THE SAVVY JOB SEARCH

HOT TIPS - ISSUE 3 - PAGE 1

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THE HOW

Job searching can be - well - like another job. Here is a simple step-by-step guide to make the most of your time & effort!

1. YOU'RE IT
   Most probably the best step is to start with yourself.
   A good exploration of your core self: values, strengths, passions, desires, vision and purpose in life. Naropa prepares you very well for sitting and allowing these basic truths to emerge. This simple exercise can offer a solid foundation for your search.

2. MAP IT
   Create a map, a vision board, or simply have a friend ask you, listen to you and reflect what they have seen and heard.
   Get all that is stirring on the inside - out. That way, you will be able to work with it from a more creative, expansive and objective perspective.

3. INVESTIGATE IT
   How is all of the above expressed in your unique self? How does it intersect with all you have learned in your life, education, and career? How do all of these pieces fit together with your transferable skills and natural strengths?

4. ALIGN IT
   Which areas of work, careers, businesses, companies are in alignment with these core characteristics?

5. EXPLORE IT
   What are the existing opportunities that match the results of all the above steps? And if the answer is (currently) none - then how can you create them for yourself?

THE WHEN

As you can see the job search is not something that starts once you have your degree but is a continuous process of self-discovery and investigation. One that can and should be integrated throughout your journey at Naropa. It must inform present and future choices.

Your job search starts NOW, no matter what stage you are in, and will continue to unfold.

BUT HOW DO I GO ABOUT FINDING A "REAL JOB?"

You may think in this modern era the most likely way to find a job is via the Internet.

Surely the Internet is a great tool for your search and we encourage you to go job hunting in all possible places.

Places like: Google, Indeed, GlassDoor, Monster, LinkedIn Jobs – App and of course Naropa Student & Alumni employment list-serve.

However, only 15-20% of the available jobs are posted and 80% of openings never get advertised!

We call this, the Hidden Job Market.

See flip side - Page 2 - for more information about how to tap into the Hidden Job Market!
THE HIDDEN JOB MARKET

HOW DO I TAP INTO THE HIDDEN 80% OF JOBS?

It is a bit of a treasure hunt, right? Where are the clues and riddles? They are actually closer than you think.

BUILD YOUR NETWORK NOW!

HERE ARE SOME FANTASTIC PLACES TO START:

- Networking
- Organizations’ websites
- Social Media: Naropa & Alumni groups
- MeetUp
- Professional Organizations / Associations
- Informational Interviewing
- Career, Internship Fairs & Panels
- Job Boards
- Naropa Employment listings
- Internship site lists
- Faculty & Staff
- Friends & Family
- Colleagues

LINKEDIN

An amazing online professional networking tool.
Create your targeted profile and make use of it.
LinkedIn can also be used as a:

- Specialized search engine
- Network – Naropa Alumni
- Research tool
- Interview Prep guide
- Connector - Follow your favorite organizations

INFORMATIONAL INTERVIEWING

No this is not the job interview you have already been shortlisted for and yes this is something to take very seriously. So much so that we have dedicated an entire new page to it! Why? One out of every 200-1000 resumes results in a job offer while one out of 12 informational interviews results in a job offer!

You might have noticed that Networking is NUMBER 1 on our list. Networking is the most reliable source for your job search and it is something that you build as a student, and beyond. You always have invaluable contacts and opportunities on hand:

- Current Internship / Practicum / Job / Field placement opportunities
- Professional Development: conferences, trainings, retreats, events
- Informational Interviews
- Volunteering
- Friends / Family / Faculty / Staff / Colleagues

NETWORKING IS THE MOST RELIABLE SOURCE FOR YOUR JOB SEARCH

Need help with Informational Interviewing? See our HOT TIPS: ISSUE 4!