

# **JOB HUNTING SURVIVAL TIPS**

Cascade Student Employment Career Resource Center

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## **HAVE PAPER, PENS AND A CALENDAR BY THE PHONE AT ALL TIMES**

Remember this is your first impression on an employer!! When you are ready to write down an interview appointment time you look efficient.

## **KEEP A LOG OF WHERE AND WHAT YOU APPLIED FOR**

It would be really embarrassing if the employer calling you wanted a Receptionist and you starting talking about how happy you would be as a Heavy - Duty Equipment Operator. OOPS!

## **HAVE A MESSAGE NUMBER WHERE AN EMPLOYER CAN REACH YOU DURING BUSINESS HOURS**

Employers are busy and if no one answers the phone they will call the next person on their list. Don't trust your children, to sound professional and relay a message to you; ask them daily if anyone called. Teach them how to answer the phone and take a message. This counts for friends or housemates too. Remind them that your employment helps them too. If you have an answering machine have a traditional sounding message.

## **THINK OF JOB HUNTING AS A FULL TIME JOB SPEND A MINIMUM OF 4-6 HOURS A DAY SEARCHING**

(Use your network of family, friends, social or church groups. Cold calls, employment office, chamber of commerce, job boards, help wanted signs, phone book, employment hot lines, trade magazines). Employers may not take the weekend off; keep your eyes open at all times.

## **GET A VOLUNTEER JOB**

It will keep your activity level and work pace up, give you current experience, a reference and structure to your day. It will keep you in the routine of work and is a rewarding activity. It will help you keep your spirits up.

## **HAVE A MASTER APPLICATION**

Take your master application with you; no need to re-create the wheel every time. Ask for two applications in case you make a mistake. Fill it out in pen. Try to take the application home so you can fill it out in peace and quiet. (It is your first impression).

## **FOLLOW UP ON JOB LEADS**

If the employer tells you they may have an opening in a week **CALL THEM!**

## **SCHEDULE**

If you have the opportunity schedule your interview in the first or last time slot of the day to optimize on "first" and "last" impressions). People generally are freshest in the morning. Use this to your advantage. Remember to send your thank you note/letter within 24 hours.

## **REFERENCES**

Let your references know you are job hunting and for what type of position. Give them a copy of your resume. Imagine that your past employer gets a call from out of the blue and says ... Who ? I don't remember them.

## **DO SOMETHING FUN ONCE A WEEK**

Job Hunting can be tiring and depressing. Try to take a walk, bake your favorite dessert. Go out for a cup of coffee. The library has videos, tapes, records and CD's to check out for free. Catch up on your favorite Bogart movie. Remember that you may be selected or rejected due to reasons beyond your control.