

JOB SEARCH

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CHECKLIST FOR BEGINNING A JOB SEARCH

This checklist will help you to ask the right questions to get you started on your job search. Answering these questions and using the free tools suggested above will bring you closer to choosing the right occupation for you and to be paid fairly for the work.

About me:

- What are my qualifications, skills, and experience (have check boxes derived from EDD's website)?
- What is my education level?
- What is a reasonable salary/pay range for me to start? To earn after two years?

About jobs:

- What kinds of jobs sound interesting to me?
- How much do people usually earn in this job?
- Is there a gender pay gap in this occupation?
- Is there a demand/anticipated need for this occupation in my area and in the state?
- Who should I talk to find out more about this occupation? (Informational Interviews? Research? Linked in? Associations?)
- Do my current qualifications, skills, and experience already **match** the job requirements?
- What kind of training do I need?
- How and where do I get needed training? Community Colleges? Free online courses? How long will it take?
- How much will the training cost?
- Is there available public transportation to these jobs?

WHERE CAN I GO TO FIND OUT INFORMATION ABOUT JOBS/CAREERS IN WHICH I MAY BE INTERESTED?

The first step in a job search is deciding which job/career you wish to consider.

California's Employment Development Department (EDD) My Next Move website (<https://www.mynextmove.org/>) will help you choose from many possible jobs based on your interests, skills, education, personality, desired salary, experience, and knowledge. If you are not sure what you want to do, EDD's Labor Market Information for Job

Seekers and Students

(http://www.labormarketinfo.edd.ca.gov/LMID/SelfAssessment_for_Career_Exploration.html) even provides self-assessments so you can match *you* to a job or career.

California Occupational Guides (<http://www.labormarketinfo.edd.ca.gov/occguides/>) and

Occupations in Demand (<http://www.labormarketinfo.edd.ca.gov/data/occupations-in-demand.html>) will also help you find out more about which jobs are in growing fields and offer more opportunities, education/training for those jobs, and what might be the basic pay rate for new and more experienced staff. This site even tells you where those jobs are in California and specific companies that hire people in the job you want.

Another great resource is American Job Centers

(<https://www.careeronestop.org/site/american-job-center.aspx>) where they can help you look for and apply for a job.

I NEED TO MAKE SURE I MAKE ENOUGH MONEY, WHAT DO I DO?

Before you even begin applying for jobs or interviewing, you're right, you need to be aware of what possible pay ranges or options exist. Doing so will help guide your research into what training you might need to increase your earnings and other requirements for possible jobs. And, you can use pay range information when you interview and are hired to make sure you are asking for and being offered pay that is similar to people with similar jobs.

Labor Market Information on EDD's website occupation profiles (<http://www.labormarketinfo.edd.ca.gov/occguides/>) also offers basic information about potential salaries and pay rates for specific jobs. This tool is a handy way to learn about the possible income/pay rate for a job in which you are interested.

HOW DO I CONNECT WITH A PROSPECTIVE EMPLOYER?

Networking. Networking is the key process by which people find jobs. It means asking questions and getting into conversations with everyone you can think of and anyone your personal connections can think of about their jobs.

LinkedIn. A good networking tool that also helps you organize your qualifications, skills, experience, and education is LinkedIn. LinkedIn has free services that allow you to create an employee profile about you that employers can see. It also helps you to connect with other people who are in the jobs you want so you can ask them questions and learn more about the job you want.

Informational interviews happen when you meet with a prospective employer, ask them more about the job you want, and provide them more information about you. It can be done in-person, on the phone, and even via chat online.

Industry, occupation, professional, and trade organizations and associations form a very important role in networking. These organizations and associations are often national, but they do have local and regional connections. Go online and search for associations and organizations that include the occupations in which you want to work. For example, if you are interested in information technology or computers then you could look into the Women in Technology Association (<http://www.womenintechology.org/>) or National Center for Women and Information Technology (<https://www.ncwit.org/>). Or, if you are interested in helping professions you might look into the California Chapter of the National Association of Social Workers (<http://www.naswca.org/>). If you are using LinkedIn, search for the association there and join online. Attend meetings and conferences of the associations and organizations representing the industry and occupations in which you are interested and call or message them to ask questions about the occupation and jobs.

HOW DO I CREATE A RÉSUMÉ AND COVER LETTER ONCE I AM READY TO APPLY?

Do you have an up-to-date-résumé? If not, free résumé templates can guide you as you develop your personalized resume (<https://templates.office.com/en-us/Resumes-and-Cover-Letters>).

Whether you are building your résumé from scratch or have one already, try signing up for LinkedIn. LinkedIn is a social media site you can freely join, similar to Facebook, but for job

seekers and those already employed. The site prompts you to enter information about your work experience, education, skills, accomplishments, and interests. Saving your information on a site like LinkedIn is useful:

- It stores your résumé information in one place easily updated.
- You can look at other people's profiles to think about how to create yours.
- LinkedIn allows you to convert your information into a résumé format (<https://www.resumonk.com/resume-builder/help/import-from-linkedin>).
- You can connect with people who are already in the jobs you want.

Remember as you apply for job:

- Keep track of the jobs you apply and any follow-up you want to do.
- Connect your skills to a job announcement by emphasizing those skills you have that match what the employer is asking for.
- Write a compelling cover letter. There are many websites with examples of cover letters. (<https://www.careeronestop.org/ResumesInterviews/Letters/CoverLetterTemplate.aspx> and <https://www.thebalance.com/best-cover-letters-a-z-list-of-examples-2060172>)

INFORMATIONAL INTERVIEWING

Informational interviewing with other women in a company or occupation in which you're interested is a great strategy to get to know a potential employer or an industry, how compensation is structured, and how different jobs are evaluated.

Acknowledging what they've accomplished is a great conversation starter. Start with, "You have a great reputation for being knowledgeable and experienced in your field," or some similar observation. If you have a personal referral, that's even better. Let your prospective employer know who you know. Ask if they have time to talk informally, "Do you have time to talk for about 15 minutes?" As they are talking about themselves the conversation often continues longer, and you have more opportunities to let them get to know you, too.

Possible or sample questions to ask and information to share during an informational interview include:

- How did you get to where you are today?
- How did you start?
- Did you have a firm idea of what you wanted to do and how to get there?
- If not, what is the progression to get to where you are?
- I don't know exactly what I want to do, but the important things to me are the ability to contribute, to grow, and to learn. I am curious about everything. I enjoy working hard and taking pride in what I have accomplished.
- What do you suggest as the most practical and effective way to find out about different careers in (general field)?
- Is it your perspective that there is a growing demand for (occupation)?
- Is the field already crowded?
- Do you feel you are in the right job? The right field? How? When did you know that you were in the right job?
- Do feel you are fairly paid? Is there a difference in how men and women are paid in (company name or industry)?
- If you were starting over today, would you make different choices? What would you choose differently?
- If you knew what you know now about being a (occupation) would you do it again? What do you wish you had done differently, if anything?
- Does a person in your field need to be flexible? How? A lot? Is that an issue?
- Is there anyone else you would suggest I speak with? What particular reason do you have in making that suggestion? Or, what should I say when I contact this person?

ONCE I HAVE AN IDEA OF WHAT JOB/CAREER I WANT, WHERE DO I FIND OPEN JOBS?

To find open jobs, it is helpful to go to a basic career website or portals that advertise and announce current job openings. Begin exploring jobs that are open by going to sites like Cal Career, <https://www.ccregistry.org/jobs/searchForm.aspx>, Craigslist, <https://csucareers.calstate.edu/>, Glassdoor, higheredjobs.com, Idealist, Indeed, Monster, San Francisco Business Times Books of Lists, <https://jobs.universityofcalifornia.edu/>, or unionjob.com.

Ask family and friends about what they do. What do they dis/like about their jobs? Their responses will not make your job decision for you, but information from people who are already doing the job you might want to do are good starting points to spark your interest. Finding out from other people what they like and do not like about their jobs can help you build a list of possible job titles and occupations to explore.