General Job Search Strategies

Working with a Job Search Advisor

We will help you identify employers in your target career fields, develop and refine your application materials, evaluate the effectiveness of your search strategies, identify sources of potential network contacts, and prepare for interviews. By helping you to reflect on past internships and jobs, along with what you have discovered about your career interests and work related skills, the advising staff can assist you with answering the questions, “What do you want to do for employment, and where do you want to work?”

For additional assistance with identifying career fields to pursue, the university’s Career Connection office provides a variety of career assessments. If you are interested in obtaining their assessment services, first you will need to meet with a career counselor at Career Connection (614-688-3898).

What’s the difference between ASC Career Services and Career Connection?

The services we offer are specific to the needs of Arts and Sciences students and recent graduates. We can connect you with employers seeking resumes from graduates in your major as well as help you discover job search resources that are specific to your career goals. Additionally, we host career fairs, on-campus interviews, and networking events throughout the school year.

Career Connection focuses on assisting students with developing career goals through career counseling and assessments. They also assist students with researching and applying to graduate and professional schools. Recent graduates can meet with a Career Connection counselor for up to two sessions within one semester of graduation. More information at: www.careerconnection.osu.edu.

You can use ASC Career Services and Career Connection at the same time.

What should I bring to my appointment?

A lot of valuable information will be shared during your appointment. You are encouraged to come prepared to take notes and ask questions. It’s also helpful to the advisor if you’re able to provide a general idea of your career goals. Here is a list of recommended items to bring:

• Hard copy of your resume (and cover letter, if available)
• A list of your questions/concerns related to the job search process
• Paper and pen/pencil to make notes about what is discussed
• Be prepared to share a general idea of your career objectives

The questions below will help you to set career objectives

1. What job titles are you considering?
2. What job functions/tasks would you like to do?
3. What occupational fields are you interested in?
4. What work sector, if any, do you prefer (i.e., government, corporate, nonprofit)?
5. Where do you prefer to live?
6. What are your salary needs?
7. What is your vision for your ideal life?
8. What would you like your career to look like in 2-5 years?

Using your responses to the questions above, create your goal statement. See the following example for guidance. It doesn't have to be perfect. Don’t forget to bring this along to your appointment!!

If you do not have a resume, please use our tip sheets to draft one prior to your first career services advising appointment. The tip sheets are found at asccareerservices.osu.edu/guides.
Goal Statement: ____________________________________________
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Sample Goal Statement: Interested in working for a small company that manages charity fundraisers and other events. Would like to apply my project management skills, outgoing nature, and creativity to plan events, coordinate with vendors, and provide day-of-event support. Open to moving anywhere in the U.S. that has a good public transportation system; would prefer to work in Philadelphia or Chicago. Depending upon housing options, will need a minimum annual pay of $25,000.

I’m graduating this semester, is it too late to obtain an internship?

Yes. At this point your priority should be your job search. In most cases, employers prefer to use sophomores and juniors for their internship opportunities. However, some employers - including the federal government - have “after college” internships. Ask about those opportunities during your job search advising appointment.

If you have two or three semesters remaining before graduation (e.g., it’s currently autumn semester and you graduate spring semester), then it’s okay to pursue an internship. However, don’t put off your job search until the spring. Some employers only recruit on campus during the fall - make the time to meet with those recruiters!

What do I do after the appointment?

After your appointment it’s possible you’ll feel encouraged because you’ll have valuable information and more direction. However, you may also feel a bit overwhelmed and not quite sure what to do next. Focus on the following action steps:

1. Review the material that was shared during the appointment.
2. Register for FutureLink if you haven’t already done so.
3. Set weekly goals for your job search.
4. Follow through on any suggestions that were made, i.e., revise your resume, schedule a career assessment, arrange an informational interview.
5. Make additional appointments as needed.
6. Schedule a mock interview.
7. Continue or begin networking. Don’t use internet job posting sites as your only method of identifying jobs!
8. Check out the events listing at asccareerservices.osu.edu on a weekly basis to learn about employer information sessions and other career events on campus.