



# Learning about Job Opportunities

Successful job campaigns identify information about the best potential employers and job openings. Limiting your knowledge by relying on only a few sources of information may cost you an opportunity to get a better job. The following lists may help you pinpoint resources you can use to identify employers and jobs.

## Personal Contacts

- ♦ Family
- ♦ Friends
- ♦ Friends of family
- ♦ Family of friends
- ♦ Fellow job seekers
- ♦ Professors and advisors
- ♦ Former teachers and counselors
- ♦ Mentors
- ♦ Neighbors
- ♦ Sports buddies
- ♦ Church members
- ♦ References
- ♦ Guest speakers from classes
- ♦ Alumni
- ♦ Student and extracurricular activity contacts

## Employment-Related Contacts

- ♦ Fellow employees
- ♦ Bulletin board job postings
- ♦ Former employers and co-workers
- ♦ “Informational interview” employers
- ♦ People who turned you down for other leads

## Job Referral Services

- ♦ Private employment agencies
- ♦ Professional association services
- ♦ State and federal employment offices
- ♦ State and local government civil service commissions
- ♦ Job or résumé banks
- ♦ Executive search firms

## Published Sources of Employer Information

- ♦ Chamber of Commerce directories
- ♦ Newspaper classified ads
- ♦ Ads in old newspapers and magazines
- ♦ Financial pages of newspapers
- ♦ Professional magazine ads
- ♦ Telephone books

## Specialized Reference Books and Periodicals

- ♦ The College Placement Annual
  - ♦ The National Job Market
  - ♦ Career Guide to Professional Associations
  - ♦ National Business Employment Weekly
  - ♦ The National & Regional Job Bank
  - ♦ The Professional & Trade Association Job Finder
- ...And several others.

## Direct Contact With Employers

- ♦ Campus interviews
- ♦ Company information sessions
- ♦ Career or job fairs
- ♦ Unsolicited letters of application and résumé
- ♦ Volunteer, temporary or part-time work
- ♦ Want ads for yourself
- ♦ Telephone job search
- ♦ Walk-in contacts

## On-Campus Resources

- ♦ Job postings on the OSU Career Services and CASNR Career Services Web sites
- ♦ Résumé referrals through CASNR Career Services or OSU 7 of 10
- ♦ On-campus interviews through OSU Career Services and CASNR Career Services
- ♦ Links to OSU Career Services and CASNR Career Services Web sites

### **HOT TIP:**

The average job-searcher will spend 6 to 9 months seeking out a position that matches his/her wants and needs. Early planning and searching may lead to increased success!

# THE TOP 11 JOB SEARCH METHODS

SUGGESTED BY OSU & CASNR CAREER SERVICES

For all job seekers, we recommend using several methods in conducting your job or internship search. The following 11 ways can prove invaluable, especially when several or all are used together. While we recognize that networking among personal and professional contacts has been identified as the #1 way to find a job, we also suggest learning about job openings in every way possible. For example, completing registration through CASNR Career Services Career Tracker and the OSU Career Services 7 of 10 system may prove to be valuable resources to you as well. Taking part in several of these eleven job search methods can greatly enhance your employment opportunities and potential for job search success.

1. Networking
2. Employer Web sites and/or other direct company contacts
3. Job and internship listings from CASNR and OSU Career Services
4. Résumé referrals by CASNR and OSU Career Services
5. On-campus interviewing through CASNR Career Services and OSU 7 of 10
6. Internet job search sites, including general search sites, industry search sites and geographical search sites
7. State employment offices
8. Private employment agencies
9. Employment and networking services with professional and/or trade organizations
10. Career and job fairs
11. Job listings in newspapers