An Introduction to the Job Search

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Introduction & Overview

- Introductions & Activity
- Reflections
- What companies want
- Where the jobs are
- Job search tool box
- Developing a strategy
- The follow up
- Before you take the job
- Expected behavior
Activity
Before you begin...time for reflection

- What are your interests?
- What do you want to do?
- What skills do you have?
- Who do you want to work for?
- Where do you want to live?
What companies want...

- Positive attitudes toward work
- Good communication skills
- Good people skills
- Confidence
- Critical thinking & problem solving skills
- Flexibility
- A “go-getter!”
- Teamwork
Where jobs are listed…

- Newspaper Want Ads
  - BC, DDT, Clarion Ledger

- Internet
  - monster.com, jobs.net, 123getajob.com

- Connections with other people
  - Friends, family, co-workers, etc.

- Placement Services
  - Simmons & Associates

- Temporary Services
  - Professional Staffing

- Job Centers
  - Win Job Services
Your “job search tool box”

- Nice professional clothes
- Application
- Resume
- Cover Letter
- Transportation
- Thank you note
Developing your job search strategy.

- Know your strengths & weaknesses
- Pick a convenient day
- Dress up
- Go by yourself
- Be mindful of the employer’s time
- Shake hands
- Be thankful
- Follow up appropriately
The follow up…

- Ask when they will be making a decision
- Send a thank you note
- DON’T call until they tell you to
- 1 week is a good rule
Before you take a job...

- Is the company / offer legitimate?
- What is expected of you?
- Can you do the job?
- Can you get to work?
- Can you arrange childcare?
- How much does it pay?
- What are the “benefits?”
- If you accept the offer, you are expected to take it!
- Don’t be too anxious to take the 1st offer
Expected Behavior in the workplace

- Be honest
- Be reliable
- Be willing to work
- Be respectful
- Be willing to learn
- Be willing to change
- Keep job separate from social & personal life
Questions? Comments?

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