University of Pittsburgh
Manufacturing Assistance Center
A Guide to Developing a Successful Employment Strategy
2012 - 2013
Keys to a successful job search

• Address electronic/social media information
• Establish a job search e-mail account
• Research, research, and more research
• Develop a resume
• Interview/Testing Preparation
• Follow-up
• Diligence
Keys to a successful job search

• Address electronic/social media information
  – Clean-up any questionable:
    • Language
    • Images
    • Statements
  – Enter name in any search engine
    • See what you find
    • Make note of web pages that contain info you want removed
Keys to a successful job search

• Research, research, and more research
  – No single, best source for job listings
  – National, regional, and local search engines
  – Company web sites
  – Association web sites
  – Tailor your approach
  – Make sure you use the proper size “net”
  – Use job notices as resume guide
Search Engines
Search Engines

Search engines are tools that help you find information on the internet. When you type a query into a search engine, it searches through its database of websites and returns a list of results that are relevant to your query.

For example, if you search for "machinist jobs in Pittsburgh, PA," the search engine will return results such as job listings and job boards that have machinist jobs available in Pittsburgh, PA.

Google is one of the most popular search engines. It has a user-friendly interface and provides a large amount of information on various topics. Other popular search engines include Bing, Yahoo, and DuckDuckGo.

When using search engines, it's important to consider the credibility of the sources you find. Some websites may be more reliable than others, so it's a good idea to check the website's reputation before relying on the information it provides.

In addition to search engines, there are also specialized search engines that focus on specific types of content, such as images, videos, and news. These can be useful if you're looking for a particular type of information.

Overall, search engines are a powerful tool that can help you find the information you need quickly and easily.
Search Engines
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ImaginePittsburgh.com - Imagine your opportunity!

Non-Traditional Careers for Women: Civil Engineers in High Demand for Good Pay

August 20, 2012 - Wouldn’t it be cool to be able to drive past a building or bridge and say, I built that? A few undergraduate women in the University of Pittsburgh’s civil engineering program mentioned something similar when talking about the tangible rewards of their anticipated careers.

Watch video and learn more

Thousand of Jobs Available!

Connect with the people, places and events that are moving toward... There’s a blog for that!

Additional News

- Innovative Tech Employers: Pittsburgh Ideal Place to Grow
- NOTE FROM BILL: Entrepreneurship
- NOTE FROM BILL: High-Flying Interest In Our Region Continues
Keys to a successful job search

• Developing a resume
  – The accuracy of the document is critical
  – Want to provide as complete a picture as possible of your experience and abilities
  – Highlight areas of responsibility and accomplishments in ways that industry understands
  – Start with your most recent position
  – Make sure job titles and dates are correct
  – Bullets vs. Novel – Bullets win
Keys to a successful job search

• Developing a resume (cont.)
  – Be prepared to explain gaps in employment history
  – Resume must match application
  – Speak their language (keywords)
  – Want to show a command of the technology and the vocabulary associated with it

• References
  • Professional
  • Personal
Interviews

• Equally as important as experience
  – Perception on the part of interviewer should not be underestimated
  – Single, best chance to show “who you are”
  – Take each interview seriously; if not, don’t go
  – Know your audience
    • Research
    • Appearance
Interviews

• Common, yet avoidable, interview mistakes:
  – Being unprepared
  – Inappropriate dress
  – Poor communication skills
  – Lack of focus on interviewer/extraneous items
  – Too much talking - much like driving, know when to stop
Interviews

• Common, yet avoidable, interview mistakes:
  – Too little information/talking
  – “Fuzzy” facts – no one knows you like you do; don’t create uncertainty with the interviewer
  – Not listening to the question(s)
  – Trashing/badmouthing previous employer(s)
  – Don’t ask the wrong types of questions
Interviews

• Asking the following questions during your first interview will wreck your chances:
  – “How quickly can I be promoted?”
  – “What’s the pay?”*
  – “When will I get a raise?”
  – “Do you offer flex time?”
  – Any question(s) which suggest you probably weren’t listening
Interviews – Know Your Rights

• While an interviewer(s) needs to ask pertinent questions, they are not permitted to ask the following:
  • Age
  • Race, ethnicity, religion, or color
  • Country of national origin or birth place
  • Disability
  • Marital/family status
Follow-Up

- Always follow-up with the interviewer(s)
  - A brief note (e-mail, handwritten note) is all it takes
  - Reiterate your interest in the position
  - Thank them for their time and the information they provided

- Do not panic if you do not receive a response
Diligence

• A job search can be a frustrating experience
• Keep lines of communication open
• Try not to take things personally
• Remain focused on your objective
• Do not hesitate to re-apply if you are initially turned down
• Take the high road
• Do not be afraid to ask for assistance