# 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 informationUpload a resumeSearch 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:BehrendUniversity ParkWestPACS (See full list on ACPC homepage) | Opportunity to meet with several recruiters in person and in one locationBuild networking contacts | Not all fields and areas of study are equally representedStudents with specific career goals may want to search by desired field or location | Plan ahead and research companies attendingFollow up to learn about opportunities in your interest area  |
| **ON-CAMPUS INTERVIEWING** | Occurs often after Career FairsSearch Nittany Lion Career Network for jobs from employers interviewing on campus throughout the semester | Primary way in which companies recruit for business and technical positionsEmployers 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 fieldCheck 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-filterStart 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 organizationsUse 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 opportunitiesUse 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 contractsTalk to others who have used employment agencies |

Adapted from Penn State Career Services