

Top 5 Places to Begin Your Job Search

1. Attend discipline-specific **national conferences** and meetings of professional organizations. Quite often, "on-the-spot" job interviews will be held during conferences; others will have job boards or career sessions. Introduce yourself to key people, distribute your resume and business cards, and let people know that you are on the job market. Ask about job openings (vacancies).



2. Use several **Internet search engines**. Use trusted government sites or those attached to professional (discipline-specific) organizations and higher education institutions. Some professional e-journals also have job announcements posted. Make certain the job search engine is backed by a reputable company. Be wary of entering personal information and uploading documents unless you know about the company. Read privacy policies carefully. Look for stated and hidden costs.

3. Go directly to the **human resource Web page** of a company, nonprofit organization, government entity, or academic institution. Some jobs are never posted publicly.

4. **Network** with those you know—face to face and electronically! Talk with your advisor and other faculty members in your department. Send a follow up e-mail note to people you have met at conferences. Send your CV or resume to former supervisors. Monitor professional listservs and professional e-networking sites, such as LinkedIn or InCircle.

5. Attend **career fairs** on and off campus. Career fairs consist of booths with hiring representatives from various companies. Introduce yourself to representatives and learn about the company. If the company suits you, leave a CV or resume with the hiring representative.

Successful Job Engine Search Strategies

- Find job titles to search at this US government site http://www.bls.gov/soc/soc_majo.htm
- Make a list of key words (search terms) for the job title(s) of interest.
- Add synonyms for titles. Example: scientist or researcher or “principle investigator”
- If unfamiliar with a search engine, look for a search wizard, tips or instructions.
- Let the search engine work for you. If check boxes or pull down boxes are provided, use them. Also use the advanced search option or Boolean search operators. If you are only interested in living in one part of the US, include that as a key term. These steps will help you find job announcements that are matched to your interests, qualifications and needs.
- In the search box, type primary key words (search terms) that describe the position you seek. Do not use natural language searches as they are ineffective.
- Place words in logical order. For example city planner instead of planner city
- Keep track of which terms you use and if they worked or not.
- When you try a different search engine, use the terms that got the best results.
- If you receive too many results, narrow your search by adding a specific discipline. Also try quotes around phrases such as “city planner” or “assistant professor” or “civil engineer” or “life scientist” or “textile design”
- If you are getting too few announcements when you search, broaden your search terms. Try less specific or generic job titles or broad discipline titles. For example, if “secondary school psychologist” does not work, try “school psychologist” to obtain more results. Reduce the number of quotes. Place fewer restrictions on the search.
- Think broadly! What interdisciplinary job titles might be applicable?
- Some search engine will allow you to save successful searches. This option stores your key terms for searching at a later date.
- Sign up for email alert services on new vacancies based on your key terms!

List key search terms here:

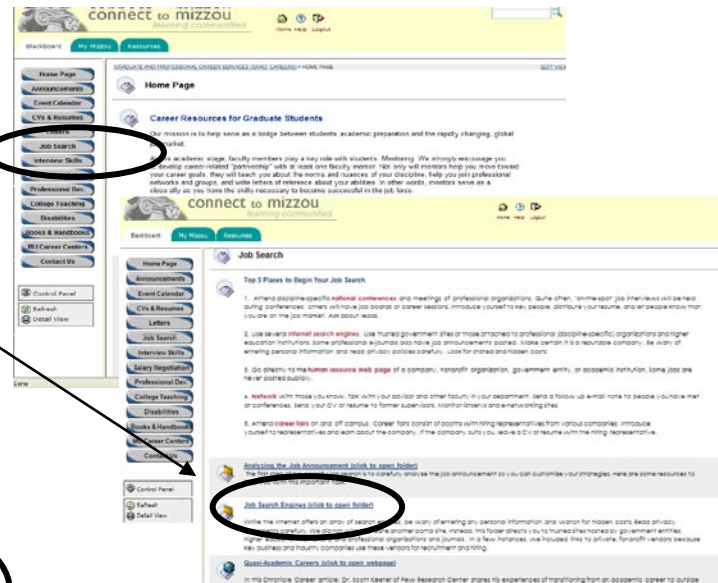
Links to Job Search Engines in Blackboard (Grad_Careers)

Use our Blackboard™ site to find resume and CV examples across disciplines, links to job search engines, worksheets and tutorials. Login at <https://blackboard.missouri.edu>.

First time users: 1. Click on the My Mizzou tab. 2. Under the Organization Catalog, select the Student folder. 3. Scroll to **grad_careers** and click enroll. The next time you log into Blackboard, the site will be under My Organizations.

Under My Organizations, select **Graduate and Professional Career Services**

Click 6th button, "Job Search"
Scroll down the next page.
Click the underlined link named **Job Search Engines (click to open folder)**



Once inside the Job Search Engines folder, You will find **seven subfolders, roughly based on job force sectors**. Click on a folder of interest.

These are the seven search engine subfolders:

- General Academic Job Search

- Chronicle Careers
- Inside Higher Ed
- National Job Bank

- General Non-Academic Job Search

- Discipline-Specific Job Search

Subfolders:

- | | |
|----------------|-------------------|
| • Arts-related | • K-12 |
| • Business | • Science Careers |
| • Healthcare | • Humanities |

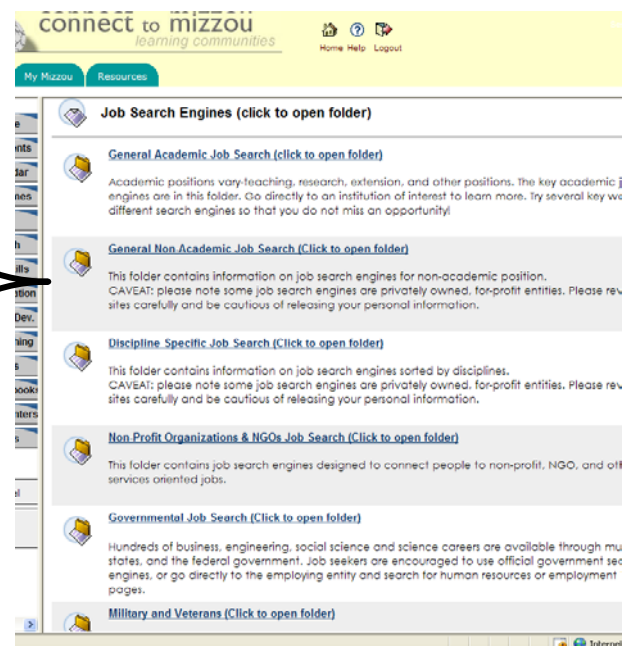
- Non-Profit Organizations & NGOs Job Search

- Governmental Job Search

- Military and Veterans

- MU Job Search Engines

- MizzouNet
- HireMizzouTigers
- GOINGGLOBAL



Cautionary Note: Using the Internet, you will find many private (for profit) companies offering job search engines. If you choose to use these sites, try to establish if the company is reputable. Read privacy statements carefully. Watch for hidden fees. Be wary of entering personal information, CVs or resumes if you do not know who operates the site.

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