Job Search Strategies

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Self Assessment

Start developing written descriptions of your:

I. Goals, Interests, Strengths and Abilities
II. Establish a Professional Summary

Ask yourself the following questions:

• Am I willing to consider a broad range of options (e.g. – different emphases, different settings, and other geographical locations)?
• Am I willing to take almost any position offered to me?
• At what point should I decide to broaden my scope?
• Am I willing to take a part time position?
What Appeals to You?

<table>
<thead>
<tr>
<th>Floor Nursing or Hospital (non-ICU) Nursing</th>
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<td>Cardiac</td>
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<td>Cardiothoracic</td>
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<th>Critical Care Nursing</th>
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<td>CCU or Cardiac Care</td>
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<td>Cardiothoracic</td>
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<td>Emergency</td>
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<td>Flight</td>
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<td>General ICU</td>
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<td>Neonatal ICU</td>
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<td>Neuro ICU</td>
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<td>PACU or Post Anesthesia Unit</td>
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<td>Pediatric ICU</td>
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<td>Surgical ICU</td>
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<th>Be open to Non-Hospital Nursing</th>
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<tr>
<td>Lactation Consultant</td>
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<td>Clinical Research Nurse</td>
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<td>Forensic Nurse</td>
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<td>Academic/School Nurse</td>
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<td>Travel Nurse</td>
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<td>Military Nurse</td>
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Self Assessment

Your assessment should:

• Include weighing-in the immediacy of the situation.
• Paint a clear picture in your mind of what it is that you would really choose to do or like to do and what you don’t.
• Address how you can find the right balance between your personal and professional lives.
• Look at your experiences, including volunteer experiences and hobbies and see how they have impacted your career goals.
Visit http://www.onetonline.org/ to find detailed information about careers in nursing.

The goal of research is to become aware of careers that are out there within your chosen field. Start to take a look at things like:

- Job market – what is the projected future or the career economic climate of the field and more specifically, the settings of interest?
- Develop an awareness of the organizations in which you are most interested. (Do an internet search – review websites, news stories, ratings).
- Identify someone you’ve admired and want to emulate in the setting that interests you and interview them.
Organizing Your Job Search Correspondence

- Cover Letters and Resumes
- Online Applications
- LinkedIn
Professional Networking

- Professional Associations
- Tips for networking
  - Take advantage of opportunities to make contacts and build relationships for the future
  - Make a lasting impression — end experiences on a positive note
  - Keep in touch — remember your contacts and experiences
  - Never burn bridges
  - Be respectful of your professors and peers. You never know when you may need them.
- Find a mentor
- Increasing your skills and network by volunteering and completing externships
LinkedIn Profile

- Photo
  Add a professional-looking profile photo to be 7x more likely to be found in searches.

- Headline
  Stand out with a keyword-rich headline that describes how you want to be known on LinkedIn.

- Summary
  Write a brief summary describing your professional background and aspirations.

- Experience
  List all the jobs you’ve held, along with brief descriptions of each role.

- Education
  Add all the schools and colleges you’ve attended.

- Skills & Expertise
  Add at least 5 key skills to your profile.

- Recommendations & Endorsements
  Get recommendations and endorsements from former colleagues, clients,
Job, Career, & Volunteer Fairs

Illinois Department of Employment Security
http://www.ides.state.il.us/info/event/default.asp#

Chicago Job Fairs
http://www.chicagojobresource.com/jobfairs.htm
Employment Websites

Below is a list of the most common nursing jobsites used for expanding your search:

- America’s Job Bank
- Career Onestop
- Campus RN
- Career Builder
- Careerpath.com
- Career Mosaic
- Health eCareers Network
- Health Care Jobs USA
- Monster.com
- MyHealthJobs.co
- Nurses123
- Nurse.com
- NurseConnect
- Nurse Universe
- Nursing Career Zone
- Nursing Jobs.com
- Nursing Jobs Help
- Nursing Jobs Plus
- Nursing Jobs.US
- Onward Healthcare
- RN.com
- United Health Group

You can also check out what the Bureau of Labor Statistics has to say about careers in nursing and browse through a variety of online and print resources at http://www.onetonline.org/ and http://libguides.resu.edu/content.php?pid=319858&sid=2954006 to help you research the field, write a resume, and prepare for the job search process.
Preparing for an Interview

• Preparation is the single most important thing you can do to ensure a successful interview.

• People who spend time preparing have a much easier time talking about their skills and how they would benefit the organization.

• Additionally, their answers generally have more depth and show greater thoughtfulness.

What does preparation mean?
• Researching common interview questions

• In short, being prepared really pays off!
Anticipate Questions and think through your Answers

- Research commonly asked interview questions
- Write out your responses
- Learn what questions are standard
- Determine specifics that the site may be looking for and how you meet their requirements
Mock Interviews

- Mock interviews are also available through Career Services.
- Practice with friends or your mentor, faculty or preceptor depending on availability.
Give Examples and State Accomplishments

Examples:
- Set you apart from other candidates
- Make you more memorable
- Demonstrate past behavior

When relating accomplishments:
- Tell exactly what you were able to do.
- Explain how well you were able to do it.
- Describe the impact your activities had for the organization.
Get Support

Although you should take ownership of your pursuits, you should not attempt the daunting task of career planning and preparation alone. Finding the appropriate resources and support is imperative:

- Career Services provides:
  - Face-to-Face and online career counseling
  - Assistance in developing short and long-term career goals, career planning and assessment
  - Resume and cover letter assistance
  - Interview coaching and mock interviews
  - Job listings
  - Workshops and programs

Please do not hesitate to contact me with any questions or concerns.
Good Luck!

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Questions?