Effective Searching, Sorting, and Filtering - FUTURELINK

Students and Alumni

**DO**

- **Be strategic in how you use the keywords field**
  - Choosing keywords related to job function (the type of work you’d like to do) yields many more results than conducting a keyword search of your major
    - Q: Why can’t I search by major?
      - Many employers seek a candidate with appropriate skills, rather than a specific major.
    - Check out the Career Clusters document for more info
    - Understand that the keywords field simultaneously searches in the job title, position posting description, and employer name
  - Keep in mind that the majority of positions in FutureLink are in Ohio or surrounding areas
    - Seeking a position in a different location? Try the NACElink Extended Search, GoingGlobal (particularly useful for those interested in work abroad), or the USA/Canada Career Guides
- **Consider creating a Search Agent**
  - Saving an advanced search and scheduling it to run a certain number of times per week/month can save you lots of time. Bonus: you get an email at the scheduled time which compiles the new results for you!
- **Understand that FutureLink is not the only resource for finding internships or full-time employment**
  - Meet with an Internship or Job Search Advisor to discuss your specific needs and obtain additional resources that can augment your search
- **Be willing to try again using slightly different criteria**
  - If at first you don’t succeed, try again – students are always welcome to contact our office for additional assistance

**DON’T**

- **Get hung up on searching by your major for positions**
  - Think outside the box: many employers seeking to recruit Arts and Sciences students aren’t looking for a particular major – they want to know if you have the skills necessary to complete the job successfully
  - Check out [http://whatcanidowiththismajor.com/major/majors/](http://whatcanidowiththismajor.com/major/majors/) to learn more about how your major can be beneficial in a variety of industries
- **Think that you need to enter something in every field of the Advanced Search**
  - Remember – more criteria = fewer results
  - Often, the best searches require no more than one or two filter fields in order to be successful
- **Assume that FutureLink will do all the work for you**
  - Even after conducting an Advanced Search, you will likely need to sort through posting to determine if a position is the right fit for you
- **Choose [no selection] for any of your search criteria**
  - This selection does NOT mean “please ignore this criterion”; if you have no preference, leave the field blank