

CAREER CENTER

Current economic conditions make finding a job difficult. However, there is good news for new graduates. A recent survey from the National Association of Colleges and Employers indicates that employers plan to increase hiring of recent graduates by 12.2 percent. Here are the Career Center's best tips for planning and executing a successful job search.

- Start searching six to nine months before you will be available to begin work! Large employers, those with more than 4,000 employees, plan hiring far in advance. Small businesses tend to hire new employees as they need them. But deciding your geographic range, what types of businesses you would work for, and then finding them is a time- and laborintensive project!
- More than ever, it's who you know, as well as what you know. In recovering economies, new job opportunities are rarely advertised publically. The ability to network for information is essential and is a skill that can be learned. The Career Center can be the beginning of your networking effort, putting you in touch with employers, alumni, and community friends in a wide variety of career fields.
- Employers are looking for skill sets that individuals develop regardless of major.
 Effective interpersonal skills built on the abilities to communicate, plan, solve problems, use technology, and work well in teams are important. Use job-search tools on the Career Center website, visit the Career Lab in Lucina 235, or schedule an appointment with a career advisor to learn how to write an effective skills-based résumé.
- Be as flexible as possible with your job search coverage area. New recruiting trends research shows that general hiring will increase in most regions.
- Create a personal "board of directors" for your job search. Ask two or three professionals to help you by reviewing your résumé, sharing it with their colleagues, and being available to talk to you about challenges along the way. Doing

Finding a Job in a Tight Market

Career Lab Lucina Hall Room 235 M-F 8 a.m.-5 p.m.

this will help you get through disappointments and keep you energized.

- Use-job search tools available to you through the Ball State University Career Center:
 - Create a profile on Cardinal Career Link at http://www.bsu.edu/careers/careerlink.
 Upload your résumé, submit it to one or more online résumé books for employers to review, and regularly check jobs that are posted on Cardinal Career Link.
 - Use other job-search sites that have been reviewed and selected for you by the Career Center on our Great Links to Explore page at http://www.bsu.edu/careers/links.
 - Review Career Center job-search publications at http://www.bsu.edu/careers/publications.
 - Schedule a practice interview online at http://www.bsu.edu/forms/careers /careerappt/.
 - Attend campus job fairs. Sign up for oncampus interviews and attend professional development programs to polish your professional image and job-search skills. Check out the Career Center calendar of events on our website at http://www.bsu.edu/careers.
 - Schedule an advising appointment through Cardinal Career Link at http://www.bsu.edu/careers/careerlink.
 - Visit the Career Lab in Lucina Hall 235 to use print, electronic, and Internet resources to help with your job search.
 - Remember, finding a first job that is a good fit takes time, planning, and effort! Most job searches are represented by this model: No – no – no – no – no – YES!

If you need adaptations or accommodations for any of our educational programs or publications because of a disability, please contact Career Center Lucina Hall 220 Ball State University Muncie, Indiana 47306 (765) 285-5634 www.bsu.edu/careers/ careercenter@bsu.edu 8/12