Organizing Your Job Search Process

Nikki Barnett, Senior Career Consultant for Alumni
Thursday, March 6 from 6 - 7pm
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Alumni Career Services

• Individual Consultation
  – Personality Assessments (MBTI & Strong)
  – Resume & Cover Letter Writing
  – ZebraCAN: Career Advising Network Matching Program
  – Career Changers & Professional Enhancement

• Workshop and Webinar Series
• ZebraNet: SBU Job Search Engine
• Online resources
Goals of the Workshop

• Myths, fears & barriers
• What are employers looking for?

• What’s your game plan?
• Creating an action plan…
• What’s in your job/internship toolbox?
• College degree, alone, will get me a full-time job.
• *ALL jobs are asking for 2-3 years experience.*
• I have to be 100% certain about my career path, before starting a job search.
• *A ‘perfect’ job is “out there” for me.*
• *One resume for all positions.*
• Graduate school is a GREAT option until the economy gets better.
FEARS

• Nobody is going to hire me.
• It’s too late to gain experience.
• My major is too broad; I can’t do anything with it.
• My major doesn’t match with my interests, anymore…
• I don’t have anything to put on my resume.
• I don’t know where to start.
Potential Barriers

- Lack of career knowledge or experience
- Lack of self-awareness
- “Analysis paralysis”
- External influences
- Internal factors
- Not giving up the “dream”
- No plan or the wrong plan
- Procrastination, due to fear
- Eliminating, before considering
What do employers want?

“Jobs are made up ‘skills’ you use, for a certain % of time throughout your day.”

What are employers looking for?

EXPERIENCE

• Critical Thinking & Analysis
• Research & Presentation
• Organization
• Communication (with peers and superiors)
• The ability to work well with others
• Writing Skill
• An understanding of human behavior
• The ability to empathize
Long term vs. short term planning
What’s your GAME PLAN?

- How systematic is your approach?
- What are your parameters?
- How do you measure your progress?
- How many hours have you dedicated to your search?
- Are you using your “network” effectively?
Keeping Score

Before you have interviews or offers, how do you know if you’re making progress in your search?

• **Hours** your spend on job search
• **Letters** you write and mail or email
• **Conversations** you have about your job search
• **Conversation** you have with *decision makers in target organization*
Total number of hours per week you spend on:

- Research and planning
- Letter writing
- Administration
- Talking to people on the phone and in person
• 25 to 35 hours
• 15 to 30 total contacts
• One or two new decision makers
• Follow-up contact with decision makers
• Five to 50 letters, notes, and emails
Developing an Action Plan

1) Define your **professional objective**.

2) **Create a target** list of companies

3) Develop your **core message**
   - Resume writing
   - Informational conversations with network
   - Formal job interviews
Creating your Target List

Use ZebraNET & Glassdoor

- Check company websites (employer directory)
- Job/internship postings (Search engine)
Target Experience: ______________
Location(s): ________________
List of Companies: ______________

How will you market yourself?
• Informational Interviewing & Networking
• ________________

Action Steps: ________________
**ZebraNet - Alumni Login**

Alumni should now use this page to login to ZebraNet. Please update your bookmarks.
For further assistance, please contact our office at (631) 632-6810.

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- Username: 
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Click here to register

Forgot your password?
Nikki Barnett
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Current: Stony Brook University, Career Center
Previous: Stony Brook University, Career Center, Career Coach & Counsellor
Education: State University of New York at Stony Brook

500+ connections

Activity

Share an update...

Nikki Barnett is now connected to Joyce Edgar Welling, Associate Dean for Finance and Administration, Stony Brook University, Rosalie Polanco, Career Counseling Intern, Stony Brook Career Center, and 4 other people.

4 hours ago

Say congrats on the new job!

Nikki Barnett
Senior Career Consultant for Alumni

Who's Viewed Your Profile

9
Your profile has been viewed by 9 people in the past 3 days.

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Increase Career Knowledge

www.onetonline.org

www.bls.gov/ooh
Job Search Toolkit

- Resume and Cover Letter (Tailored)
- Linkedin Profile (100% complete)
- List of companies you are targeting
- Clean up Facebook
- 60 second commercial (your pitch)
- References
- Business Cards
Top 10 Reasons

Why people take too long to find jobs:

1) Don’t put efforts into job search
2) Waste time on unproductive activities
3) No way to measure progress
4) Don’t know what they are looking for
5) No target list
6) Don’t define personal job market
7) No systematic approach
8) Only pursue announced job openings
9) Don’t realize the search in a numbers game
10) They go it alone
What I hope you learned

• Myths, fears & barriers
• Functional skills & career clusters

ZebraNet: SBU Job Database
• How to increase your career knowledge
• How to create an action plan…