

The Job Search Process Pathfinder Worksheet

Instructions: For each stage of the job search process, locate the necessary resources.

1. Establish Your Career Objective

What You'll Hear from Job-seekers:	Goals/Tasks:
<ul style="list-style-type: none"> ● I really don't know what I want to do. ● I majored in ____ but I'm really good at _____. ● I want to do something that makes me happy! ● If I have to do the same boring thing one more day on my job... ● How can I be sure the job pays the type of salary I need to support my lifestyle? ● Will I have to go back to school if I want to change jobs? ● Will my skills, interests and values match the job? 	<p>Self-assessment</p> <ul style="list-style-type: none"> ● Personality ● Aptitude ● Interests ● Values ● Identify personal skills and abilities <p>Career exploration</p> <ul style="list-style-type: none"> ● Research career types ● Research industries ● Research geographic locations ● Understand the career requirements <p>Career preparation</p> <ul style="list-style-type: none"> ● Academic - major, classes, projects ● Vocational training ● Special certification ● Extracurricular - activities, clubs, leadership, sports ● Experience - work, internships, volunteering

Locate Resources:

a. Internet

list your resources here, expand space as necessary

Online Resources provided by the State Library to all libraries in South Dakota

(<http://library.sd.gov>)

- Learning Express Library—utilize career practice exams to explore careers.

Free:

- South Dakota job information: South Dakota Department of Labor & Regulation: <http://dlr.sd.gov/>
- Online Career Assessment Tools Review for Job-Seekers, Career-Seekers (www.quintcareers.com/online_assessment_review.html) This website offers brief descriptions and ratings of most of the online assessment websites along with the cost (if any) to take the test. Very thorough.
- Occupations and Career Exploration (<http://jobsearchtoolkit.pbworks.com/Getting-Started>) General information on all aspects of the job search process.
- Keirseley Temperament Sorter-II (KTS-II) (<http://www.keirseley.com>) The Keirseley Temperament Sorter-II (KTS-II) is a widely-used personality instrument. The personality instrument uses 70

questions to help individuals discover their personality type. The KTS-II is based on Keirsey Temperament Theory developed by Dr. David Keirsey.

- Self-Assessment Exercise, Holland Occupational Themes (<http://eslmi03.esc.state.nc.us/soicc/planning/c1a.htm>) Based on the theory of John Holland, Ph. D., people with the same or similar interests are often found in the same work environments. A short checklist activity provides you with a three-letter Holland code.
- Career Briefs (<http://eslmi03.esc.state.nc.us/soicc/info/briefs.htm>) You can then learn about occupations with related interest (Holland) profiles. Career Briefs offers results in English and Spanish.
- Career One Stop Portal (<http://www.careeronestop.org>) occupation profile includes occupation description, state/national wages, and state/national trends. Also included are videos, education and training information and licensing requirements.
- O*Net (<http://www.onetcenter.org>) listing of 900 occupations; searchable by skills, interests and work values. Can use O*Net to find career terms to use when writing a resume.
- My Next Move (<http://www.mynextmove.org/>) designed for students, young adults, first time workers and others to learn about careers through O*Net. Provides a one-page report for the selected occupation. (from the U.S. Department of Labor)
- CareerOneStop Worker ReEmployment Portal (<http://www.careeronestop.org/ReEmployment/>) connects workers to resources for training, reemployment, career planning, financial and emotional assistance.

b. Print/DVDs/Other

- Career Cluster DVD's—SD State Library has 16 Career Cluster videos. Libraries can request via ILL.

c. Library Services and Workshops

list your resources here, expand space as necessary

d. Community Resources and Services

list your resources here, expand space as necessary

- One-Stop Career Centers (<http://www.servicelocator.org/> service locator by zip code)
- Local mental health agencies (for locations by state, the Mental Health Services Locator (<http://store.samhsa.gov/mhlocator>))
- Personal finance and nutrition, SDSU Extension (<http://igrow.org/healthy-families/>)
- Local businesses and chambers of commerce
- Computer user groups, for assistance with computer classes and individual coaching
- Retired teachers and high school counselors, for assistance with checking resumes, cover letters, and job applications
- Local chapter of AARP (<http://www.aarp.org/giving-back/volunteering/>)
- Service Corps of Retired Executives (SCORE) (<http://www.score.org/index.html>)
- Public and private schools, colleges and universities in your community
- Civic organizations such as Rotary, Lions Club, Kiwanis, Civitan, etc.

- Faith based organizations: Grace Cathedral Ministries, LSS

2. Prepare Job Search Tools

What You'll Hear from Job-seekers:	Goals/Tasks:
<ul style="list-style-type: none"> • I need to create/revise my resume/cover letter. • I need to send my resume electronically. • I need to attach my cover letter. • I need to fill out an online application. 	<ul style="list-style-type: none"> • Resume • Cover letters • References and letters of recommendation

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- Learning Express Library--Job Search and Workplace Skills
- Ebooks on EbscoHost (formerly Netlibrary)—resumé books
- Gale Virtual Reference Library (Encyclopedia of Small Business)
- ProQuest—business journals, professional journals
- World Book Discover, Life Skills, Employment
- World Book Online Reference Center, How to...

Free:

- SD Dept. of Labor & Regulation, Job Seekers (<http://dlr.sd.gov/jobseekerservices/default.aspx>)
- Jobstar.com (<http://jobstar.org/tools/resume/res-what.php>) Clear and detailed explanation on the importance of resumes.
- Susan Ireland Resumes (<http://susanireland.com/sampleresumes/format/index.html>) Samples of resumes by format. Provides samples of the three different types of resumes.
- The Damn Good Resume (<http://www.damngood.com/sampleresumes/index.html>) A book of sample resumes and cover letters, by author Yana Parker.
- The Riley Guide-Sample resume (<http://www.rileyguide.com/eresume.html>)
- The Riley Guide – Cover Letters & Other Correspondence (<http://www.rileyguide.com/cover.html>)
- Job-Employment-Guide.com – Resignation and Resign Letters (www.job-employment-guide.com/resign-letters.html)
- Emurse (<http://www.emurse.com>) builds resume for free that will download to word, requires an e-mail address to register
- Career One Stop Portal (<http://www.careeronestop.org>) Resumes and interviews section provides tutorials and resources. Includes a resource to translate military experience to civilian jobs.
- My Skills My Future (<http://www.myskillsmyfuture.org>)
- Basic Computer Training (<http://alalarning.org/2010/09/25/5-library-sources-for-quick-computer-training/>)

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3. Find Hiring Companies

What You'll Hear from Job-seekers:	Goals/Tasks:
<ul style="list-style-type: none">• Which companies would hire a person with my skills and interests?• I need to narrow my job search.• What types of jobs might I find in a field of work (hospital, university, etc.)?	<ul style="list-style-type: none">• Identify employers• Build and activate a career network• Utilize employer research materials• Attend job fairs• Attend conferences and seminars in field of interest• Prospect and follow up on referral leads

Locate Resources:

a. Internet

Online Resources available at the State Library (<http://library.sd.gov>)

- ReferenceUSA—local librarian can contact State Library with questions

Free:

- Job-hunt.org—Finding Employer Websites (http://www.job-hunt.org/findingjobs/findingjobs_employers.shtml) Job search resources by industry, profession, and/or location.
- Riley-Guide – Research & Target Employers & Locations (<http://www.rileyguide.com/research.html>) Find information on employers and organizations to prepare for an interview or before applying for a position.
- Riley Guide – Sites with Job Listings (<http://www.rileyguide.com/jobs.html>) This page connects you to 50 pages of job resources, starting with the more general resources and moving through location or audience-specific listings to the occupation and industry resources.
- JobHuntersBible.com – Industry Research- (http://www.jobhuntersbible.com/jobhunting/sec_page.php?sub_item=019) Obtain news about a given field or industry, discover trends, professional pay scales, names of associations in the field, schedule of meetins or networking events, and so on.
- JobHuntersBible.com – Company Research (http://www.jobhuntersbible.com/jobhunting/sec_page.php?sub_item=147)
- Monster (<http://www.monster.com>)

- CareerBuilder (<http://www.careerbuilder.com>)
- Craigslist (<http://craigslist.org>) Search for jobs locally and nationally—especially good for finding jobs from small and mid-sized companies.
- Indeed (<http://indeed.com>) This search engine searches job sites, newspapers, associations and company career pages.

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4. Network (Social and Face-to-Face)

What You'll Hear from Job-seekers:	Goals/Tasks:
<ul style="list-style-type: none"> • Where can I find the names of the hiring managers of this company? • Who can I speak to learn more about what a ____ really does on the job (informational interviews)? • How can I find my old manager who has since left my former employer? 	<ul style="list-style-type: none"> • Make contact • Learn about organizations • Request and confirm interview

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a. Internet

Online Resources available at the State Library (<http://library.sd.gov>)

- ReferenceUSA—local librarian can contact State Library with questions that ReferenceUSA can answer

Free:

- LinkedIn (<http://www.linkedin.com>) LinkedIn has over 48 million members in over 200 countries and territories around the world. Members are linked to potential clients, service providers, and subject experts who come recommended by other members.
- Networking For Professionals (www.networkingforprofessionals.com) Networking For Professionals is a business networking organization that combines online business networking and real life events. Free memberships are available for certain areas.

- Career and Social Networking (http://jobsearch.about.com/od/onlinecareernetworking/Career_Social_Networking.htm)
Career and social networking online resources. Where to network online as part of your job search and how to use a social network to help land a job.

Internet Articles

- 7 Secrets to Getting Your Next Job Using Social Media, by Dan Schwabel, Mashable.com (<http://mashable.com/2009/01/05/job-search-secrets/>)
- How to Find a Job on Twitter, by Sarah Evans, Mashable.com (<http://mashable.com/2009/03/13/twitter-jobs/>)
- How to Get the Most Out of LinkedIn, by Brian Wallace, Mashable.com (<http://mashable.com/2008/11/02/reexamining-linkedin/>)
- Leveraging Social Media in a Nonprofit Job Search: Q & A with Beth Kanter, Author of Beth's Blog, by Bridgestar and Beth Kanter (<http://www.bridgestar.org/Library/LeveragingSocialMedia.aspx>)
- Professional social networks that take on LinkedIn, by Don Reisinger, CNET.com (http://news.cnet.com/8301-17939_109-10296752-2.html)
- Search Me, by Scott Westcott, Philanthropy.com (<http://philanthropy.com/article/Search-Me/56931/>)
- To Blog or Not to Blog: How Blogging and Social Networking Can Impact Your Job Search by Alison Doyle, About.com (<http://jobsearch.about.com/od/jobsearchblogs/a/jobsearchblog.htm>)
- Twitter, Facebook, Digg: Can You Join Too Many Networks?, by Dan Schwabel, Mashable.com (<http://mashable.com/2008/12/16/choosing-social-networks/>)

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5. Interview

What You'll Hear from Job-seekers:	Goals/Tasks:
<ul style="list-style-type: none"> • How do I prepare for an interview? • What types of questions might they ask me in an interview? • How should I respond to difficult questions about my past jobs? 	<ul style="list-style-type: none"> • Prepare for the interview • Phone interview • Company-site interview

Locate Resources:

a. Internet

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- Learning Express Library--Job Search and Workplace Skills

Free

- CareerPerfect.com (<http://www.careerperfect.com/>) Interview Advice (www.careerperfect.com/content/job-interview-questions-delay-accepting-offer)

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6. Job Offer

What You'll Hear from Job-seekers:	Goals/Tasks:
<ul style="list-style-type: none"> • Do you have some sample thank you letters for the interview? • Am I supposed to send a letter of acceptance? • How do I negotiate a higher salary? 	<ul style="list-style-type: none"> • Post-interview follow-up • Job offer negotiation • Accept and begin a new job!

Locate Resources:

a. Internet

- CareerPerfect.com (<http://www.careerperfect.com/>) Interview Advice (www.careerperfect.com/content/job-interview-questions-delay-accepting-offer)
- Career Services & Virginia Tech (<http://www.career.vt.edu/JobSearchGuide/AcceptingOffer.html>) This website offer excellent examples of letters of acceptance and withdrawal from the job search. It also includes topics such as:
 - Acknowledging a job offer, neither accepting nor declining (<http://www.career.vt.edu/Jobsearc/Acknowledg.htm>)
 - Requesting an extension of deadline to accept/decline offer (<http://www.career.vt.edu/JobSearchGuide/Extension.html>)
 - Declining a job offer (<http://www.career.vt.edu/JobSearchGuide/DecliningOffer.html>)
 - Ethical issues related to accepting a job offer (<http://www.career.vt.edu/JobSearchGuide/EthicalIssues.html>)
 - Juggling job offers: you've got one, but you want another (<http://www.career.vt.edu/JobSearchGuide/MultipleOffers.html>)
- Monster.com-Job-Offer Evaluation Checklist by Paul W. Barada (<http://career-advice.monster.com/salary-benefits/Negotiation-Tips/Job-Offer-Evaluation-Checklist/article.aspx>) This web page helps job seekers to create their own job offer evaluation checklist.
- Job Acceptance Letter – Letter Accepting a Job Offer, by Alison Doyle (<http://jobsearch.about.com/od/careeradviceresources/qt/jobaccept.htm>)

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