

THE CAREER SEARCH

The next step is to find specific openings with companies offering positions that interest you.

CES

Career and Employment Services at Trident is a valuable source of: employment recruiting, databases, job listings and career fairs. CES provides guidance in job skills assessment, resume development, interviewing techniques and more. And it's all free. Be sure to sign up for the workshops offered by CES.

Networking

Networking can help you research employers and learn of job leads. This is probably the number one method of obtaining employment. It's who you know – so get out there and make as many connections as possible. Remember, however, that networking is a two-way proposition – you have a responsibility to your contacts to provide them with leads and information. Your own friends, relatives and contacts can offer the best source of information about available positions. Make a list of 20 people who could help you in your search. Begin spreading the word that you are looking for a position and ask them if they know of any openings in your field of interest. Networking can provide not only leads on openings, but also specific help with personal introductions to employers as well as references. Networking opportunities include:

Informational interviews	Career/job fairs
Internal job postings	Internal referrals
Professional societies	Alumni associations
Civic club membership	Family/friends

Third Party Agencies

Third-party agencies are private licensed organizations that match employers and prospective employees for a fee. If you decide to get involved with a third-party recruiter, look around. The employer should ALWAYS pay the fee and the agency should openly conduct its business on your behalf according to applicable state laws and professional ethics. Temporary services can often place you in a temporary position with a good company where you can gain valuable experience and possibly be hired as a regular employee after three to six months. Third party agencies come in all shapes and sizes including:

- Employment agencies
- Consulting firms
- Corporate human resource groups
- Executive search firms
- Temporary employment agencies
- Outplacement firms

Company Directories

Company information is available from CES, the Chamber of Commerce, the Federal Job Directory, the South Carolina Employment Directory, various industrial directories found at the library including Dunn & Bradstreet, Moody's Industrial and Thomas Registry, the Internet, and even the yellow pages of the phone directory.

Newspapers and Other Publications

Read the classified help-wanted ads daily. Make a list of all openings that sound interesting to you, including the address and how to apply. Try to avoid ads that offer get-rich-quick schemes. Also, newspaper feature articles, trade magazines and company newsletters can offer information on business expansions. They may even name prominent company officials to whom you can address your correspondence.

Bulletin Boards

Jobs are sometimes listed in post offices, libraries, union offices and personnel offices in corporate and government buildings. Electronic bulletin boards and the Internet offer high-tech access to job information.

Career Search Journal

Keep a notebook to record dates, names, job descriptions, phone calls, comments and any other important details about each inquiry you make. This document will become an invaluable reference tool when you begin your follow-up.