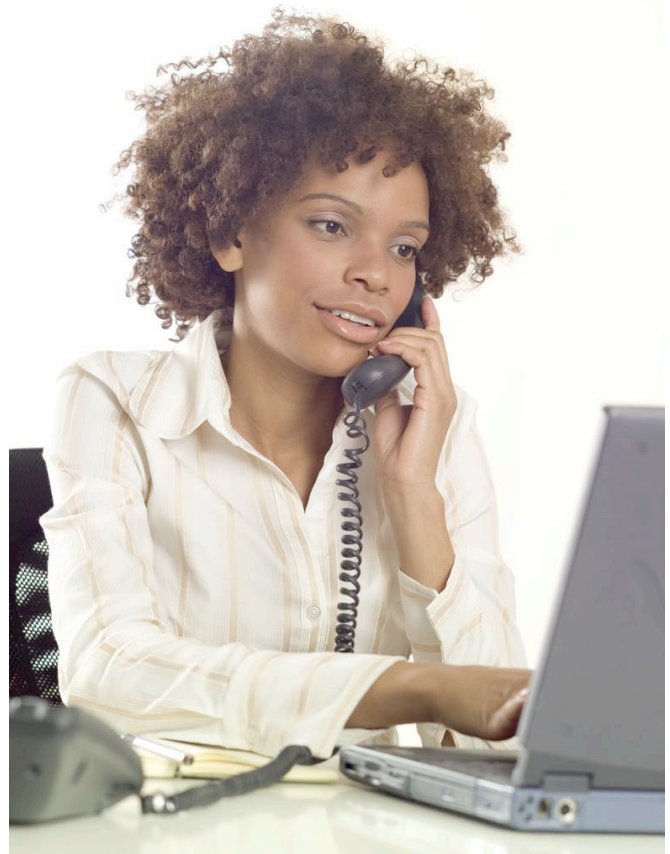


Career Services

Job Search Guide



WAUBONSEE
COMMUNITY COLLEGE

Career Services

Waubonsee Community College does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities.

For more information on the college's nondiscrimination policies, contact the Director of Human Resources at (630) 466-7900, ext. 2367; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554-9454.

Prepared by Joan Tarsha, Career Services Advisor

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Action Plan

As you begin your job search, it is important to evaluate where you are, what you want to achieve and to set clear goals to get yourself there. Below are some things to consider as you start this process.

- **Your objective**
- What are you hoping to achieve through this process? What do you want to do? What is the ideal situation? What is “plan B” if you don’t get the ideal position right away? What is your timeline?
- **Research your potential career**
- Do you know what it takes to get into your chosen career field? Who hires people with your interests and skills? Where do they post the jobs? Do you have the correct education/training to get into the field and if not, where can you get it?
- **Create job search documents**
- Is your résumé up to date? Do you have your cover letter ready to go?
- **Find available positions**
- What online posting sites are useful? Are there sites specific to your field? Are there places you can post your résumé? What companies would you like to target and do they post positions on their Web sites? What other ways are positions posted in your field? What title should you be looking for?
- **Prepare for an interview**
- Have you reviewed common interview questions? Do you have appropriate clothes to wear to an interview? Can you effectively communicate your skills and accomplishments?

Career Research

Information to gather from career research:

- Job Description
- Growth/Outlook/Wages
- Training and Education
- Career Paths
- Personal Qualifications

Bureau of Labor Statistics/Occupational Outlook Handbook www.bls.gov/oco

This site describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations.

Illinois workNet www.illinoisworknet.com

Provides career, education, and work support information for all Illinois residents. This site will provide information on job opportunities and career, education and work support services.

Career One Stop www.careeronestop.org/

America’s Career InfoNet. Research wage and employment trends, occupational requirements, and state-by-state labor markets. Use as a resource for millions of employer contacts.

Career Voyages www.careervoyages.gov

This site provides information on high growth, high demand occupations along with the skills and education needed to attain those jobs.

The Occupational Information Network <http://online.onetcenter.org/>

Here is a comprehensive database of worker attributes and job characteristics. You can find occupations using keywords, browsing by Job Families, or browsing by O*NET Descriptor. Skills Search - Use a list of your skills to find matching occupations.

Career Cruising www.careercruising.com

Career Cruising is an excellent interactive career resource site. Use the Career matcher, job profiles and multimedia interviews. Explore different career options, or plan future education and training. **Username: waubonsee Password: community**

What Can I Do With This Major? <http://www.waubonsee.edu/counseling/default.html>

A Web site that helps you connect majors with careers. This site provides an outline of common career areas, typical employers, and strategies designed to maximize career opportunities.

WCC Counseling Home Page http://www.waubonsee.edu/counseling/career_planning.php

The Counseling Department at Waubonsee Community College is staffed with trained and caring counselors who can assist those who are in the career exploration process with interpretation of assessments as well as guidance in choosing appropriate majors and occupations.

Finding Job Opportunities

Newspaper/Print Job Listings

Most print resources have now gone to online versions, but you can always pick up your local newspaper to find out about the opportunities in your area. The Web site www.suburbanchicagonews.com will search several of the local newspaper in the western suburbs.

Online Job listings

There are many Web sites available for job seekers. You can use sites specific to your field, location, and education level. Visit general posting sites such as Career Builder or Hot Jobs, or go directly to employer Web sites. While these are great tools, do not rely on the Web for your search. Use the sites to familiarize yourself with potential positions, but use other tools to follow-up. Many employers only accept online applications.

Job Fairs

There are numerous job fairs held throughout the area. Job fairs require preparation and research, and are a great opportunity to learn more about your field and connect with recruiters. Visit www.waubonsee.edu/careerservices/job_fairs.php for information about job fairs at WCC.

Direct Employer Contact

One way to approach your search is to connect directly with the organizations you have targeted for employment. Visit the Web sites of your targeted organizations to learn about the company and employment opportunities.

On-Campus Recruitment

Recruiters from various organizations are on campus the third Thursday of every month from 10 a.m. to 2 p.m. Visit on-campus recruiters in the Student Center, Lobby. Call Career Services at (630) 466-2368 for information about scheduled employers.

Staffing Agencies

Many staffing agencies have permanent hiring opportunities. They are also an excellent way to obtain experience with employers.

Professional Associations

Getting involved with a professional association is an excellent way to learn more about your potential field and connect with employers.

Informational Interviews

Learn more about your field by meeting with those already employed in your chosen career by requesting an informational interview. Informational interviews offer a chance to network with potential employers and find out about opportunities that may be opening in the future. WCC Career Services can assist you in preparing questions.

Intern or Volunteer

Many organizations use their intern or volunteer programs to source candidates. Experience in your field will make you more marketable and may lead to a job with that organization. WCC students can get information on internships by contacting Career Services at (630) 466-5709.

Network

Networking is one of the top ways to find jobs. (see page 4)

Career Services Center at Waubonsee Community College

Student Center, Room 103

(630) 466-2368

www.waubonsee.edu/careerservices

careerservices@waubonsee.edu

Industry and Company Research

Industry Information

Yahoo! Finance **www.finance.yahoo.com**

Comprehensive information on public companies, industry press releases and current news.

Industry Research Desk **www.virtualpet.com/industry**

Links to U.S. and international industry home pages in more than 30 areas.

Vault **www.vault.com**

Get information on top employers.

Company Overview

Start with the company's Web site. Read the "About Us" or "Company History" section for a general profile of the company and the services and products the company offers.

SEC EDGAR Database www.sec.gov/edgar.shtml

Annual reports

Hoover's Online www.hoovers.com

Current and detailed information on public and private companies.

Corporate Information www.corporateinformation.com

U.S. and international company information including research reports, company profiles, and earnings information. (Visitors must register to use this free site.)

Nonprofit Organizations

Better Business Bureau's Philanthropic Advisory Service www.usbb.org

Reports on major charitable organizations including an overview of the organization and program information.

Networking

An active approach to your job search.

Why Network

Networking should be a major part of your job search efforts primarily because the more attractive the job, the less likely it is seen in the traditional search channels. Only 15 percent of jobs are filled through want ads and 4 percent are filled through the major job Web sites. Seventy – five percent of jobs are not advertised and 70 percent to 80 percent of jobs are filled through personal connections.

Networking is a simple process that enables you to gather information about job leads. It not only helps you gain access you could not get using other methods; it is the most effective method of gathering information about job openings. Basically, networking is about talking to people you know and asking them to introduce you to others. Networking means you expand your visibility beyond your own inner circle of friends and acquaintances. Networking works for all kinds of jobs. Hiring managers would rather interview someone who has been recommended by someone they know. It saves the hiring manager the effort in advertising and sorting through numerous applicants.

How to Network

Networking involves indirect job searching. The first step is to make a list of people you know and tell them that you are looking for work and what type of jobs you are interested in. Inform your contact of your skills and abilities and ask about job openings. Inquire if they know someone who may provide you with more information and further contacts. The more referrals you acquire, the wider your network connections become.

Ask your contacts meaningful questions, not just “tell me if you hear anything.” People will be more willing to help you if you ask for help in a specific way.

Questions to Ask

- Do you know any openings for a person with my skills?
- Do you know of anyone else I might contact about openings?
- Do you know of anyone else who might know of someone who could help me locate openings?
- May I use your name when I contact...?

Learn something from a contact. If not about a specific job opening, then ask about their industry or career.

- How did you get into the field?
- Can you describe a typical day in your office?
- What are the things you like best (or least) about your work?
- What was your career path? Was it typical?
- Do you have any ideas how a person with my background and skills might find a job in this field?
- What is the job market currently like in this field?

After speaking to a contact, send a thank you note or e-mail. Networking is a long process, so start early. The more opportunities you hear about and the more people you meet, the greater your chances for success.

Social and Professional Networking Web Sites

Social and professional networking Web sites can be a powerful tool in your job search. Joining online networking communities will assist you in getting the word out that you are seeking employment and can be used to profile your experience, skills, and education. Using these Web sites also help expand your visibility on the Web and your circle of contacts. Popular social Web sites include FaceBook.com and MySpace.com, and job-centered Web sites are LinkedIn.com and BrightFuse.com.

You must manage your reputation through the image you portray on social Web sites, whether you use them for your job search or just for friends. One in five employers searches the Internet for information on prospective employees. In order not to be rejected based on negative personal information found on a Web site, make sure you project a positive image. If you have a social Web site, review your posted information and ask whether you would be comfortable with an employer viewing your pictures and comments.

Job Fairs

Job fairs are a great resource for connecting with employers and learning about opportunities. It takes some preparation and strategizing to take full advantage of a job fair.

Prior to the Fair

- Do your research. Who will be there and what are they hiring for?
- Schedule plenty of time. An employer may want to interview you on site or you may find you have to wait in line at some employer booths.
- Update your résumé and bring several copies.
- Prepare your brief introduction speech or 30-second summary (see page 13). Briefly cover three key points:
 1. What you want to do
 2. Why you are interested in their organization or industry
 3. What skills, training, and experience do you have that would be relevant to the position
- Prepare questions to ask the employers. What do you need to know about the organization to determine if it would be a match?
- Go to the Web sites of employers attending the job fair. If there are any job openings you are interested in, then apply and use the contact at the job fair as an informal interview.

During the Fair

- Check in or register. Ask for a map or the updated list of attending employers.
- Get oriented with the location of employers and resources.
- Don't be afraid to approach recruiters. They are there to meet you.
- Talk to as many people as you can. This is also a networking opportunity and you never know what connections might come from a casual conversation.
- Do not monopolize time. The length of time you speak to an employer is not necessarily an indicator of interest.
- Ask for a business card or find out how to follow up with those employers that you feel might be a match for you.

After the Fair

- Do not be discouraged if you do not have a job when you walk out the door. That is not what these fairs are about. They are an opportunity to connect face to face with potential employers. Your goal should be to leave an impression for the future and follow up as appropriate.

Job Search Web Sites

College Central www.collegecentral.com/waubonsee

Career Central is Waubonsee Community College's free online job listing service. This free job listing service allows you to view job openings and contact employers directly. You can also post your résumé online for employers to review and allow them to contact you directly according to the contact information you supply.

Job Search Databases

| | |
|---------------------------|--|
| America's Job Exchange | www.americasjobexchange.com |
| Beacon News | www.suburbanchicagonews.com |
| Career Builder | www.careerbuilder.com |
| Career City | www.truecareers.com |
| Chicago Jobs | www.chicagojobs.com |
| Computer Jobs | www.computerjobs.com |
| DICE (Computer & IT) | www.dice.com |
| Driver Jobs | www.1800drivers.com |
| GI Jobs | www.gijobs.net |
| Hot Jobs | www.hotjobs.com |
| Illinois Job Network | www.illinoisjobnetwork.com |
| Illinois Jobs | www.illinoisjobs.com |
| Illinois Skills Match | www.illinoisskillsmatch.com |
| Illinois workNet | www.illinoisworknet.com |
| Indeed | www.indeed.com |
| Job Bank USA | www.jobbankusa.com |
| Jobs Central | www.jobcentral.com |
| Jobs in Chicago & Suburbs | www.careerconnector.com |
| Job Paths | www.jobpaths.com |
| Monster | www.monster.com |
| Simply Hired | www.simplyhired.com |

Employer Web sites

| | |
|------------------------------|--|
| Abbott Laboratories | www.abbott.com |
| Allied Van Lines | www.alliedvan.com/f_main_career.html |
| Allstate | www.allstatecareers.com |
| American Medical Association | www.ama-assn.org |
| Aon | jobsearch.aon.newjobs.com |
| Argonne National Laboratory | www.anl.gov/jobs.com |
| Blue Cross Blue Shield of IL | company.monster.com/bcbs/ |
| Boeing | jobsearch.boeing.newjobs.com/ |
| CDW | www.cdw.com/Webcontent/inside/career/default.asp |
| Chase | http://careers.jpmorganchase.com/career |
| ConAgra Foods | www.conagra.co |
| Concentra | www.concentra.com |
| Discover Financial Services` | www.discoverfinancialcareers.com/index/htm |
| Eby-Brown | www.eby-brown.com |
| EcoLab | www.ecolab.com/careers |
| Exelon - (ComEd parent co.) | www.exeloncorp.com |
| Fermilab | www.fnal.gov |
| Fox Valley Park District | www.foxvalleyparkdistrict.org |
| Home Depot | www.careers.homedepot.com |

| | |
|-------------------------|--|
| Household International | www.household.com/corp/index.jsp |
| Illinois Tollway | www.illinoistollway.com |
| McDonald's - Corporate | www.mcdonalds.com |
| Motorola | www.motorola.com |
| Neumann Homes | www.neumannhomes.com |
| Nicor | www.nicor.com |
| Oak Brook Bank | www.obb.com/Jobs/Jobs.asp |
| Old Second Bank | www.02bancorp.com |
| Ondeo-Nalco | www.nalco.com |
| Pepsi Americas | www.getpepsi.com/index_flash.html |
| Quaker Oats | www.quakeroats.com |
| R.R. Donnelley | www.rrdonnelley.com |
| Richardson Electronics | www.rell.com/jobs.asp |
| Tellabs | www.tellabs.com/careers/ |
| Tribune Company | www.tribune.com |
| Verizon | www.22verizon.com |
| Walgreens - Corporate | www.walgreens.com |
| Waste Management | www.wmcareers.com |

Manufacturers

For a list of manufacturers *in the Fox Valley area, including Kane, Kendall, DeKalb and Western DuPage counties* go to the *Valley Industrial Association Members Web site*.

www.valleyindustrialassociation.org/template.asp?id=13

Transportation

| | |
|----------------------------------|--|
| Amtrak | www.amtrak.com |
| BNSF | www.bnsf.com |
| CTA | www.cta.apply2jobs.com |
| Illinois Dept. of Transportation | www.dot.state.il.us/techapp/employment.html |
| Pace Bus | www.pacebus.com |
| Union Pacific | www.uprr.com |

Government & Municipal Employment

| | |
|--------------------|--|
| Federal Government | www.usajobs.gov |
| City of Aurora | www.aurora-il.org |
| City of Naperville | www.naperville.il.us/out_emp.cfm |
| DuPage County | www.co.dupage.il.us |
| Federal Jobs | www.opm.gov |
| Kane County | www.co.kane.il.us |
| State of Illinois | www.state.il.us/cms/persnl/apply/ |

Area School Districts

| | |
|---------------------------------|--|
| Batavia School District | www.bps101.net |
| East Aurora #131 | www.d131.kane.k12.il.us |
| Geneva School District | www.geneva.k12.il.us |
| Illinois Math & Science Academy | www.imsa.edu |
| Indian Prairie #204 | www.ipisd.org |
| Kaneland School District | www.kaneland.org |
| Naperville #203 | www.naperville203.org |
| Oswego School District | www.oswego308.org |
| West Aurora #129 | www.sd129.org |
| Yorkville School District | www.yorkville.k12.il.us |

Colleges & Universities

| | |
|--|--|
| Greater Chicago Higher Education Recruitment Consortium | www.gcherc.org |
| Northern Illinois University | www.niu.edu |
| Aurora University | www.aurora.edu |
| College of DuPage | www.cod.edu |
| Elgin Community College | www.elgin.edu |
| Waubonsee Community College | www.waubonsee.edu |

Local Hospitals

| | |
|-------------------------|--|
| Mercy Hospital | www.provenamercy.com |
| Delnor Hospital | www.delnor.com |
| Rush Copley Hospital | www.rushcopley.com |
| Edward Hospital | www.edward.org |
| Dreyer Medical | www.advocatehealth.com |
| Central DuPage Hospital | www.cdh.org |

Healthcare Job Search Databases

| | |
|--------------------|--|
| Medical Workers | www.medicalworkers.com |
| Work in Healthcare | www.workinhealthcare.net |
| Hospital Link | www.hospitallink.com |
| Healthcare Source | www.healthcaresource.com |
| Nurse Town | www.nursetown.com |
| Nursing Spectrum | www.nursingspectrum.com |
| Nursing Center | www.nursingcenter.com |

Not for Profit Organizations

| | |
|--------------|--|
| Guidestar | www.guidestar.org |
| Idealist.org | www.idealist.org |
| NPO.net | www.npo.net |

Green Jobs

| | |
|------------------------------------|--|
| Green Jobs | www.greenjobs.com |
| Sustainable Business | www.sustainablebusiness.com/jobs |
| Green Jobs Network | www.greenjobs.net |
| GreenBiz | http://jobs.greenbiz.com |
| Environmental Career | www.environmentalcareer.com |
| Environmental Career Opportunities | www.ecojobs.com |
| Eco Employ | www.ecoemploy.com |
| Sustain Lane | www.sustainlane.com/green-jobs |

30-Second Summary

Thirty-second summaries contain five key elements. Look at each step below and complete your own thirty-second summary.

Step 1: Characteristics, including title

Example: I am a creative, energetic office manager with excellent people skills.

Step 2: Experience/Related activities/Internship

Example: I have more than four years of experience in hiring and training staff for my organization.

Step 3: Education

Example: I have an Associate Degree in Psychology from Waubensee Community College, and I will receive my Bachelor of Arts Degree from Northern Illinois University this spring.

Step 4: Something unique about you

Example: In my spare time, I teach horseback riding to children with disabilities.

Step 5: Tie it together with what you can do for the company/organization

Example: My ability to communicate effectively with a variety of different people from all works of life along with my creativity and energy will make me a valuable asset to your organization.

WRITE A DRAFT OF YOUR OWN 30-SECOND SUMMARY

I AM A _____, _____, _____
(Characteristic 1) (Characteristic 2) (Job Title)

I HAVE OVER _____ YEARS OF EXPERIENCE IN _____
(Length of Time) (Employment, Experience)

OR RELATED EXPERIENCE IN _____
(Activity, Internship, Volunteer)

I HAVE A _____ IN _____ PLUS A _____
(Degree, Training, Certification) (Major or Training Title) (Additional degree or training)

I ALSO ENJOY (OR SPEND TIME, ETC.) _____
(Something Unique About You or Your Activities)

MY SKILLS (EXPERIENCE) IN _____ WILL MAKE ME A VALUABLE ASSET,
ETC. IN YOUR ORGANIZATION. (Talent, experience, skills)

REWRITE AND PRACTICE YOUR 30-SECOND SUMMARY UNTIL YOU SOUND VERY SMOOTH, COMFORTABLE, AND CONVERSATIONAL WHEN YOU CALL OR SPEAK TO YOUR CONTACTS.

NOTES

Career Services

Student Center

Room 103

Waubonsee Community College

Route 47 at Waubonsee Dr.

Sugar Grove, IL 60554

Hours

*Monday, Wednesday, Thursday, Friday
8 a.m. – 4:30 p.m.*

Tuesday 8 a.m. – 8 p.m.

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