EMPLOYMENT PLANNING & WORKPLACE SUCCESS
PREPARATION

Before starting a job search

Know what you want to do
Identify your interests, skills, values and personality to help determine career/industry options that are a good match for you

Think about the big picture!
Set career goals and determine the path you need to take

Stay active
Gain experience in your chosen field (volunteer, internships, job shadowing)

Create a resume
Prepare your resume before you begin your job search

Meet with a career counselor
Meet with a career counselor if you need assistance
KNOW WHAT YOU HAVE TO OFFER

Assess
Know your strengths and weaknesses?

Review
Evaluate your education, experience, accomplishments and qualifications

Inventory
What are your skills? (Transferrable, Job Content, Adaptive)

Job Related Skills
Skills you need for a specific job.

Examples
Use specific software, automobile mechanic, tune engines, repair brakes, use specific tools

Adaptive Skills
Skills defined as personality traits or personal characteristics. These skills help you adapt and get along in a new situation.

Examples
reliable, honest, enthusiastic

Transferable Skills
Skills you can use from one job to another. You have learned and used these skills at home, school, leisure activities, paid jobs, and volunteer activities.

Examples
communicating, organizing, writing, editing or leading
KNOW WHAT EMPLOYERS VALUE

Skills and qualities employers value most in new hires

Importance Rating 1-5

- Decision making & problem solving: 4.7
- Verbal communication skills: 4.6
- Obtain & process information: 4.6
- Plan, organize & prioritize work: 4.5
- Analyze quantitative data: 4.4
- Technical knowledge related to job: 4.2
- Proficiency with computer programs: 4.1
- Create & edit written reports: 3.7
- Sell or influence others: 3.6

Source: Job Outlook 2014 Spring Update, National Association of Colleges and Employers
PREPARE FOR YOUR JOB SEARCH

Research, Prepare, Plan & Organize

Research
Learn about the companies you want to work for (inside and out!). Visit company websites to gather information about: job openings, company history, products, services, mission, staff and contact information.

Prepare your documents
Customize your resume, cover letter and references to the specific job description.
Ask a trusted person to review your documents.

Plan to devote time
Dedicate time to your job search everyday.
Treat your job search as if it’s your job.

Organize!
Make a weekly and daily schedule of your search activities. Keep track of your activities: application dates, employers, job titles, contact information, deadlines.
SEARCH FOR JOBS

Network
Contact anyone that can assist in your job search

Search online
- online job search engines
- company websites
- CCBC College Central
- LinkedIn, Twitter, Facebook

Social Media
LinkedIn, Twitter, Facebook

Browse
newspaper/print advertisements

Visit
Visit your college career center

Attend
Find and attend job fairs (local and college)

Join
Become a member of professional associations

Job search methods ranked by success

- Online Job Boards: 32%
- Networking: 31%
- Newspaper: 26%
- Company Website: 22%
- Internal Job Listings: 18%
- Social Media: 16%
- Job Fair: 13%
- Recruiter: 13%
- Other: 11%

Jobvite Social Recruiting Survey
APPLY FOR A JOB

Applications are generally submitted either online, or in-person

Online applications
Some may ask you to fill in fields, while others may require that you attach PDFs of your cover letter and resume. Some companies request that you email your materials to their Human Resources department. It is important to follow directions--if they ask that you send your resume in the body of the email, do not send an attachment!
APPLY FOR A JOB

In-person applications
Bring a packet containing all your materials to the prospective employer's workplace. It is recommended that you ask ahead of time for the best time to deliver your materials. When you arrive, ask to speak to the hiring manager and try to hand your materials to them personally. This allows the hiring manager to put a face to the name. It is recommended that you dress professionally and present yourself well.

Always complete all job applications honestly and in its entirety before the close date.
FOLLOW-UP

Following-up shows interest and a genuine desire to get the job

Follow-up after your application
Experts generally agree that one week after applying is an appropriate amount of time to wait before you follow up. Keep the tone of the conversation or e-mail light and friendly

What to ask when you follow-up
• Have any decisions been made yet?
• Is it alright to follow up in another week if I haven’t heard anything?
• What’s the time frame for the hiring process?

Source: http://www.theladders.com/career-advice/how-to-follow-up-resume-submission
**WORKPLACE SUCCESS**

**You Have The Job, Now What?**

<table>
<thead>
<tr>
<th>Professionalism</th>
<th>Corporate Culture</th>
<th>Professional Development</th>
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</thead>
<tbody>
<tr>
<td>Dress appropriately</td>
<td>Values are the core of corporate culture</td>
<td>Learn! Stay updated and gain additional knowledge within your chosen field</td>
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<tr>
<td>Act professionally</td>
<td>Understand the atmosphere of the company (casual or formal)</td>
<td>Keep your technology skills up to date</td>
</tr>
<tr>
<td>Be friendly and personable</td>
<td>Learn practices and procedures of company</td>
<td>Learn new skills beneficial in your industry (further education, self taught knowledge)</td>
</tr>
<tr>
<td>Be on time</td>
<td>Understand company rules and regulations</td>
<td>Ask your employer how you can improve</td>
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<tr>
<td>Offer help to colleagues</td>
<td>Learn appropriate interaction with employer and colleagues</td>
<td></td>
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<tr>
<td>Be flexible</td>
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RESOURCES

General Job Search
- www.collegecentral.com/ccbc
- www.baltimorejobs.com
- www.careerbuilder.com
- www.craigslist.com
- www.indeed.com
- www.jobing.com
- www.monster.com
- www.workforce50.com
- www.dice.com (information technology & engineering jobs)

Government Job Search
Baltimore County
http://www.baltimorecountymd.gov/agencies/humanresources/jobs/index.html
Baltimore City
http://humanresources.baltimorecity.gov/EmploymentOpportunities.aspx
Maryland Jobs Resources
United States Government
https://www.usajobs.gov/
Maryland Workforce Exchange
www.mwejobs.maryland.gov
Career OneStop
http://www.careerinfonet.org

Internship and Volunteer
- www.marylandnonprofits.org
- www.volunteermatch.org
- www.idealist.org
- www.collegecentral.com/ccbc

Skills and Interests
- www.onetonline.org
- www.mynextmove.org
CONTACT

Career counselors are available to help you!

CCBC Career Centers
CCBC Catonsville         SSRV Suite 166    443-840-4435
CCBC Dundalk             SSRV Suite 102    443-840-3131
CCBC Essex               SSRV Suite 103    443-840-1732