# Job Search Methods

Use a combination of these types of search strategies for a successful job search:

|  | **STRATEGY/TOOLS** | **BENEFITS** | **CHALLENGES** | **TIPS** |
| --- | --- | --- | --- | --- |
| **NITTANY LION CAREER NETWORK**  (NLCN) | Update your personal and academic information  Upload a resume  Search for job postings and leads | Access to a wide variety of jobs posted by employers who want to work with Penn State students | Not all fields, areas of study, and locations are equally represented | Set up NLCN searches to email you new openings in your interest area  Pay attention to deadlines  Apply early with a resume tailored to each position |
| **CAREER FAIRS** | Attend career fairs at:  Behrend  University Park  WestPACS  (See full list on ACPC homepage) | Opportunity to meet with several recruiters in person and in one location  Build networking contacts | Not all fields and areas of study are equally represented  Students with specific career goals may want to search by desired field or location | Plan ahead and research companies attending  Follow up to learn about opportunities in your interest area |
| **ON-CAMPUS INTERVIEWING** | Occurs often after Career Fairs  Search Nittany Lion Career Network for jobs from employers interviewing on campus throughout the semester | Primary way in which  companies recruit for business and technical positions  Employers are specifically seeking Penn State students to fill openings | Not all industries use on- campus interviewing as a recruitment strategy | Check your email for interview invitations  Respond to the ACPC to reserve your interview day and time |
| **NETWORKING** | Talk to everyone you know to develop a list of contacts  Ask for information on jobs/companies and circulate your resume | One of the top job search strategies to learn more about a position, company, or industry, and identify potential job opportunities | Takes time and effort to build your network  Requires skill in organizing contacts and following through on recommendations | Join online networking programs:  LionLink  Penn State Career Connection  LinkedIn groups in your field  Check with your college department for contacts. |
| **TARGETED SEARCH** | Identify the types of organizations you would like to work for, develop a targeted list, and research companies | Allows you to be proactive and take charge of your search | Takes investment of time to research and tailor your Resume and Cover Letter to the position and the organization | Identify employers by using:  Hoovers (Library database)  Local Chamber of Commerce |
| **JOB**  **SEARCH**  **ENGINES** | Scan job openings on job search and employer websites | Identify types of positions available  Use filters to narrow search | The number of sites and positions to sift through  May not receive responses to applications | Be careful not to over-filter  Start with job type and slowly add more filters |
| **PROFESSIONAL ASSOCIATIONS** | Research professional associations related to your career interests, look for a “career opportunities” section on their website | A source of networking information and career opportunities  Build contacts with individuals who share your professional interests | Entry-level positions may be limited  May need to be a member to access job postings | Ask faculty for organizations  Use the “What Can I do With This Major” to identify associations in your field (linked from the ACPC homepage) |
| **EMPLOYMENT AGENCIES** | Check to see if these agencies offer experiences in your career areas | Helpful in identifying local businesses and employment opportunities  Use agencies that are free for the job-seeker (employers cover the associated fee) | Some agencies have more temporary positions than full-time positions | Research agencies before signing contracts  Talk to others who have used employment agencies |

Adapted from Penn State Career Services