



Access this handout online!

Hampshire students and alums have strong skills and diverse, unusual experiences. An effective **job search** involves understanding your skill level and the types of jobs you qualify for, finding opportunities through networking and research, preparing your application materials, and interviewing. This guide outlines the fundamentals of an effective job search strategy.

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## CLARIFY YOUR FOCUS

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Analyze your interest, values and skills to find careers that incorporate them.

- Take another look at your Division II courses, projects, and retrospectively for inspiration.
- Does your Division III research or project lead you to a particular field?
- Develop a “Master” resume that includes every experience you can think of, even if it doesn’t seem important. The entire history of your experience can give clues to your life goals. You can condense and tailor the resume to target specific employers or job openings.
- Research careers and organizations that interest you. The library, the SPARC website, and the Hampshire Alumni Network ([hampshirenetwork.com](http://hampshirenetwork.com)) are good places to start.
- Decide upon a direction your search will take—at least initially.
- If you’re looking for a job on-campus, check the [Intranet Student Employment Listings](#).

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## NETWORK FOR INFORMATION AND REFERRALS

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Networking is connecting with people who can provide general information about a career area,

organization, or geographic location that interests you, and refer you to specific job openings.

**Up to 80% of all positions are filled without employer advertising.** These positions are called the Hidden Job Market and they are filled by, and sometimes even created for, candidates who come to an employer's attention through employee recommendations, referrals from family, friends and professional associates, and recruiters. Networking—using your contacts to connect with an employer—is your key to the Hidden Job Market. See SPARC's **Networking** handout for more information.

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### TARGET INTERESTING EMPLOYERS

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If you identify certain organizations that you would really love to work for:

- Check the organization's website for job postings.
- Research the organization's mission, service, products, culture, and performance. In addition to their website, you may ask for their annual report, talk to current employees, clients, etc.
- Find out the name, title, and phone number of the person most likely to be doing the hiring—e.g. a department manager, head of Human Resources, the president of a small company, and/or the director of an agency. Look for this information on the organization's web page, or call/email to ask.
- Organizations seek job applicants in a variety of ways. Small non-profits tend to look only when someone resigns, at which point they usually want to hire quickly. A good network contact is a vital source of information about job openings in the non-profit sector.
- Job seekers use a variety of effective ways to "get their foot in the door" of an organization: internships, volunteer or part-time positions, temporary or contract jobs, etc.

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### BE ORGANIZED

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- You talk to a lot of people and send out many applications when searching for work; it can quickly get confusing. Avoid embarrassing situations and lost opportunities by keeping a record of your networking and job search activities. Come up with a simple system that makes sense to you, or use some version of the Job Search Tracking Form included in this guide.
- Among the many things you have to remember when looking for a job, one of the most important is to thank the people who give you information, advice, leads, references, or an interview. Put it in writing (email is fine for more casual contacts). The people you thank will be impressed and happy to remain part of your "professional network."

**JOB SEARCH TRACKING FORM**

Contact name, Title: \_\_\_\_\_

Name of Organization/Business \_\_\_\_\_

Contact Information Address: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

Email: \_\_\_\_\_

I was referred to this person/organization by: \_\_\_\_\_

I applied for the position of: \_\_\_\_\_

I applied:     /     / \_\_\_\_\_

I followed up on:     /     / \_\_\_\_\_

An interview was scheduled for:     /     /     , at     :     am/pm \_\_\_\_\_

I notified my references on: \_\_\_\_\_

After the interview, I sent a thank you note on:     /     / \_\_\_\_\_

A second interview was scheduled for:     /     /     , at     :     am/pm \_\_\_\_\_

Notes: \_\_\_\_\_

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