GETTING A JOB
Steps to planning and executing your job search

FIND RELIABLE CAREER INFORMATION

Use the Career Center’s guides to help you plan, prepare and execute your job search, for example:

- Searching for a Job
- Researching Potential Employers
- Create a LinkedIn Profile
- The First Job Interview
- Negotiating Job Offers

IMPROVE YOUR APPLICATION MATERIALS

There are several ways the Career Center can help you develop your résumé and cover letter:

- Meet with a career advisor for drop-in advising to get your materials critiqued
- Find and meet with your career liaison to help you tailor your materials
- Use Career Docs for an electronic review

CONNECT TO EMPLOYERS & OPPORTUNITIES

Learn about opportunities and events for FSU students and alumni by using NoleNetwork:

- View full-time jobs, part-time jobs and internships
- Access Career Center events and view employer participants
- Upload your résumé and complete your profile so employers can find you

EXPLORE JOB POSTINGS

Search for opportunities according to your personal career goals. There are several websites that compile job postings for you:

General: Indeed, LinkedIn, Glassdoor
Non-Profit: Idealist, Florida Nonprofits
Government: USA Jobs, MyFlorida Jobs

Find more posting sites here. Click “Opportunities”
PREPARE FOR INTERVIEWS

- Practice interviewing skills at your convenience using Big Interview or sign up for an appointment for a mock interview on NoleNetwork (current FSU students only).
- Learn how to answer tough questions confidently
- Schedule a mock interview to hone your skills
- Practice answering behavioral/competency-based interview questions or industry-specific questions
- Send your practice interviews to mentors for feedback and advice

BUILD YOUR NETWORK

- Search for professional connections using networking websites. Use professional associations, affinity groups, ProfessioNole Mentors and LinkedIn to:
  - Proactively reach out to contacts
  - Develop mentorships
  - Cold call companies
  - Search for FSU Alumni to join your network
  - Learn about career paths and opportunities

MORE ACTION STEPS

- Attend virtual career fairs for national opportunities
- Explore career opportunities in a variety of industries
- Network with employers and practice your elevator pitch
- Meet with a Career Liaison or Career Advisor
- Visit https://www.career.fsu.edu/students/prepare-for-the-next-step
- Search our online catalog, Career Key, for keywords: job search, networking