

UNIVERSITY of DUBAI



جامعة دبي

A SUCCESSFUL JOB SEARCH TIPS

Building Your Career Tools



INTERNSHIP & CAREER
DEVELOPMENT CENTER





HOW TO CONDUCT A SUCCESSFUL JOB SEARCH

Conducting a successful job search takes commitment. Securing the right position takes hard work, research, persistence and good instincts. You should expect to invest time and energy on a consistent basis to this effort. Plan on tackling the following tasks as part of conducting a successful job search:

Clarify your Career Goals

Use this time to evaluate what you want out of your career. What things would you like to be different in your new position? Write down a list of the issues that are important to you in a job, and keep these in mind during your search.

Research the Market

You'll want to scan internet job search sites (national, regional, and local), newspaper ads and trade magazines, recruitment/ placement agencies (that do not charge you a fee), temporary assignments, project work and internships. Try targeting a few companies in which you are interested (whether they are advertising or not) and calling to see if they are hiring in the near future.

Network

Have business cards printed and carry them with you at all times. Be thorough and creative in compiling your list of people to contact; other students, alumni, faculty, and former professors can be especially helpful, but also look to your extended family and former colleagues, business and community contacts (75-80% of all jobs are learned about through networking!).

Be Geographically Flexible

If you are determined to remain in one particular area, you may be limiting yourself. Explore possibilities in nearby cities.

Brush up on Skills

Online or the Center for Management and Professional Development (CMPD) and Technology Center (TC) courses can help keep you up-to-date. You might also use this time to evaluate how your soft skills could be improved; consult friends, former colleague or even an online career expert for tips.

Make your Case in Writing

Create a resumé and a cover letter that can be revised easily for each position for which you apply. Ensure that your resume and cover letter are error-free. Ask a friend to double-check both spelling and grammar. Once you've had an interview, send a written note to the interviewer thanking him or her for the meeting.

Consider Temporary Employment

Professional-level temporary assignments enable you to work for companies of all sizes and across many industries. You'll gain valuable experience that just might help you land your next job. Temporary jobs most of the times pay well and may enable you to pay your bills till a permanent job comes.

Set up a Schedule

Set up a schedule that designates a specific time each day or each week for this process, during which you will:

- Review job listings.
- Prepare unique covering letters and resumes in response to new postings.
- Follow up on previous applications.
- Network with contacts.
- Track correspondence and progress with a detailed log or file.

Set up a Notebook or other Filing System

This will help you to keep records of all job search efforts including a contact log, copies of job announcements, copies of letters and resumes sent, etc.

Partnering with the Internship and Career Development Center (ICDC)

The ICDC is one of the above-mentioned tools to use during the job search process. Meeting with a career development staff member means that you have formed a team or partnership for your job search. The advantages of including the center as a "member" of your job search team are listed below:

- The staff receives notice of position openings and can alert you to career opportunities that may not be publicized elsewhere.

- ICDC staff can conduct mock interviews to give you experience in interviewing, prior to going to real interview.
- The staff can direct you to resources for job postings, job search strategies, and information about employers and their organizations.
- The staff can invite you to attend workshops on “Job Search Strategies” and “Informational Interviews.”
- The staff can serve as a support system to you during this period of time which can be somewhat stressful.

Find a job through the ICDC. Here’s how:

- Review the ICDC bulletin board weekly.
- Visit the job files in the ICDC weekly.
- Visit the ICDC online “On-Line Job Listings.”
 - Local Employers
 - Job search sites
 - Recruiting and Placement Agencies
- Set up an appointment with a Career Development Coordinator to receive personal assistance and/or to file a job application.

Attend Job Fairs

Attend regularly these events even when you are not necessarily looking for a job to find out what opportunities are out there, and to have an idea on where you fit in the job marketplace.

Other General Tips

- Based on your experience and education, decide how widely to “throw the net” when considering job opportunities.
- Set reasonable expectations based on your research (salary, benefits, experience, and company hiring policies).
- Discover your best strengths and market yourself accordingly.
- Learn how to use the Internet in your job search including:
 - Using search engines
 - Researching companies
 - Posting your resume on-line and
 - Sending your resume via e-mail

Do not give up

Last, but not least, do not give up. Job searching may be a very lengthy and exhausting process especially in a shaking job market. Be perseverant and carry on your job search and eventually, even if it may take longer time than you expected, the right position will come along.

BOOKS AVAILABLE IN UD LIBRARY

- Guide to Internet Job Searching 2006-2007; by Margaret Riley Dikel, Frances E. Roehm,1. McGraw-Hill, ISBN: 0071472169.
- A Practical Manual for Job-Hunters; by Richard Nelson Bolles; Ten Speed Press, ISBN: 1580087272.
- The Unwritten Rules of the Highly Effective Job Search; by Pierson, Orville; McGraw-Hill, ISBN: 0071464042, 2006.
- How to get the right job for the Middle East; Saad E. Abbas HF5382 .A23.
- Career Exploration on the Internet : Student's Guide to More than 300 Web Sites; by Oakes, Elizabeth, HF5382.7 .S777.
- The Career Adventure: Your Guide to Personal Assessment, Career Exploration, and Decision Making; by Johnston, Susan M., HF5381 .J57.
- The Big Book of jobs 2007-2008; McGraw-Hill & the United States; ISBN 0-07147590-7
- What color is your parachute? Practical manual for job-hunters and career changers; Richard Bolles, Richard ONelson. HF5382.7 .B64.
- On-line Assessment Tool: (SIGI 3 – Self Assessment Software).

SUGGESTED READING

<http://jobsearch.about.com/od/findajob/tp/tensteps.htm>

<http://jobsearch.about.com/cs/jobsearchhelp/a/10tips.htm>

<http://squidoo.com/secrets-of-job-seeking>



INTERNSHIP & CAREER DEVELOPMENT CENTER

P.O. Box 14143 Dubai

Tel: 04 224 2472, Ext: 671 | 662, Fax: 04 223 3944

Website: www.ud.ac.ae