



Job Searching

While there are a variety of strategies that you may utilize when conducting a job search, the two primary goals are to locate job vacancies (to which you can immediately apply) and identify employers (who may be seeking to hire employees with your skills and qualifications). The following are strategies that you may use in your search. Instead of relying on just one strategy, employ several to be more successful.

Alumni Contacts

Join the Truman State University Alumni group on LinkedIn. You should also consider joining an Alumni Association and become active in a chapter near you.

#HireTruman

Job postings, on-campus interviews, and upcoming Career & Grad School Expos are great ways to start your job search.

Employment Agencies

Sometimes referred to as “headhunters” or “third-party recruiters”, employment agencies can provide a wealth of job information. Consider registering with several agencies but be aware of expensive placement fees and contracts. Employers traditionally pay any fees. Contact the Better Business Bureau to inquire about agencies that you wish to utilize.

Government

Job seekers often overlook opportunities to work in federal, state, county, or local (city) government. To find opportunities within federal government, you may utilize these websites, www.federaljobsearch.com or www.usajobs.opm.gov. To find other government opportunities, do an internet search specific to your area.

Informational Interviews

This is one of the best ways to gather career information and to get your name, résumé and face in front of a potential employer. Schedule appointments to meet with professionals and ask them about their careers.

Internet

The savvy job searcher uses the internet to gather a wealth of information including job postings, employer information, and job search assistance. Keep in mind that posting your résumé on a web site should not be the only part of your job search. Check the credibility of the website on which you are applying and remember that the chances of getting a job by posting your resume on sites like monster.com are slim to none.

Job Service

Often called the “unemployment office,” there’s actually more to this facility. Job Service offices typically post a variety of job vacancies and allow job seekers to electronically register to be referred automatically to vacancies that match their skills.

Mentor

As you begin your job search it is a good idea to develop a mentor—a professional who is recognized and respected as a leader in your field—who may provide you with job search advice and alert you of vacancies.

Network

Networking is the most effective and proactive job search strategy. Over 75% of positions are found through networking. Individuals who network are more likely to find “hidden” job opportunities. Family, friends, alumni, professors, neighbors, church/synagogue members, classmates, co-workers, etc. may all serve as networking resources. Be sure to tell each person what your qualifications are and what type of work you are seeking. Always follow up with networking contacts.

Preferred Employers

Select 10-20 employers you’d like to work for. Research the employers, identify and talk to employees of that organization, and know where you might fit into the organization.

Professional Organizations/Associations

Your profession may have a city, regional, state, national or international organization. These organizations typically meet on a regular basis, host conferences or networking events, and publish vacancies in the field. Consider joining one or more of these; if you do not join, use their websites for information.

Social and Professional Networking Sites

Several employers have created Facebook pages as recruiting tools that provide information about their organization. Some even answer interested job seekers’ questions through those sites. Join a networking site dedicated to connecting professionals, like LinkedIn, to establish contacts in your field of interest.

For help with your job search or any other career-related issue, come see us in the Career Center!

SUB 3100
Monday-Friday 8am-5pm
660.785.4353

careers@truman.edu