

THE BRIDGE

Connecting Pitt-Greensburg students with career advice & opportunities

Job Search Strategies in an Uncertain Economy

Normal Job-Search Suggestions

- Job-search materials should be up-to-date
- Attend job fairs & networking events
- Register on reputable job-search websites
- Research jobs in your field and related fields
- Contact Career Center or Career Link for assistance

What more you can do...

- Realize that you may have to devote even more time to your job search—it probably won't happen right away
- Find jobs to tide you over in the meantime (side jobs can lead to careers)
- Focus on your interviewing skills—PRACTICE!
- Make the most of your contacts
- Carefully look at the companies you're considering

What more BEYOND that...

- Consider Relocation (what geographic areas are hiring in your field?)
- Look for opportunities at your current company (Advancement/Alternate Department—what more can you do to get where you want to be?)



Dilemma: How do I gain experience when I can't find a job in my field?

Solution: Find your ladder to get over the wall! Some suggestions (page 2 & 3)

Turn an Internship into a Career Position

It's often easier to pick up an internship or a summer job these than days than a full-time career position. But a temporary job can lead to a regular position, particularly if you make the right moves. Here are some tips that may help you move from a temporary position to a permanent job.

- Dress and Act Like A Professional
- Interact with Colleagues and Superiors
- Stand Out and Show Initiative
- Try to Obtain Helpful Work Assignments

- Try to Enrich Your Resume
- Seek Evaluations
- Keep in Touch

Minichart prepared by the Career Opportunities News, Ferguson, An imprint of Facts on File, Inc. March/April 2004

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Web Resources



www.indeed.com

UPG JobNet

<http://www.upgjobnet.org/>

AMERICORPS

National network of programs where Americans work every year in service to meet various community-related needs. (www.americorps.gov)

There are many things that you can do to get involved in service to your company and gain great experience in the process. Some areas of focus may include:

- Environmental Action & Research
- Educational Programs & Initiatives
- Human Service & Counseling Activities

Programs: NCCC, Vista, State & National

Check out www.americorps.gov for details and how you can get involved, utilize your education, and start gaining valuable experience!

Education awards may also be earned after term of service is completed.

For local opportunities: Check out www.pmsc.org Pennsylvania Mountain Service Corps or Scholars in Service at the University of Pittsburgh at Greensburg. See Career Services for details.



Skills Employers Are Looking For

- **Communications Skills:** Ability to listen, write, and speak adequately
- **Analytical/Research Skills:** Capability to evaluate situations, gather information, and recognize issues that need to be addressed
- **Computer/Technical Literacy:** Basic understanding of computer techniques such as processing, spreadsheets, and email
- **Flexibility/Adaptability/Managing Multiple Tasks:** Ability to complete multiple assignments, set priorities, and adapt to changes
- **Interpersonal Abilities:** The ability to relate to co-workers, persuade others to get involved, and reduce conflict with co-workers.
- **Honesty/Integrity:** These characteristics permits effective leadership skills to progress and allows the employee to build on a trustworthy relationship with his or her superiors, which is very important due to the recent corporate scandals.
- **Dedication/Work Ethic:** Employers are looking for people who love what they do and will not quit till the job is done.
- **Problem Solving/Reasoning/Creativity:** Ability to solve problems using creativity, reasoning, past experiences, and additional information and resources
- **Teamwork:** Having the skill to work with others in a professional manner in order to achieve a common goal.
- **Planning/Organizing:** Ability to design, plan, and organize projects in an appropriate time frame

Things to Consider—Career Strategies

- **Gain experience in your field**
- **Remain competitive**
- **Join a Professional Association for networking opportunities**
- **Graduate Degree: Does your career look for post-bachelorette education?**
- **Use multiple strategies in your job search**
- **Determine alternatives that will be marketable when the field opens up = Transferable Skills**

WARNING! FRAUDULENT JOBS—How Can You Tell?

During these challenging times, we also want to warn you about fraudulent/deceptive job postings. Here are some tips that the job may not be real or as good as it seems. Were you asked to:

- Give your credit card or bank account information?
- Send a payment? OR did you receive a large unanticipated payment/check?
- Use your bank account? Was this in connection with an incentive of some kind?

Job announcements with conditions such as these could be seen anywhere and it is best to be on your guard for scams and offers that appear “too good to be true”. You could find them on the Internet, in your email, in the mail...anywhere. They always say, “buyer beware”...well, now it is Job Seeker...BEWARE!

It is best to research these offers and postings and find out more about the company, the product, or the individual representing the offer.

Adapted From NACElink

How Do I Find Out What Careers Are Booming?

There are several ways to research a career area to learn more about salaries, occupational statistics regionally and nationally, and to find out what is involved in preparing for the career.

Some places to check out...

1) Websites

- Occupational Outlook Handbook—<http://www.bls.gov/oco/>
- America's Career Info Net—<http://www.acinet.org/>
- U.S. Department of Labor, Bureau of Labor Statistics—<http://www.bls.gov/>

2) Attend a job fair—you can talk to employers and do some networking and research at any point

3) Shadow or do an Informational Interview with an employer

4) Talk to your resources—Faculty/Advisors/Career Counselors/Parents

