

# Job Search

AT A GLANCE

MORAVIAN  
UNIVERSITY

Center for Career  
& Civic Engagement

## Make the Job Search Your #1 Priority



MAKE  
A PLAN



SCHEDULE  
YOUR TIME



BE  
PROACTIVE



STAY  
PERSISTENT



DEFINE YOUR  
CAREER  
GOALS

## Tips for a Successful Job Search

### Where to Look

Searching for jobs can be very daunting. Thankfully, there are a **multitude of resources that can help** you along your job search. Meet with Center for Career & Civic Engagement (CCCE) staff to discuss your job search by scheduling an appointment or stopping by during office drop-in hours. Besides coming into the CCCE, be sure to look at:

- Handshake—All internship opportunities and full-time job postings are posted through this site.
- LinkedIn
- Referrals or people you know who work in that desired company.

**Use Jibber Jobber:** <https://www.jibberjobber.com/login.php> to keep your job search organized. Know when you applied to a company, what position you applied for, and when to follow up about your application (normally after two weeks). Also keep track of who you are networking with throughout your job search process.

## Networking

- **Register and participate in the online tool, LinkedIn:** It is a very productive way to identify employers, alumni groups, industry affinity groups, etc.
- Network for information, not just job leads: information might include trends, skills, names of contacts, etc. The most effective strategy for landing a job is networking (**78%**) and employee referrals (**65%**) – a direct result of networking.
- Build connections with employers who have strong relationships with the CCCE and overcome your reluctance to ask people for help (especially those you don't know). Alumni from Moravian are often more than willing to help even though they don't know you.
- **Cold vs Warm Networking:** **Warm Networking** being the traditional form of networking, where you use family, friends, mentors, and others you know to get into contact with others. **Cold Networking** "Involves contacting someone without having any established or preexisting relationship versus warm networking" - NACE.
- Attend your institution's networking events, including any career or internship fairs.

## Explore All Options

- Consider alternative work sectors and organizations that could relate to your career goals. For example, a finance major may want to research and apply to government or health care organizations rather than financial services.
- Keep an open mind about options and employers and cast a wide-net. Have you thought about working for a nonprofit organization ([www.idealists.org](http://www.idealists.org)) or checking out temporary agencies as a gateway into organizations or fields of interest?

- **Research:** Are there cities where the job market is particularly booming? Are there cities that have employment opportunities in your specific career field? Be sure to keep in mind cost-of-living adjustments.
- Apply for positions that are listed as “temporary”. Don’t overlook them because you want something more permanent. Temporary jobs may or may not be extended longer and may lead to other opportunities within and outside the organization.
- Many states and federal agencies are losing “baby boomer” employees to retirement. Even with budget cuts, many of these positions need to be replaced ([www.usajobs.gov](http://www.usajobs.gov)). BUT, be mindful of the differences in applying for federal jobs (i.e. resume format). Visit the **CCCE** for assistance in creating these documents.

## Job Trends

- **1. Applicant Tracking Software (ATS)** is being used to scan resumes, once submitted by an applicant. Over 50% of recruiters - nationwide - use ATS to retrieve resumes of qualified applicants. [According to Forbes, 2022]
- **2. Remote work is here to stay** 65% of jobs are flexible between in office and at home, according to Forbes. 37% are entirely at home, according to Indeed.
- **3. Video** is the preferred method for conducting interviews, especially for first and second round interviews.
- **4. Due to the current labor shortage**, employees have more leverage in their job search, negotiations, and whether they can work remote or hybrid. Know what you want and how to professionally ask!
- **5. Employers are looking for diverse candidates**, who bring to the table a globally minded set of experiences and intentions. Don’t pass up opportunities to gain experience and network while in college, as you will see more doors open than shut.

## Remember...

### Have a Positive Attitude

- Dream big but create back up plans.
- Be optimistic and persistent: employers still respond to job seekers who make the extra effort to write follow-up thank you notes and continue to reconfirm interest- even when the hiring process gets protracted. Position yourself as the candidate who wants the job the most!
- Hiring decisions are based on your ability to DO the job, how well you work with the team, how likable you are, and your interest in the organization. Put your best foot forward whenever you have a chance.

### Thank You Notes Go a Long Way

- **Always** send the interviewers, the people who write your letters of recommendation, and the people who helped you along your job search thank you notes. A thank you note can be a deciding factor for the interview team. Thank you notes can go a long way!

### Beware of Job Scams!

- Not all jobs are as real as they look. Be sure to avoid scams! Scammers might promise you a job, promise you a government job, offer you the “secret” of getting a job, promise that you will make lots of money by working at home, or offer you a certificate to improve your chance of getting a job.
- Scammers **always** ask for you to pay first. This is the biggest sign of a scam, Never pay in advance. You have a great chance of losing money.
- To avoid job scams, never deal with anyone who promises you a job, do not pay in advance from information about a job, do not deal with anyone who says you have to act fast, and ignore promises to make thousands of dollars working alone in your home.
- If you have already paid someone but did not get any help, report it to the Federal Trade Communication at **1-877-382-4357** or online at <https://reportfraud.ftc.gov/>

## HAVE YOU HEARD OF LINKEDIN?

LinkedIn allows you to network online to connect with people within your profession as well as with other professionals from your desired companies. You can use it to identify potential contacts for a job search, even create a job search group of your own. Just as with your resume, you should spend some time creating a very well-written profile and include links to online versions of your own resume, your own blogs if appropriate, examples of work, etc.

**Make your profile now on [www.linkedin.com](http://www.linkedin.com)** 