



SENIOR STATUS SHEET

Step Four: Strategic Job Search

Goals for the strategic job search

- Seek opportunities that directly align with your career goals and execute your plan of action.

Checklist

___ Utilize the **Pursue Phase of CareerWay.com**, at www.careerway.com/partners/gcc to organize your search. Tips and on-line resources are provided to assist you.

___ Attend the annual **Career Fair** in October to explore a variety of full-time positions that align with your skills, interests and values.

___ Continue to seek opportunities to act as a **leader** in a student organization or community group.

___ Secure **references and/or recommendation letters** from faculty, staff, or former employers who can attest to your qualifications. Select individuals who know you best and contact them for written references four to six weeks in advance.

___ View the Strategic Job Search section of the Grove City College Career Services Website at: <http://info.gcc.edu/offices/cso>

___ Develop lists of potential employers related to your occupational field. Visit the Career Library to use **Plunkett's** Employer directories, the NACE annual, **Career Search**, etc.

___ Draft **targeted cover letters** which are tailored to specific organizations.

___ Develop a professional **portfolio**, if appropriate.

___ Prepare contact lists of friends, faculty, and family you can contact regarding available openings, possible employers and additional referrals. (About 80% of jobs are attained through **networking**.)

___ Aggressively pursue leads through on-campus recruiting, job listings, and job fairs (all found on JobGrove). Also, consider a targeted resume mailing/telephone campaign to organizations you have researched.

___ After you have secured a job position or admission into graduate school, call Career Services to let them know what your post-graduation plans are. If you have accepted a job offer, fill out a **salary survey**.

Career Management

The mission of the Grove City College Career Services Office is to guide students in their realization and pursuit of God's calling for their lives. Our innovative program helps students to identify their interest, talents and abilities during their freshman year and then build a four-year strategy to pursue a satisfying career.

The Four Step Process

- **Self-Assessment**
 - **Career Exploration**
 - **Career Decision**
 - **Strategic Job Search**
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