

STEP 3: Job Search & Network

Job Search is an ongoing process of identifying job leads and applying for positions. There are some key strategies that can improve your success and get you back to work faster.

Use your network! People like to hire people they know. Research has shown that a referral from a current employee is likely to be a strong candidate that fits with the team culture. Plus internal referrals tend to stay at a position longer so it is a better investment for the company. Who do you know? Do they know that you are looking for a new position?

For more information: myplan.novaworks.org

My tasks:

Job Search & Network

- Post resume online
- Network
- Informational Meetings
- Target companies
- Apply for jobs

WORKSHOPS

Generating Job Leads

The more exposure you and your resume have during the job search, the more likely you are to find a job. Learn about the visible and hidden job market and best ways to tap into your network.

Job Search Tips for the Mature Worker

Mature job seekers frequently have concerns that their age or number of years of experience may create obstacles in their job search. Learn how to identify age-friendly employers, age-neutralize your resume, and answer the tough interview questions.

LinkedIn 1 & LinkedIn 2

Learn the basics of LinkedIn and how to use it as a job search tool including finding people, using groups, and locating job postings.

LinkedIn Lab

Dedicated time to develop an effective LinkedIn profile. Please bring an electronic version of your resume and a job description with you.

Pre-requisite: LinkedIn 1, an established LinkedIn profile, and knowing your LinkedIn password are required prior to attending this workshop.

Informational Meetings

Build your confidence requesting and conducting informational meetings with people who have the advice, information, referrals you need.

CAREER ADVISING

Three ways to get your questions answered:

Career Advising

One-on-one meeting with a Career Advisor. Call to make an appointment: (408) 730-7667

Ask the Career Advisor

Daily group session. See workshop calendar.

Advice Line

Can't get to the NOVA Job Center? Call and leave a message: (408) 730-7667.

Job Search & Networking Activities

Here are some activities to assist you in moving forward with your job search and networking.

Information and resources are available on myplan.novaworks.org

Target Companies



- Target Companies
- Where do I want to work (location, size, industry)
- Generate a target list

Visible Job Market



- Use job boards to identify companies that are hiring
- Contact temporary agencies
- Contact recruitment firms
- Attend job fairs or local hiring events

Networking



- Make a list of the people you know, your family, friends, coworkers, clients, and managers (access your social media accounts, email address book, and personal address book)
- Come up with a short statement about yourself
- Think of a question you want to ask your contact (advice, information, and referrals)
- Draft a message to use when making contact either by phone, email or LinkedIn

Social Media



- Identify which social media platforms you want to use and why
- Create professional profiles / bios for each platform
- Think about people to contact or follow for more information and connections