

# Job Searching Worksheet

Did you find this worksheet helpful? Check out the Career Guide for more info:

<https://www.wcu.edu/WebFiles/CCPD-professional-handbook.pdf> or access CCPD's Canvas Career Collection, located on your WCU Canvas Dashboard

## Clarify your career goals:

Before you begin searching for full-time positions, you first need to identify and define where you want to live and the type of position for which you are looking. Complete this activity to help you clarify your career goals.

**Objective:** Describe your immediate career goals. Try to stay away from “find a job.” Instead, think about what kind of job or values you hold that you would want your employer to share or your skill sets, etc. *Example: I want to find a position with an employer who values creative problem-solving to help societal challenges on a micro level.*

**Position Title(s):** Research and list position titles in which you would be excited to work. For bachelor's degree positions, consider entry-level titles such as Coordinator, Technician, Specialist, or Analyst. You can also try searching the name of your major and bachelor's degree. Try to choose 3 to 5 position titles for this activity. Example: Community Service Coordinator; Child Development Technician; etc.

**Location Preferences:** List any cities, regions, states, or countries you would be willing to live. You can also include the maximum number of miles you are willing to commute. Example: Western North Carolina; or 25-mile radius from Sacramento, CA.

**Qualifications and Transferable Skills:** Describe the qualifications and transferable skills that you have. Include your degree, certifications, technical skills, etc. Also, what would other people say you excel in? Example: Written/verbal communication, internships, part-time work, team-oriented, etc.

## Active vs. Passive Strategies

Active job search strategies is any strategy that is intentional, targeted, and puts you in front of an employer. Active strategies typically give you a better return on the investment of your time, but takes quite a bit of effort and time to do. Passive job search strategies is any strategy that is streamlined, efficient, or easy. We recommend that you do both (see 80/20 plan on the next page).

### Examples of Active Strategies

- Attending networking events
- Researching and reaching out to employers via LinkedIn
- Connecting with professional organizations
- Pro-actively contacting organizations
- Customizing resumes and cover letters for each employer and position
- Creating a personalized job search and career path strategy with clarified career goals

### Examples of Passive Strategies

- Searching general or industry-specific job search sites online
- Posting resume on job search sites like Indeed or JobCat
- Creating a LinkedIn profile
- Creating an online portfolio
- Signing up for job board alerts

## The 80/20 Plan

When searching for jobs, you should spend 80% of your time using active strategies and 20% of your time using passive strategies.

Number of hours per week you want to devote to the job search: \_\_\_\_\_

Write your ideas for active search strategies here. Include specific names of professional associations, conferences, people, employers, etc. with whom you would like to connect. *Example: Attend XYZ Conference; Reach out to 3 employers weekly on LinkedIn, etc.*

Write your ideas for passive search strategies here. Include specific names of positions you want to apply for, job search boards you know and use, or any other Passive strategy that you can employ per week.

**Active:** \_\_\_\_\_ hours per week

**Passive:** \_\_\_\_\_ hours per week

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### Quick Job Searching Tips

- 1. Customize your application materials.** You should be analyzing each job description and tweaking each resume and cover letter to reflect the main qualifications you want to highlight as listed in the job ad.
- 2. Use targeted/ smaller job boards.** Search for targeted and smaller job boards geared towards your chosen field and/or major. A simple Google search of your interested field with the term “boards” will yield helpful results. (Example: Top Social Work job boards). Also remember to check out [jobcat.wcu.edu](http://jobcat.wcu.edu)!
- 3. Search on business databases.** Many employers do not list their vacant positions on large job boards. Use [www.buzzfile.com](http://www.buzzfile.com) (EDU version) to find a list of employers within your selected field and state. Choose an employer you’re interested in and review the information listed. From there, search the employer’s website for their Careers or Job listings.
- 4. Use your networks.** Use your existing resources such as professors, classmates, supervisors, etc. Who they know might lead to your first full-time position. Other resources such as LinkedIn, professional associations, professional conferences, and other networking events can also help you build your list of contacts.
- 5. Stay organized during your job search.** Download the CCPD Job Search Excel Spreadsheet to keep track of the jobs you’ve applied for, when you interviewed, and any important pieces of information you want to track. <https://www.wcu.edu/learn/academic-enrichment/ccpd/students/index.aspx#JobSearching>
- 6. Practice self care.** Job hunting can be daunting and stressful. Make sure to carve out enough time in your day to do something you enjoy. This will help keep you motivated and positive during this process.
- 7. Use your resources!** The CCPD supports all fee-paying students as well as alumni! Make an appointment with a counselor if you are sending out more than 40 applications but aren’t receiving invitations for interviews; or, if you’re interviewing often but not getting any job offers. There could be an issue with your application materials or with your interview strategy. Call us at 828-227-7133 or make an appointment via your MyWCU.