



***JOB SEARCH
DEVELOPMENT***

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DEVELOPING A JOB SEARCH PLAN

The Office of Career Services at Shawnee State University houses a variety of resources to assist you in developing your personal job search plan. You will find resources in the Career Library and software on the lab computers to be very helpful. To assist your planning efforts, the following summary highlights some of the primary topic you will need to consider.

SET ASIDE TIME

Searching for a job takes more time than you might imagine. The first task is to establish your goals. How many hours per week will you devote to your job search? Schedule those hours on your weekly calendar. Determine how many cover letters and resumes you will send out each week and how many interviews you will schedule each week.

BE DECISIVE

Carefully define your career objective(s).
Determine the geographic areas in which you are willing to work.
Calculate the income you are seeking.
Determine the benefits important to you.

DEVELOP, PURCHASE, OR GAIN ACCESS TO THE RESOURCES YOU WILL NEED TO CONDUCT YOUR SEARCH.

Resume(s)	Phone
Cover letter(s)	Fax
Interviewing skills	Copier
Computer	Postage
Stationary	Envelopes

Business apparel for interviews ▪ Funds for traveling to interviews ▪ Database/calendar for tracking status of job inquires ▪ Sources of information regarding job opportunities

RESEARCH SOURCES OF INFORMATION REGARDING JOB OPPORTUNITIES

Directories

Manufacturing ▪ hard copy version
Manufacturing ▪ databases on CD ROM
Telephone
Specialty ▪ business, education, health, social service, technical, etc.
Career Services and most libraries house these and other directories.

Internet

Visit Career Services for a list of relevant sites.
Explore selected comprehensive career-related sites on the Web.
Explore selected local, state and federal government web sites.
Explore corporate and agency web sites.
Visit the SSU placement bulletin [Bear Hunter online]
Access placement bulletins from other colleges and universities
Newspaper classified ads are easily accessed via the Web.
Use a search engine to access the telephone yellow pages

Job Search Literature

Career Services and most libraries house a variety of books describing job search techniques. These resources often list sources of information regarding job opportunities.

Network

People will assist you...if you ask!
Alert everyone you know to the fact that you are seeking employment.
Contact anyone who you feel may assist you in your job search effort.
Maintain regular contact with Career Services.
Register with the Ohio Bureau of Employment Services.

TAKE ADVANTAGE OF THE OFFICE OF CAREER SERVICES

Meet with a career counselor as needed.
Explore the services and resources housed in Career Services.
Utilize Career Library Resources.
Utilize Career Laboratory computers.

There are hundreds of career related web sites to choose from, but, try the following sites for starters.

Comprehensive Career and Job Placement Sites:

Monsters com: www.monster.com

Career Builder: www.careerbuilder.com

Job Web: www.jobweb.com

Yahoo: www.yahoo.com (check out “careers” and “yellow pages”)

Career Voyages: www.careervoyages.gov/

CareerOverview.com: www.careeroverview.com

SchoolSprings.com: www.schoolsprings.com

R12 Academics: www.jobs.k12academics.com

CareerPark.com: www.careerpark.com

Collegegrad.com: www.collegegrad.com

Newspaper Classified Ads:

Columbus, Ohio www.dispatch.com

Cincinnati, Ohio www.cincinnatiinquirer.com

Lexington, Kentucky www.lexingtonherald.com (note~ you need a space between “Lexington and Herald”)

State of Ohio Jobs: www.state.oh.us

Ohio Means Jobs.com www.ohiomeans.jobs.com

Plus Jobs Ohio www.ohio.plusjobs.com or www.ohioworkforce.org/

Ohio Department of Education www.ode.state.oh.us/jobs

Ohio Department of Job and Family Services: www.state.oh.us/odjfs (click Ohio Works.com)

Cincinnati Jobs:

www.superjobs.com

Federal Jobs:

www.usajobs.opm.gov/

www.fedworld.gov/jobs/jobsearch.html

www.nationjob.com/

US State Department: www.state.gov

Internships: www.internshipprograms.com

Cities and National:

www.bestjobsusa.com

www.cleveland.com/jobs/

www.cleveland.careerboard.com

www.columbusjobs.com

www.cincinnati.com/jobmatch

www.nationjob.com/dayton

www.co.franklin.oh.us/fc/content/employment.cfm

www.dice.com

▪ Links to these web sites can also be found on the Bear Hunter Online within the Career Services web page. (www.shawnee.edu)

GRADUATE SCHOOLS

Graduate school admission and assistantship information is included in graduate school catalogs. These catalogs are available on-line at College Source, a virtual library with over 25,000 college catalogs in full cover-to-cover, original page format, representing 2-year, 4-year, graduate, professional and international schools.

Please follow the instructions listed below to access College Source:

- Link provided for College Source through the Career Services Bear Hunter online (Graduate Assistantship section) or,
- Enter an Internet Search Engine (ex. Yahoo, Hotmail, Google, etc.)
- At search – type College Source
- If using the address bar, type <http://www.collegesource.org> and click enter
- Enter the College Source online web page
- Search for college by name or search alphabetically by the list provided.
- Proceed as appropriate.