

Job Search Preparation

STEP ONE: Know Yourself & the Job

Self-Assessment

Finding a good job involves time, effort, and patience. Preparation is the key! Before launching your job search, take time to list your interests, skills, abilities, and motivations. (Use **E-Discover** – a free online, career assessment tool provided by the Lee College Counseling Center.) It is easier to convince someone to hire you if you know what you do best.

Next, think about the career fields and jobs that fit your interests and abilities. By focusing your search and identifying career areas, you are conducting a more effective and efficient job search, while preparing yourself to be a competitive candidate in the job market.

Researching Careers and Potential Companies

After you have identified a career field, gather information about various jobs within the industry, as well as companies that hire for these positions. This research will help you discover employer expectations, job responsibilities, minimum qualifications, employment opportunities, and important key terms/buzz words you can use to design a targeted resume and prepare for an interview.

You can research career fields and employers in a number of ways, including:

- Conducting Informational Interviews.
- Reviewing company websites.
- Reading professional journals and news articles about the organization.
- Attending job fairs and talking with employers.
- Visiting websites of professional organizations.
- Finding information online on the **Occupational Information Network (O*Net)**, **The Occupational Handbook**, and **VAULT Online Career Library**. Also, check out **What Can I Do With a Major in...**, one of our newest resources which lists potential career paths, employers, and strategies to help you better prepare yourself for each particular career.

STEP TWO: Organize Your Job Search Materials

Once you have narrowed your focus and know what kind of job you are looking for, start getting your job search materials in order:

- Prepare a targeted resume and cover letter.
- Identify people to serve as professional references and contact them to let them know you actively looking for employment.
- Prepare a portfolio. Gather materials that showcase your knowledge, skills, experience, and achievements.
- Collect copies of transcripts, certificates, licenses, degrees, and performance evaluations from internships, clinical experiences, or your current/past jobs.

Student Career & Employment Office

STEP THREE: Get Your Name Out There

There are many ways to look for a job. The most effective method is to use a combination of the following strategies:

- Networking with friends, family, professors, and colleagues.
- Contact employer/company directly.
- View job postings on Rebel Job Link through the Student Career & Employment Office.
- Read job listings on departmental bulletin Boards around campus.
- Search the Internet.
- Look through newspapers, trade magazines, and professional journals.
- Attend Job Fairs.
- Visit employers who come on campus.
- Perform volunteer work in a related field.
- Join professional organizations.
- Check with members of the local Chamber of Commerce, Government Personnel Offices, or Employment Agencies.

Rebel Job Link

The Student Career & Employment Office posts job opportunities on Rebel Job Link (www.myinterfase.com/lee/student), our online job database. Lee College students and alumni can access this database and view job listings for part-time, full-time, temporary, volunteer, and/or internship positions in Baytown and the surrounding areas. Students can access Rebel Job Link anywhere there is an internet connection; 24 hours a day, 7 days a week.

To access the system, students and alumni must first register online with our office.

- Go to www.myinterfase.com/lee/students and click "First-time users click here to register."
- Follow the instructions and create a profile. Remember to always click the Save button after completing each section.
- When finished, click the Register button and then Submit Profile. Your profile will be forwarded to our office for approval before you can view the job listings. After we have activated your account, you will receive a confirmation email from the Student Career & Employment Office.
- Next time you log-in to view jobs, you can enter the username and password you created in your profile. If you forget them, contact our office. Do not try to register again.

If you experience any problems while registering or trying to log-in, please contact our office. We will be happy to assist you.

Student Career & Employment Office

Tips for a Successful Job Search

- Record a “professional” message on your answering machine or voicemail for employers to hear when they call you.
- Be respectful of other people’s time.
- Address contacts as Mr. or Ms.
- If you miss an employer’s phone call, return their call as soon as possible.
- Be prepared and on time for interviews. Always research the company.
- If an employer tells you a hiring decision will be made in two weeks, and you do not hear back from them, it is okay to contact him/her to check on the status of the job.
- Don’t forget to send thank you notes/emails.
- Don’t wait till the last minute to start your job search! Many students feel they shouldn’t start looking for a job until after graduation, but that’s too late!!! Finding the perfect job can take months. Preparing for your search early will reduce stress, time, and effort on your part.