

Guide to Landing a Job.....

Here's how to get started

It's a Job to Get a Job

- Just like everything else in life, what you put in is what you get out
- Be disciplined – set up “office hours” where you’ll work on this every day until you have job offers and ultimately your ideal role
- Check out www.e.ggtimer.com – focus on this task for 45 minutes, take a break – go back at it

Linked-In is Key to Job Hunting Success

- Recruiters LOVE LinkedIn – make sure you have a strong presence on this website
- Free or paid version? Free should work fine
- Main points to cover:
 - Profile
 - Groups
 - Connections

Your LinkedIn Profile

- Photo – Include a decent head shot
- Make sure your profile is up to date and includes responsibilities and accomplishments
- Include Education, Previous Work Experience, and Objective
- Skills & expertise – “key words” so that you’re found when someone does a search

LinkedIn: Groups & Connections

- Connections – invite as many as you know to connect with you
- Groups – each user is allowed 50 groups – this will help with the connections
 - Professional associations (AIChE for chemical engineers, ACS for chemists, etc.)
 - University groups
 - Business (ex-Pfizer, etc.)
 - Outside interests (hobbies, sports, etc.)

More Great Stuff about LinkedIn

- ◉ Use this site to find out about companies and their employees
- ◉ When you are invited for an on-site meeting, be sure to use LinkedIn to learn more about the interviewers
- ◉ Get involved in online discussions (or at least “listen” to others)

Your Internet Presence

- ◉ Have you Googled yourself?
- ◉ Is your Facebook public or private?
- ◉ Do the links work on your resume?
- ◉ If you have a private website – ensure that the content is clean & conservative

Resume: Marketing Tool

- Make sure all contact information is accurate
- Include past responsibilities & accomplishments
- Spell check!
 - Send to 5-6 colleagues and have them edit as well
- Send out as a PDF file (to avoid all of the red lines that pop up in MS Word)

References

- Employers typically want three professional references
- Follow this format:
 - Name, Current Title & Contact Info
 - Include when and where you worked with them
- Be sure to contact references before providing their references
 - Ask your references what they'll say about you

Where are the jobs?

- ⦿ Check out your university's career center
- ⦿ Associations – check out jobs posted or share resume
- ⦿ Set up searches on simplyhired.com or indeed.com or jobfox.com
- ⦿ Connect with recruiters in your field (identified on LinkedIn!)

The Fastest Way to Get a Job

- ◉ Be diligent and focused
- ◉ Follow-up & communicate
- ◉ Be completely open-minded
 - Geography
 - Industry
 - Full time or contract

Now that you've landed your new job...

- Be sure to thank those who have helped you along the way
- Update your LinkedIn profile with the new details
- At your new position – work on building your resume and learn as much as you can about different areas of the business