

Finding a Job in Tough Times

Career for Career Services and Cooperative
Education

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University

<http://www.montclair.edu/careerservices>

Thoughts about the current job market and your job hunt

- Widen your search. Consider areas where the need continues to exist for qualified employees: education, health care, information technology.
- Network, network, network. Talk to everyone you know including your dentist! Think of all the people your friends know and let everyone become aware of your career goals.
- Recognize that the job search will take longer. You will have to apply more broadly and to more positions than in the past. A job hunt in a market like this can take 6-9 months so keep your part-time position.
- Take care of yourself! Get plenty of sleep, eat healthy, exercise and stay open to possibilities.
- Know when to ask for help. “Hang-out” in the Career Center; use our computers and come to [drop-in hours](#) for support.
- Remember that you are not alone.

So, how can you start an effective job hunt? Keep reading....

Job Hunting tactics that may work in “good” times and ...the methods everyone knows

- Newspaper ads
- Sending resumes
- Employment agencies
 - Newspaper ads
 - Sending resumes
- Employment agencies
 - Newspaper ads
 - Sending resumes

When those tactics don't work, what else do you do?
What other tactics are part of an effective job hunt?



An effective job hunt requires....

Self assessment skills

Detection skills

Communication skills

Sales skills

For some of us these skills are natural.

Others have to work at them....



An effective job hunt includes....

- Homework on yourself
- Detailed research on employers
- Information interviews
- Contact building/creating

In other words, a lot of work!!!!

Job Hunting in tough times

Self Assessment skills

- A tough job market requires that you have several career goals.
- If you don't know what kinds of positions you might want:
 - Visit our web site: <http://www.montclair.edu/careerservices>
 - Do the [self –assessment exercises](#), particularly Focus2
 - Create a list of job titles
 - Research those options
 - Listen to our [on-line workshops](#) or attend in-person [workshops](#) to learn resume writing and interviewing skills
 - Make an appointment to see one of us
 - Spend time in the career library researching job titles.

An effective job hunt includes....

Detection skills

- Research your occupational area
- (Visit: <http://www.montclair.edu/CareerServices/studentervices/researchocc.html>)
 - Learn job titles, key skills, professional associations, etc
 - Do an information interview
- Research companies and organizations that might hire you
 - Learn where others with your background are working
Visit: <http://www.montclair.edu/CareerServices/studentervices/major.html>
 - Visit employer websites frequently. Read entire site, not just job listings.
 - Visit: <http://www.montclair.edu/CareerServices/studentervices/jobhunting.html>
- Research salary information
 - Visit:
<http://www.montclair.edu/CareerServices/studentervices/internetresources.html#salariesites>

Job Hunting in tough times

Detection skills

- Use the Internet effectively
 - Use niche sites rather than only the big sites.
 - Find niche sites via
 - Faculty referral
 - Professional associations
 - Riley Guide and Quintessential Careers at <http://www.montclair.edu/CareerServices/studentervices/internetresources.html>
 - To find employers you would like to consider, go to <http://www.rileyguide.com/jsresearch.html#r201>

Job Hunting in tough times

Communication skills

Use email effectively

- No goofy addresses
- Customize every communication
- Always send a cover letter that relates to the specific position when you send your resume
- No mass email
- Get around spam filters by calling ahead
- Follow up an email communication with hard copy and a phone call

Human interaction is more important than anything else

- Network, Network, Network, Network!

Job Hunting in tough times

Communication skills

- Network, Network, Network
 - People hire people they know or people their friends know
 - Research to learn the needs of the hiring manager
 - Be an E-networker. Use listservs and visit <http://www.rileyguide.com/enetwork.html>
 - Volunteer as a way of networking
 - Go to local meetings of professional organizations.
 - [Information interview](#) a lot
 - Contact employers who have rejected you
 - Save all rejection letters
 - Can reconnect
 - Contact rabbis and priests, barbers, beauticians...they know everyone

Job Hunting in tough times

Sales skills

- Resume/cover letter must be customized (clearly shows skills and accomplishments relevant to job sought)
- Must do follow-up.
- Must be able to talk about yourself.
- Must be prepared in interview
- Must be flexible:
 - Instead of job titles, know your skills
 - Instead of just large organizations, contact small ones too
 - Instead of waiting for job to be advertised, contact places that are interesting
 - Instead of just sending resumes, use contacts
 - Instead of relying on credentials alone, get experience
- Sell your skills so that listener can consider you for other jobs.

Job Hunting in tough times

- Other ideas
 - A good job hunt takes at least 40 hours a week and generally lasts 6 months. On average 100 resumes=3 interviews. You can do better!
 - Job hunting is work....
 - Write your own resume. No one knows you better than yourself, so do NOT pay someone to do your own work.
 - Practice interviewing...role play. (Using a web cam you can interview yourself for practice via our InterviewPrep system.)
 - Do not expect someone else to do the work for you (agency, outplacement, career counselor)
 - Do not limit your search to the Net
 - Make sure you meet the minimum qualifications for an advertised position, but don't take every word in an ad literally
 - Create a portfolio that shows your best work
 - Know that hiring is ultimately “chemical”

Don't give up! Come see us if you need support.