THE CAREER DECISION AND JOB SEARCH PROCESS

BEGIN WITH SELF ASSESSMENT
What are your
• Interests?
• Skills?
• Values?
• Goals?
• Personality Traits/Preferences?
• Career Interests?
• Preferred work Environment/Lifestyle?

Congratulations on getting a job! When things change begin the process again.

GATHER INFORMATION
• View job descriptions of positions that interest you
• Conduct Informational Interviews
• ICMA http://icma.org/en/icma/career_network/home
• Idealist http://www.idealist.org/
• USAJOBS https://www.usajobs.gov/
• www.linkedin.com/alumni connect to alumni www.linkedin.com
    connects you to professionals

Now that you've gathered information, get started by applying to positions

JOB SEARCH
• Use resources listed in the handout
• Tailor Each Contact
• Adapt your Plan as you go
• Follow up & Follow through
• Be Persistent & Patient
• Send Thank You Notes/Letters

DEVELOP JOB SEARCH SKILLS
• Talk to professionals in your field, MPA Alumni, faculty, and current students
• Consider how your experience and skills relates to positions
• Write Resumes and Cover Letters
• Create a Job Search Plan
• Develop Interviewing Skills

Adapted from The Job Search Process from Meredith College and the UNCW Major Decision Process