



Job Search Strategies Starter Kit

/ Career Services Office

Skills, Goals, Strategy, Resources

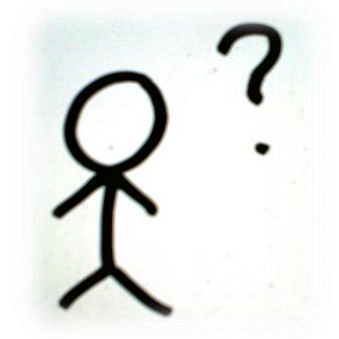
TOPICS

1. **Skills** - What are my interests? What can I offer?
2. **Goals** – What are my goals?
3. **Strategy** - Job Search Strategies
4. **Resources** - Where do I start?

WHAT ARE MY INTERESTS?

WHAT CAN I OFFER?

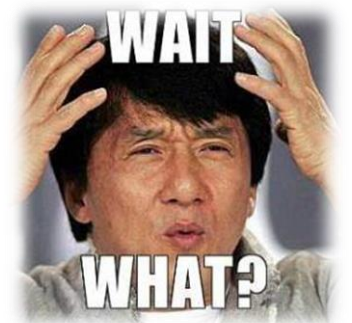
- What do YOU **care** about?
- What are you good at (skills, competencies)?
- What do you enjoy doing?
- What experiences have shaped you personally and professionally?
- What have you enjoyed studying?
- What are your **values**?
- What are your **constraints**?



TIP – do self-assessment exercises (achievement stories or career focus reflection boxes), try a skills sorter, meet with your Program Liaison

SET YOUR GOAL(S)

- How do you get “*there*” when you don’t know where “*there*” is?
- Dream job: Where do you want to be in five years? How can you identify the steps you need to take to get there? What is the role of internships / traineeships in this process?
- Dream doctoral program: Where is it? Who are the faculty? What research are current PhD students doing? What jobs are graduates getting?
- Friendly environments: Where do you thrive?
- Reality check: How much do you need to earn to take care of yourself and cover your financial obligations?
- Location: Where would you like to be? Where are you sure you can be?
- Timing: How much time can comfortably pass between graduation and when you start work? How much time do you need to invest in PhD applications and what is your back-up?
- Available resources: What information and opportunities can you access through your affiliations and networks?



2022 SKILLS OUTLOOK

Growing

- 1) Analytical thinking and innovation
- 2) Active learning and learning strategies
- 3) Creativity, originality and initiative
- 4) Technology design and programming
- 5) Critical thinking and analysis
- 6) Complex problem solving
- 7) Leadership and social influence
- 8) Emotional intelligence
- 9) Reasoning, problem-solving and ideation
- 10) Systems analysis and evaluation

Source: [Future of Jobs Report 2018, World Economic Forum](#)

TIP – Evaluating and developing your skillset is an *ongoing process*



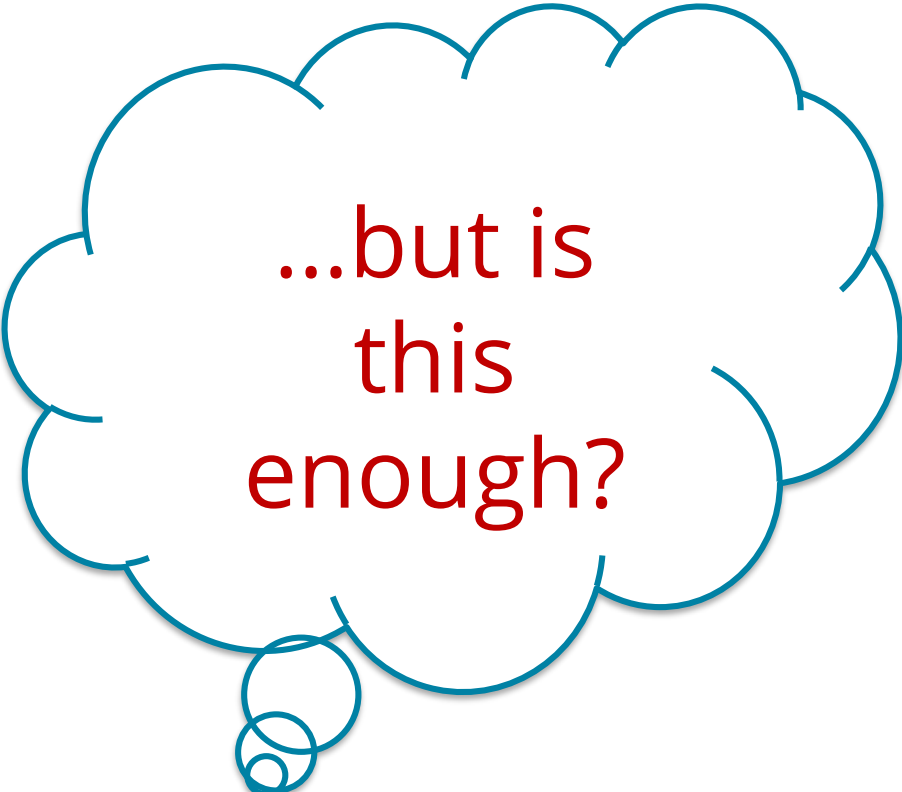
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JOB SEARCH STRATEGIES

Passive job search

- Finding and applying for open positions from different job portals...



...but is
this
enough?



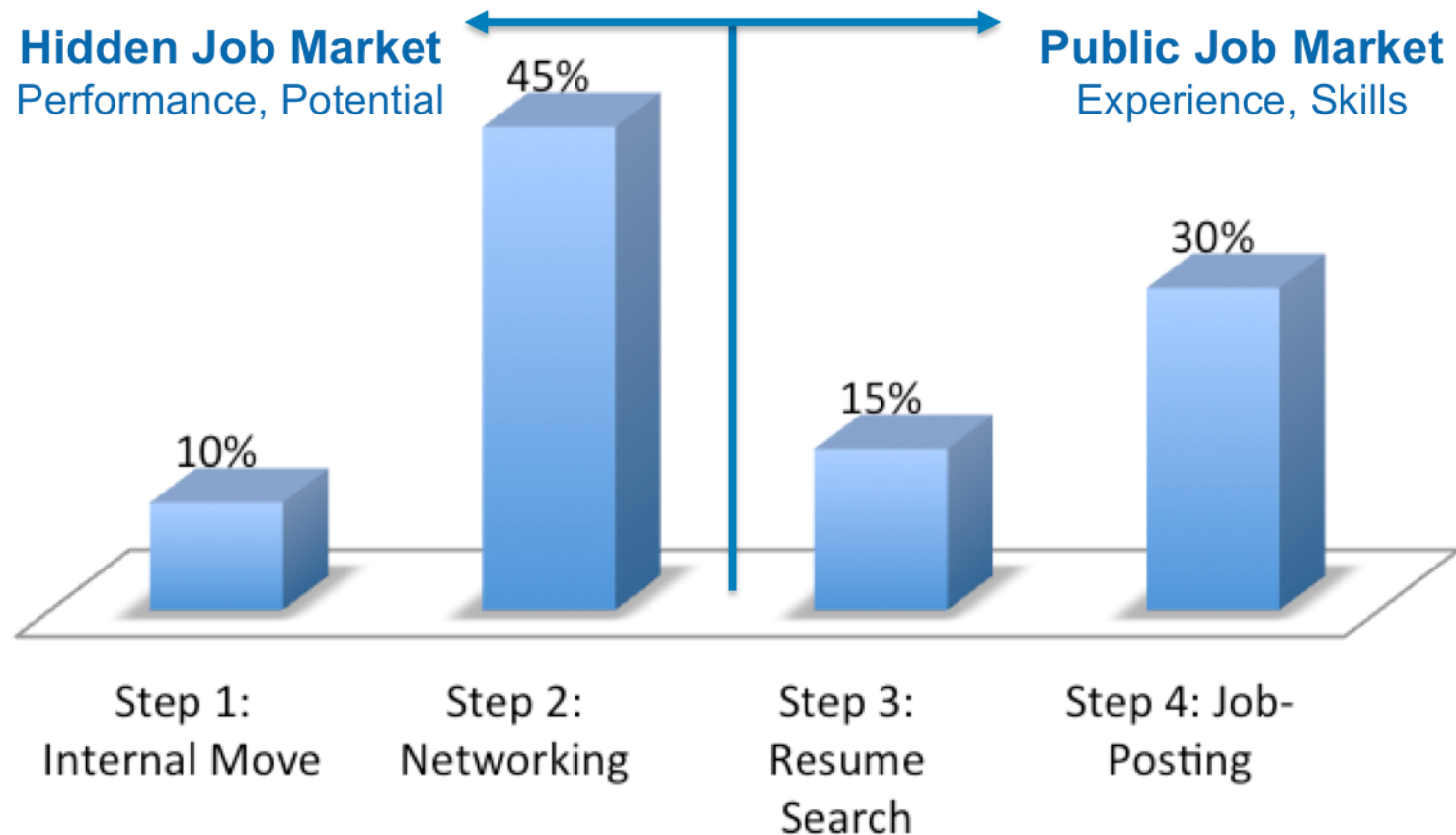
HOW VACANCIES EMERGE

4 stages of the Job Opening



HOW JOBS ARE FILLED

How Companies Fill Jobs



JOB SEARCH STRATEGIES

Proactive job search

- UNDERSTAND
- MAP
- TAKE ACTION
- CONNECT/NETWORK



MAKING YOUR MAP

- What organizations are doing **really cool stuff**?
- What are the jobs in these organizations?
- Who works there? What are their career paths? **ANALYZE**
- What are the pathways you need to follow to get in?
- What are the funding sources? (especially for non-profits / social justice)
- What do you need to learn / know / do?
- Who can you talk to?

TIP:

- Read job descriptions and take systematic notes
- Conduct informational interviews to explore
- Browse profiles on LinkedIn



INFORMATIONAL INTERVIEW

Why request an informational interview?

- Learn more about a given field
 - Types of career paths/roles
 - Types of work/tasks
 - Desired skills and knowledge
 - Challenges and Trends
 - Ways to get there
- Builds your network
- Can turn into a mentoring relationship
- Can lead to formal or informal roles in the future

Why would someone grant an informational interview?

- Who doesn't like to talk about themselves and their interests?
- Desire to help others with shared interests
- Managers want to get connected to motivated talent

Prepare Questions:

- Background/path?
- Responsibilities in position?
- Positive/negative of field?
- Trends/hot issues in field?
- What type of person succeeds in this field?
- Recommended prof. assoc.?
- Anyone else to contact?
- How are hiring decisions made?

Reflect:

- What did you learn?
- Remaining questions?

Follow-up:

- Thank you email/note
- Maintain connection



OPEN APPLICATIONS

Your e-mail for open application:

- Try to apply to a name (not 'Dear Sir/Madam')
- Brief introduction of your current situation and intention
 - i.e. "Current student at CEU pursuing a masters in....." "Recently graduated from CEU with a masters in..."
 - "...interested in gaining experience in ____"
- Show you've done some research on the employer:
 - Why you'd find it valuable working for this organization
 - Make it clear that you know what the organization does (can site projects of interest)
- Highlight why you're a good fit
 - Skills, knowledge, interests, attitude, values
- Be clear about what you want/how you can contribute and for how long

TIP - Propose option of informational interview too

NETWORK, CREATE YOUR BRAND

Network

- Online networking:

Social/professional community pages: LinkedIn, Facebook, Twitter

Join online communities, professional networks

- Offline networking:

Attend events, conferences, join professional groups, meet them face-to-face

Brand Yourself

- Create your professional and online persona (blogging, professional content, etc.)



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WHERE DO I START?

The image displays three overlapping screenshots of university career services websites. The top-left screenshot shows a LinkedIn profile for Central European University (CEU) with a search bar and navigation tabs. The top-right screenshot shows the 'career next' website with a 'WELCOME TO CAREERNEXT!' message and navigation links for Job Board, Career Resources, and Employer search. The bottom-center screenshot shows a 'PROFESSION' job search interface with filters for 'Where they live', 'Where they work', and 'What they do', and a list of job categories.

Location	Count
Hungary	1,951
Hungary area	1,401
United States	1,242
United Kingdom	457
Spain	398

Organization	Count
European Commission	92
UNDP	41
Open Society Foundations	38
IBM	37
Morgan Stanley	34

Field	Count
Research	92
Education	41
Program and Project M	38
Media and Communicat	37
Consulting	34

Category
Manual Work, Unskilled Work
Administration, Office Work
Bank, Insurance, Brokering
Building Industry, Real Estate
Business Supporting Centres
Catering, Hotel, Tourism
Client Services, Customer Se
Corporate Leadership, Management
Education, Research, Science
Engineer
Environment, Agriculture
Finance, Accounting
HR, Human Relations
IT Development
IT Operation, Telecommunication
Law, Legal Advisory
Manufacturing, Production
Procurement, Logistics
Public Administration
Sales, Trade
Skilled Labour

Job Board

- relevant jobs, internships, fellowships curated by CEU Career Services office and/or shared directly by CEU employer partners, current and archived announcements
- easy to filter by organization, country, language, status (part-time, full-time, project), sector (non-profit, government etc.)

Career Resources Collection

Approx. 700 job and internship portals, career quizzes and assessment tests, directories of think tanks and NGOs, career pages of International Organizations, etc.

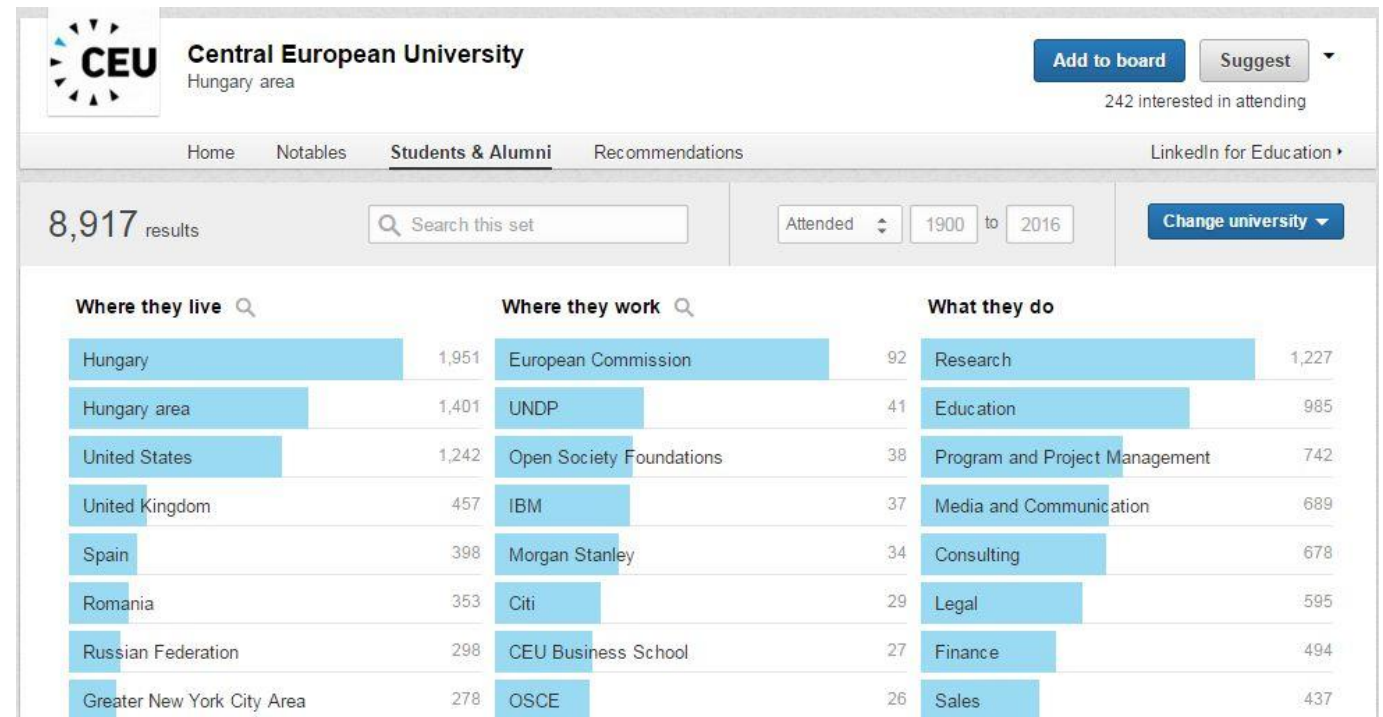
- region, country, CEU department, sector filters

Employer Search

LINKEDIN

Join and create a profile to:

- Make yourself visible
- Search jobs
- Find out more about companies
- See employees of organizations
- Learn about career paths
- Join Professional Groups
- Use the Alumni tool



Search CEU Alumni

- 1) Search for 'Central European University' from the LinkedIn homepage
- 2) Click 'See Alumni'
- 3) Use the search bar to filter on department of interest or company/organization of interest
- 4) If you want to connect, be sure to include a note about yourself and your interest in connecting

OTHER RESOURCES AND FOOD FOR THOUGHT

June 2015 [article](#) for Forbes in which Susan Adams discusses recent studies of the relationship between salary and happiness

[The Puzzle of Motivation](#), a Ted Talk by Daniel Pink about the assumptions that govern the way organizations try to motivate people

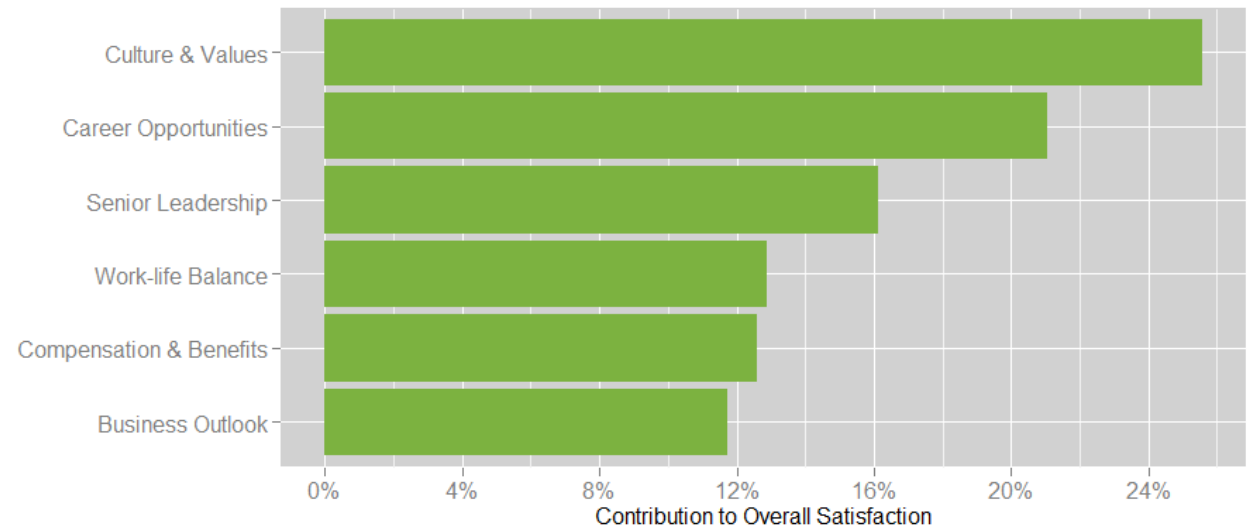
[How to Find Work You Love](#), a Ted Talk by Scott Dinsmore about why we do the work we do

[How to Live With Purpose](#), a slightly zany discussion of purpose and set of exercises by Anne Loehr

A basic but relatively comprehensive [Work Values Checklist](#) from Monster.com (if values that you cherish are not included on this list, add them in!)

A step-by-step [guide to establishing your core values](#) from Kevin Daum in Inc.

Looking at the data



Source: [Glassdoor](#)