

## USING THE WEB TO ITS FULL POTENTIAL: THE ART & SCIENCE OF JOB SEARCH

### Assignment Options

#### **PART 1 - BUILDING THE FOUNDATION**

1. Complete Worksheet A-Preparation for Job Search.
2. Organizational Culture - Go to one of the sites on organizational culture (slide 13). Write down 3 characteristics of an organization you'd like to work for and 3 characteristics of an organization you wouldn't want to work for.
3. Managing Transition - Look at the Managing Transitions grid (slide 5). Decide where you are on the chart and write a short 5-7 sentence paragraph describing the transition challenges you are facing.
4. Job Market Projections - Describe how job market projections will or will not impact your job search in making a successful transition from UWM to your first professional job.
5. Complete Worksheet B-Job Goal Statement. (Most important assignment in Part 1)

#### **PART 2 - DEVELOPING YOUR TOOLS**

1. Resume Writing - Which resume format/style will you be using? How much more work is required on your resume? What process will you use to finalize your resume?
2. Complete Worksheet C-Your Commercial. You may not use any of the sentences from the example commercial on the worksheet.

#### **PART 3 - MARKETING & CONNECTING TO EMPLOYERS**

1. List 5 employers you'll want to contact/meet from upcoming job fairs. Name the fairs. Using last year's participants is appropriate.
2. Using the case study on Direct Supply's site and Applicant Tracking System (ATS), go to another employer's website and list 3 things about the company/organization that relate to your career interests. Browse the ATS and list 2 things you learned about the application process.
3. List 4 people you know who can provide you information about jobs, careers, or employers you might be interested in and the best way for you to approach them for assistance.
4. Review the What Color is Your Parachute website. Write down 1 thing you didn't know before about the job market or job hunting.
5. Name 3 important guidelines to know and practice in order to be successful in interviewing.
6. Complete Worksheet D-Your Next Steps.