

KICK START YOUR JOB SEARCH

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What is your Job Focus?

Do you want to make a *Career Change*?

- Explore Career Options
 - Take Career Assessments- WisCareers:
<http://wiscareers.wisc.edu>
- Research Occupations
<http://careerinfonet.com/>

Are you continuing in the *Same Career*?

- Explore job titles in O*net.
 - <http://online.onetcenter.org/>
- Transferable skills: Which jobs are related to your background and experience?
 - WisCareers:
<http://wiscareers.wisc.edu>

Whether you are staying in the same field or making a career change, follow these next steps.

JOB SEARCH PREPARATION

Research Job Postings: (Recommended Career Center Web sites.) www.wctc.edu

- What are the position's qualifications and do I have them?
- Have I included these qualifications on my resume?
- What salary range is listed for the occupation?

Research Company:

Go to the company's website or Google search for the company. www.google.com

- Learn about their products, manufacturing systems, their market, recent press releases, and organizational climate.
- Consider how your experiences and skills transfer to their company; what do you offer them?

Go to <http://www.referenceusa.com/> on the Career Center computers.

EMPLOYERS

Which Employers hire people in your field? Explore with [WisCareers](#)

SKILLS AND TRAINING

What level of education is expected for this career area?

Which schools offer this training?

Do you need to up-date your current skills to be a more attractive candidate for employers?

If Yes, Explore:

WCTC Technical Certificates and Advanced Technical Certificates

- Search different program areas for certificates:
https://www.wctc.edu/programs_&_courses/index.php
- Is there a certificate which matches with your background?

SALARY

What is the Salary Range for your level of Experience? _____

- Look up the salary range for each county: Explore WorkNet:
<http://worknet.wisconsin.gov/worknet/wagecomparison.aspx>

STEPS TO A SUCCESSFUL JOB SEARCH

Career Center Resources

Using Technology in your Job Search

- Sign up for *Computer Basics Classes* in WFDC
- Attend *Emailing Resume* workshop
- Attend *Effective Applications* workshop

Create/Update your Resume

- Attend *Resume Lab*
- View Career Center Powerpoint:
https://www.wctc.edu/career_services/job_search/resdev.php
Click *View Presentation* underneath Resume Tips
- Determine your resume type/format
- List your responsibilities and accomplishments from your previous employers

Job Search

- Attend *Job Search Strategies* workshop
- Attend *Coaching the Mature Worker* workshop

Interviewing

- Attend *Interviewing workshop* to learn how to sell your skills
- Sign up for *Mock Interviewing* to practice your interviewing skills with an HR professional. Call the Career Center 262-695-7848 to set up an appointment.

LinkedIn

- Sign up for *Linked In* workshop which gives you an opportunity to network via the internet. Call the Career Center 262-695-7848 to register.

Check the Career Center calendar for dates and times.

http://www.wctc.edu/career_services/calendar/index.php