

## **CareerOneStop Paths – User Guide**

### **Path 3: Job search for new college graduates**

#### **Goal**

If you are a recent college graduate or anticipate graduating soon, learn methods for exploring careers, and important steps in a job search to support your career success.

#### **Objectives**

1. Identify your career interests using the Interest Assessment.
2. Prioritize your values with the Work Values Matcher.
3. Read about occupations from your assessment results and select 1-2 job titles to focus your search on.
4. Create or improve your resume.
5. Make a networking plan and reach out to at least 3 contacts in your field of interest.
6. Create or update social media profiles and activity to reflect job search goals.
7. Research employers in your field and local area, identify 3 to contact.
8. Use job banks to search for job openings in your targeted fields.
9. Explore a range of options to gain work experience, including volunteer work, internships, gig work, part time, temporary jobs, and full-time work.

#### **Steps**

You have a “to do” assignment for each step. You can make an electronic or paper document to track your work. All assignments use the GetMyFuture website pages noted, except where described.

#### **1. Identify your career interests using the Interest Assessment.**

Interest Assessment

<https://www.careeronestop.org/GetMyFuture/Toolkit/interest-assessment.aspx>

When you take the interest assessment, think about whether you like that kind of work or imagine you would, if you’ve never tried it.

**To do:** Take the interest assessment.

## **2. Prioritize your values with the Work Values Matcher.**

Work Values Matcher

<https://www.careeronestop.org/GetMyFuture/ExploreCareers/what-are-your-work-values.aspx>

Work values are our beliefs about what's most important in our work. For one person, it might be protecting the environment, while for others it might be career advancement, or working independently. Knowing your work values can help you choose a career that matches your values and identify employers that share similar values.

**To do:** Use the Work Values Matcher card sort to clarify your most important work values.

## **3. Read about occupations from your assessment results and select 1-2 job titles to focus your search on.**

Occupation Profile

<https://www.careeronestop.org/GetMyFuture/Toolkit/Occupation-Profile.aspx>

The occupation titles on your assessment results link out to Occupation Profiles for those fields. You can also browse the Occupation Profiles on their own using the link above.

**To do:** After exploring the profiles of careers that interest you, write down 1-2 that you appear to be qualified for and want to explore more.

## **4. Create or improve your resume.**

Resumes

<https://www.careeronestop.org/GetMyFuture/Employment/resumes.aspx>

Use the information on this page to walk through the steps to write your first resume, or to edit an existing resume. If you plan to apply for work in more than one field, target a different version of your resume to each field.

**To do:** Complete a draft of your resume and ask at least two people to proofread it for spelling or formatting errors and make needed corrections.

## **5. Make a networking plan and reach out to at least 3 contacts in your field of interest.**

Find Job Openings – Networking

<https://www.careeronestop.org/GetMyFuture/Employment/find-job-openings.aspx>

Talking to people you know is networking. Your network includes friends, family, teachers, neighbors, former co-workers, volunteer supervisors, and anyone else you know, and the people they know. Together, all these people create a big group who can help you find out about a job.

Start by making a list of who is in your network and get in touch with some people on your list every day. Be sure to use your college career center for networking leads and job prospects.

**To do:** Create a list of who is in your network and write out an introduction of your background, skills, and the kind of work or experience you are looking for.

## **6. Create or update social media profiles and activity to reflect job search goals.**

Find Job Openings – Social media

<https://www.careeronestop.org/GetMyFuture/Employment/find-job-openings.aspx>

Using the social media platform of your choice, create or edit your profile to be job search ready. Remove any content that employers might find objectionable and use privacy settings to manage what they can see.

**To do:** Search your network to find contacts who work in a field related to your target career/s, and reach out with a concise, professional message about what you are looking for, ask for their help, and express your thanks for their time and feedback.

## **7. Research employers in your field and local area, identify 3 to contact.**

Find Job Openings – Ask an employer

<https://www.careeronestop.org/GetMyFuture/Employment/find-job-openings.aspx>

Use the Business Finder to find businesses in your area that relate to your targeted job. Sort by ZIP code to find the closest ones. Look up their contact information and call or email to ask about job openings, or to send a resume. Follow links to their websites to research company facts.

**To do:** Use the Business Finder to identify 3 businesses in your local area related to your targeted career field and contact them to ask about job openings.

## **8. Use job banks to search for job openings in your targeted fields.**

Job Finder

<https://www.careeronestop.org/GetMyFuture/Toolkit/find-jobs.aspx>

Enter a keyword or job title and a City and State or ZIP code to search for jobs in your local area. Check out the filters in the left column that you can use to narrow your results.

**To do:** Search for your preferred job titles and identify 3-5 job postings to apply for. Follow the instructions of each job posting to apply. Keep a regular schedule of checking the Job Finder for job listings and applying to the best openings you find.

**9. Explore a range of options to gain work experience, including volunteer work, internships, gig work, part time, temporary jobs, and full-time work.**

Get Work Experience

<https://www.careeronestop.org/GetMyFuture/Employment/get-work-experience.aspx>

In the current job market, many new graduates and others pursue a variety of work options and strategies to gain work experience and move their careers forward.

**To do:** Review the different types of work experience you might gain and evaluate which options you might consider to gain work experience.