

The Job Search = A House

Like a house, your job search needs structure. Too many job hunters fail to build their “house” completely and go about their search in a haphazard, disorganized fashion. Unstructured job searches rarely yield results. Use the following ‘building pattern’ to organize your “house.”

The four steps of the Newhouse Career Development Center job hunt:

STEP 1: FOCUS is the FOUNDATION.

The job hunter must take the time to identify skills and other factors he/she wants to use on the job; identify types of places that provide those opportunities and identify a particular geographic location (or two) he/she is most interested in. Narrowing down options by using your interests, skills and strengths is ESSENTIAL to the job search. If you do not build your foundation, you’re job search has no basis and will collapse.

STEP 2: The TARGET LIST is the WALLS/STRUCTURE.

Using your focus and geographic market, create a list of 20 to 30 places (specific company names) that fit your criteria. This gives the job search purpose and direction. If you don’t build your target list and give yourself structure, you will resort to passive methods like answering classified ads or sending out unsolicited resumes (both ineffective job hunting methods).

STEP 3: RESEARCH is your ROOF.

Find out everything you can about the 15 to 20 companies on your target list. Read, watch, listen, search. This will “cover” you when you begin talking with contacts. Doing research and knowing your stuff will give you something to discuss with networking contacts (as well as impress them) AND it will set you apart from other job hunters, while demonstrating your seriousness and focus.

STEP 4: NETWORKING is the WINDOWS.

Contacts open up “windows” in your job search. They share information, get to know you and can let others know you exist. They’ll also offer job leads when they know of them and can get resumes to the right people. It’s YOUR responsibility to get as many windows or contacts in your job search. Always ask a contact for another name. Windows (contacts) will let you in (job).

Note: Make sure you have your house in order BEFORE you start networking.

