



CMAP Worksheet 9 – Salary and geographic resources, networking, professional references, and effective follow-up with employers. Secure Professional Employment or Enroll in Graduate School.

Identifying Potential Employers

- Online databases can help you identify potential employers.
 - Go to <http://www.bsu.edu/careers>. Click “Career and Experiential Learning Lab.” Click “Great Links to Explore.” Click “Employer Research.” Click “BSU University Libraries Databases.” Click “All.” Click the letter “R” in the alphabet. Click “Reference USA.” Click “U.S. Businesses.” Click “Custom Search.”
 - From the menu on the left of the screen, select “Business Type.” Select “Keyword.”
 - Type a keyword for an industry or business that interests you in the keyword search box. Click “Lookup” and select headings that interest you.
 - From the menu on the left of the screen, select “Geography.” Select “City, State.” Select a state from the state drop-down box. (You may have to scroll down to view the drop-down box.)
 - Select city from the city box.
 - Click the green “View Results” button on the right.
 - List three employers that interest you along with their contact information.

Employer 1 _____
Contact information _____

Employer 2 _____
Contact information _____

Employer 3 _____
Contact information _____

Research Geographic Locations

- To help ensure career happiness, you need to live and work in a geographic region that fits your interests and needs. Find *Cities Ranked and Rated* (JB 6.5). What city is ranked highest (p.39)? _____
- Where does Muncie fall in the rankings (p.43)? _____
What is the “Projected Future Job Growth” in Muncie as compared to the U.S. average (p.557)?

- If you have no idea where you want to live and work, *Find Your Spot.com* can help. Go to <http://www.bsu.edu/careers>. Click “Career and Experiential Learning Lab.” Click “Great Links to Explore.” Click “Geographic Resources.” Click “Find Your Spot.com.” Take the quiz. (It only takes about 5-10 minutes.)
List three places where you could live and work that fit your interests and needs.

Research Cost of Living

- Cost of living is another factor you will want to consider in choosing where you live and work. To complete this question return to the “Great Links to Explore” page and click the heading “Cost of Living” on the “Great Links to Explore” page. Click the “Cost of Living Wizard” link. For example, complete the exercise as if your salary in Indianapolis, Indiana, is \$40,000, and you will be moving to Denver, Colorado. What salary will you need to earn in Denver to have the same

buying power as \$40,000 in Indianapolis? _____

What is the difference in the cost of living between Denver and Indianapolis?

Research Salaries

5. You will also need to determine if the salary being offered to you is fair for that position. There are links to salary sites on the "Great Links to Explore" page. Go to <http://www.bsu.edu/careers>. Click "Career and Experiential Learning Lab." Click "Great Links to Explore." Click "Salary Information." Click the heading "Career InfoNet: Wages by Metropolitan Areas." For example, type "teacher" in the keyword box. Click "Continue." Select Denver, Colorado from the drop-down box. Click "Continue."

What is the salary range for a teacher in Denver?

6. One of the most up-to-date salary tools on the Internet has been developed by the Department of Labor. Return to the "Salary Information" heading on the "Great Links to Explore." Click the link "Online Wage Library." Click "FLC Wage Search Wizard." Select "Indiana." Select "Delaware County" from the drop-down boxes. As an example, type "Secondary School Teachers" or select it from the drop-down box. (Move the slider down about a third of the way in the drop-down box.) Click the "Search" button.

What is the Level 1 Wage for a secondary school teacher in Muncie?

What is the Level 2 Wage for a secondary school teacher in Muncie?

Professional Network

7. A professional network consists of established professional relationships with people who can help you in your career. Your network may consist of family members, professors, members of professional associations, co-workers, and more. Identify three people to include in your professional network. State their relationship to you.

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Professional References

8. Identify three people who can serve as professional employment references for you. State their relationship to you.

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

9. It is important to follow-up with employers after interviews. Find the book *Knock 'Em Dead* in the Career and Experiential Learning Lab in Lucina 235. The call number is JS INT 32. Turn to pages 260-263. List three important considerations when following up with employers.

