

HOW LONG WILL THE JOB SEARCH TAKE?

The truth is that nobody knows. The job search process will be dependent on economic conditions, your credentials, your previous experience, the level of demand for your skills - as well as the time and energy you dedicate to the job search process. Follow the 10 steps below to help you find success in landing your dream job!

STEP 1: REFLECTING



Reflect on your professional interests. What type of industries interest you? What type of positions interest you? Reflect on your personal strengths and abilities. What are your career goals? What strengths, abilities and interests do you possess?

STEP 3: NETWORKING



Craft your elevator speech and start cultivating information about jobs that interest you from contacts you already have. Let your network know that you are on the job hunt. Use networking to gain advice, not just job opportunities. Get involved. Join professional organizations, the UTSA Alumni Association and find ways to get involved in the local community. The more you get involved, the larger your network becomes.

STEP 5: APPLYING



Use job search sites and company websites to find open positions. Develop a job search tracking document to keep track of all the positions you have applied for, as well as any relevant account login information. Make sure that you apply 6-10 weeks before you need to obtain a position. The hiring process takes time, so don't wait until the last minute. Make sure you keep applying until you have secured a job.

STEP 2: PLANNING



Prepare your professional tool kit: resume, cover letter, references and LinkedIn profile. Make sure you have professional attire like a suit and consider what work experience you plan to pursue. Set quantifiable weekly goals for how many resumes you plan to send, how many networking calls to make and how many follow-up calls to make.

STEP 4: RESEARCHING



Research both positions and companies to familiarize yourself with the industry and market condition of target jobs. This ensures you will be well prepared. Set up informational interviews with some of your professional contacts. If you need to make more contacts, send requests to some of your LinkedIn connections.

TOP JOB SEARCH SITES

- LinkedIn.com
- CareerBuilder.com
- Monster.com
- Glassdoor.com
- Indeed.com
- Onetonline.com
- Google.com
- Handshake

STEP 6:
INTERVIEWING



Practice, practice, practice. Practice your answers to common interview questions, participate in mock interviews and create an interview study guide to help you prepare. Research the company and position in which you are interviewing. Look up the company's mission, vision and values. Demonstrate how you can contribute to their organization specifically.

STEP 8:
ACCEPTING AN OFFER



Ensure all negotiated terms have been received in writing before accepting the offer. Once you accept, you have agreed to all terms. Report your new job to the Center for Student Professional Development in the UTSA Carlos Alvarez College of Business!

STEP 10:
CELEBRATE



Getting a new job is a huge milestone. Take time to enjoy your accomplishments and reflect on your recent success. You deserve it!

STEP 7:
NEGOTIATING



Set your personal priorities for your work environment and determine your aspirational salary, as well as your walk away number. Research will help you determine these figures. Ask diagnostic questions before beginning the negotiation to learn about the full package, not just the salary. Prepare your questions in advance and ask if you can negotiate.

STEP 9:
PREPARING



Prepare for the first 90 days of your new job by meeting with your supervisor and setting performance-related goals. Learn as much as you can about your new role and company. Prepare to be learning every day for the first six months.

SAMPLE APPLICATION TIMELINE

