
Prepare a list of questions. Separate your questions for both the hiring manger (job related) and HR professional (company related).	Say, " I have no questions."
Record the names of those you interviewed with to send a thank you letter.	Call HR and say, "now who was the blond lady I met?"

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DO	DON'T
<p>Keep a positive attitude and an open mind! Your first job out of school will not be at a high level. BUT, you are getting your foot in the door. Do whatever it takes to get to the next level.</p>	<p>Show that you are angry, depressed or desperate for a job. Don't turn down a job because it is "beneath you." Everyone has to start somewhere.</p>
<p>Start looking at least 3 months in advance.</p>	<p>Wait until the day after graduation to start looking.</p>
<p><b>TELL EVERYONE YOU KNOW THAT YOU ARE LOOKING FOR A JOB.</b></p> <p>52% Internal            27% Networking            19% Schools (Students and Alumni)            13% Internet            10% Associate Referrals            10% Temp to Perm            10% Search Firms            8% Transfers            6% Rehires</p>	<p>Be embarrassed that you are not found a position yet.</p>