

# THE EFFECTIVE JOB SEARCH

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# Finding a Job IS a Full-time Job: Good Preparation is the Key to Success

**You know what type(s) of positions are of interest to you and are familiar with possible job titles and responsibilities of those positions**



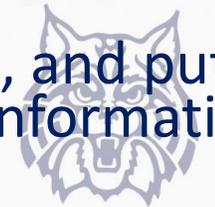
Department of Computer Science



# Finding a Job IS a Full-time Job: Good Preparation is the Key to Success

## You have strong credentials

- ✓ Your resumé looks great, reads easily, and is tailored to each employer so you can convey all you have to offer to that employer
- ✓ Your cover letters are well written, error free, and focused on what you can do as well as the fit between your skills and the company's needs
- ✓ You've practiced your interviewing skills, know how to handle standard and behavioral questions, and have prepared for the technical questions you will get as part of the interviewing process
- ✓ You've updated your LinkedIn, Facebook and other social media sites and all are professional in appearance and content
- ✓ You've uploaded samples of your programs to a Github or similar site, and put the address on your resumé so interested employers can access the information



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## You done your research

- ✓ For employers of interest, you've gone on their websites and read about the company including their mission and values
- ✓ You've reviewed the social media sites (i.e., Facebook, LinkedIn, Twitter, etc.) for each of your targeted employers and are following employers on those sites
- ✓ You've used sites like Glassdoor.com to learn about the company  
<http://www.glassdoor.com/index.htm>
- ✓ You've found and skimmed recent articles about the targeted employers to learn what is happening
- ✓ You've searched LinkedIn for contacts within the firm, and made note of those that are a UA Department of Computer Science alumna or alumnus
- ✓ You've identified sites like Indeed.com <http://www.indeed.com/> White Truffle <https://www.whitetruffle.com/#!/> and CareerBuilder <http://www.careerbuilder.com/>



# Finding a Job IS a Full-time Job: Taking Action is Important

## You're applying for positions

- ✓ On employer websites
- ✓ Wildcat Joblinks [www.career.arizona.edu/joblink](http://www.career.arizona.edu/joblink)
- ✓ Angel.co <https://angel.co/jobs> ... jobs in startups
- ✓ Other sites you've identified as important in your field
  - i.e., Indeed.com [www.indeed.com](http://www.indeed.com)
  - i.e., Glassdoor.com <http://www.glassdoor.com/index.htm>
  - i.e., White Truffle <https://www.whitetruffle.com/#/>



# Wildcat Joblinks

The image shows a screenshot of the University of Arizona Career Services website. At the top, there is a red header with the UA logo and the text "THE UNIVERSITY OF ARIZONA®". To the right of the logo are links for "UA Campus Map", "UA Calendar/Events", "UA Phonebook", and "UA Search". Below the red header is a dark blue section with the text "Career Services" on the left and a search bar with a "LOG IN" link on the right. A navigation menu below this section includes links for "STUDENT", "EMPLOYER", "ALUMNI", "PARENT", "CAMPUS", "RESOURCES", "DATA", "EVENTS", "POTPOURRI", "JOB LINK", "POST JOB", and "WEB STORE". The "JOB LINK" link is highlighted with a white background. Below the navigation menu is a light gray bar with the text "JobLink". The main content area below this bar has the text "JobLink" in a large, dark blue font. At the bottom of the page, there are two horizontal bars: a dark blue one on the left and a light green one on the right.

THE UNIVERSITY OF ARIZONA®

UA Campus Map UA Calendar/Events UA Phonebook UA Search

Career Services

LOG IN

STUDENT EMPLOYER ALUMNI PARENT CAMPUS RESOURCES DATA EVENTS POTPOURRI **JOB LINK** POST JOB WEB STORE

JobLink

JobLink

# Wildcat Joblinks...you must have a subscription

## Subscriptions

If you are interested in using the many resources available through the Career Services website, you will need to first choose an [annual subscription](#) in order to gain access. Simply click on the Web Store after you've logged into the Career Services website.



### STUDENT SUBSCRIPTION (ONE YEAR)

**For just \$5 a year**, the Career Services Annual Student Subscription gets you an expanded suite of resources that will help pave your way from classroom to career. We have what you need when it comes to career prep including job listings, career assessments, employer databases and more.

- **Wildcat JobLink** (WJL) postings exclusively targeted to UA students and UA graduates. With over 15,000 employers participating in this site, opportunities come from all sectors.
- The **Resume Referral** program is automatically yours when you participate in WJL. Career Services referred over 40,000 resumes to top employers last year.

<https://angel.co/>

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SEARCH

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**AngelList**  
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Get a Job at a Startup

# Indeed.com

[Find Jobs](#)

[Find Resumes](#)

[Employers / Post Job](#)



what:

software developer \$60,000

job title, keywords or company

where:

Phoenix, AZ

city, state, or zip

Find Jobs

software developer \$60,000  
jobs in Phoenix, AZ

Sort by: **relevance** - [date](#)

You refined by:

\$60,000 ([undo](#))

[Salaries estimated if unavailable](#)

Distance:

within 100 miles ▼

- ▶ Title
- ▶ Company
- ▶ Location
- ▶ Job Type
- ▶ Employer/Recruiter

 [Upload your resume](#) - Let employers find you

Jobs 1 to 10 of 880

## [Web Application Developer](#)

Viwa - Scottsdale, AZ

The Web Applications **Developer** position will be located at our Scottsdale, AZ location. Interact with others in formulating the design and scope of new internal...

[Easily apply](#)

Sponsored by **Viwa** - 3 days ago

## [Software Developer](#)

AppraisalTek - Mesa, AZ

**Software** applicationanalysis, development, testing and maintaining. Tek- Mesa, AZ....

[Easily apply](#)

Sponsored by **AppraisalTek** - 22 days ago

## [.Net Developer](#)

Datalink **Software** Consultants - Phoenix, AZ

The successful **developer** will be solution oriented, adapt to changing environments, and able to work with minimal defined requirements....

[Sponsored by Dice](#) - 11 days ago

# Glassdoor.com

The image shows the homepage of Glassdoor.com. At the top, there is a green navigation bar with the Glassdoor logo on the left and links for 'Jobs', 'Companies', 'Salaries', 'Interviews', 'Employers', and 'Post a Job' on the right. A search bar is located in the center of this bar. Below the navigation bar is a large background image of a modern office interior with exposed wooden beams and a person working at a laptop. Overlaid on this image is a large green search box with the text 'Get Hired. Love Your Job.' in white. Below this text are four buttons: 'Jobs', 'Companies & Reviews', 'Salaries', and 'Interviews'. The 'Jobs' button is highlighted with a white speech bubble. Below the buttons is a search input field with two sections: 'Job Title, Keywords, or Company' and 'Location', followed by a blue search button with a magnifying glass icon.

glassdoor Jobs Companies Salaries Interviews Search... Employers Post a Job

## Get Hired. Love Your Job.

Jobs Companies & Reviews Salaries Interviews

Job Title, Keywords, or Company Location

# WhiteTruffle.com

**whitetruffle**

[Candidates](#)

[Companies](#)

[How It Works](#)

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LET YOUR DREAM JOB  
COME TO YOU

Anonymous matching with **5,262** tech companies

GET MATCHED >

# Finding a Job IS a Full-time Job: Taking Action is Important

**You are telling people that you are looking for a position and what you want to do**

- ✓ Family
- ✓ Friends
- ✓ Professors
- ✓ People you are sitting next to on the streetcar, planes, buses, taxis, in the gym, restaurants and bars

It is called **NETWORKING**



# Finding a Job IS a Full-time Job: Taking Action is Important

**You are following up by email and/or phone on all contacts**

- ✓ “Thank you” emails
- ✓ “Process Update” emails
- ✓ “Professor Smith recommended I contact you” emails



# Finding a Job IS a Full-time Job: What you need...

- ✓ Time -- It is important to start the job search early
- ✓ An organization system that works well
- ✓ Patience -- the average amount of time it takes in the United States to find a full-time professional position is 6 months

\*\*\*Most new college graduates make an initial contact with the organization that ultimately hires them through on-campus events including career fairs, employer presentations and other related

Events\*\*\*



# Finding a Job IS a Full-time Job: Achieving success

**If you follow this outline you will increase your chances of  
successfully finding the position you want.**



COLLEGE OF SCIENCE  
Department of Computer Science



Thoughts? Ideas?  
Questions?

