



## **BEOC CAREER SERVICES**

### **TIPS TO A SUCCESSFUL JOB SEARCH**

BEOC Career Services is your *partner* in your job search; we help you prepare for and access employment opportunities. We are not employers, but we have a pipeline to companies, agencies, and non-profit organizations.

We facilitate your job search process; we do not manage the hiring process of the companies you apply to. Each employer/agency has their own hiring process, so it is important that you follow the directions they provide to increase your chances of getting hired.

According to the Department of Labor, 99% of employers require that you complete an application online. Due to the pandemic, interviews most likely will be conducted virtually also. Therefore, you must be prepared to use technology in your job search. Below are some tips to help you prepare for employment

#### **Preparing for your job search**

- You should have access to the following:
  - *a working phone that an employer can leave a message*
  - *a functional email that you can check*
  - *an updated resume that includes your phone number and email address*
  - *the ability to apply and interview online (If your technology access is limited, consider asking a friend or family member, or use a school or library)*
- Maintain contact with Career Services for job searching, interview techniques, resume writing, how to write an appropriate thank you letter, or any information you need regarding the hiring process.
- Research the companies you are interested in. View their websites; look up the mission, vision and the About Us section of the company. Use sites like [www.vault.com](http://www.vault.com) to get company information.

#### **Preparing for the interview**

- Set a reminder of your interview on your phone/calendar for the day before the interview.
- Contact the employer ahead of time if you cannot make the appointment. Generally, employers will not grant another interview if you miss an appointment without notice.
- Research the company you have an interview with. View their websites; look up the mission, vision and the About Us section of the company. Use sites like [www.vault.com](http://www.vault.com) to get company information.
- Be on time for the interview, and dress in business attire (even if the interview is virtual)
- Prepare questions that you would like to ask your prospective employer.  
Examples:
  - What are the qualities of a good employee?
  - What is the company culture?
  - What is the dress code?
- It is ok to take notes during an interview but let the interviewer know that you will be doing so.

#### **After the interview**

- Send a *Thank You* email to the interviewer(s) after the interview.
- Continue your job search until you have a confirmed job offer.
- Let Career Services know if you land a job.