“OK, wow me. Then impress me. Then dazzle me. Then maybe a little sadness. Then wow me again.”
Overview

- Managing your job search
  - Traditional Strategies
  - Assertive Strategies

- Interviewing
  - Common Questions
  - Situational-based Questioning
  - Follow-up

Hey! Remember this great chart from the 90s?
Managing your Job Search
4 Stages of a Job Opening

**First Stage**
No job opening, but employers always looking for good employees.

**Second Stage**
The need is clear; the insiders know; but no action is taken.

**Third Stage**
Job is now “open.” Referrals desired; applications being accepted.

**Fourth Stage**
The opening is advertised; a thundering horde of job seekers appears.

As time passes, more people who become known to employers get hired, which is why most jobs are never advertised.

Source: The Very Quick Job Search by J. Michael Farr (JIST)
Traditional Job Search

- Searching websites and posted information for position openings:
  
  Professional Organization Website
  Company websites
  Job Search Websites
  indeed.com
  higheredjobs.com
  missourijobsnetwork

Yields 15-35% return
Traditional Strategies

- Get your resume/CV cover letter noticed
  - Apply for the right jobs
  - Be specific when applying for each job
  - Organize based on posting/institution
  - Target the posting/institution in your cover letter
  - Use good design strategies

- Follow up!!
Assertive Job Search

Identify organizations where you WANT to work:
- Google it
- Volunteer Work
- Professional Associations
- Conferences
- Your Network
- LinkedIn

Yields 70-80% return

You have got to be more assertive, you can't just say "cock-a-doodle-maybe-do"
Assertive Strategies

- Make direct contact
  - Recruiters
  - Decision makers
- Build relationships
- Utilize technology
  - Google news alerts
  - Company newsletters
  - LinkedIn
- Practice good communication
8 Tips for Job Search Success

- Take at least one step daily
- Go out there and be flexible
- Spend a lot of time networking
- Keep a record
- Broaden your geographic boundaries
- Plan to work harder than you thought
- Know your market and research institutions
- Manage your mindset
Final Thoughts

• Until you have a job, getting a job is your job

• The process is LONG (expect 3-9 months)

• Keep your head up, managing your mindset is the most difficult of the job search process

• When it rains, it pours

• YOU ONLY NEED ONE

"Well done - you're hired, Mr. Robinson!"
Interviewing Tips

- The Interview Process
- Commonly Asked Questions

“Besides caring too much? I'd probably have to go with Kryptonite.”
The Interview Process

- Screening Interviews vs.
- Hiring Interviews
Commonly Asked Questions

- Tell me about yourself?
  - Be memorable
  - Be purposeful
  - Be authentic

- What are your greatest strengths?
  - Be specific
  - Provide context

- What is an area for improvement?
  - Be honest
  - Show plan for improvement
Tell me about a time when...?

S
Situation

T
Task

A
Action

R
Result
Closing with Impact

- Questions to ask
  - Current events
  - Culture
  - Career growth
  - Measures for success
  - Spontaneous questions

- Following-up
QUESTIONS?