



Learning About Job Opportunities Ready Reference ♦ D-4

College of Engineering, Architecture & Technology ♦ Career Services

Successful job campaigns identify information about the best potential employers and job openings. Limiting your knowledge by relying on only a few sources of information may cost you an opportunity to get a better job. The following list of resources may help you identify employers and jobs.

PERSONAL CONTACTS

Family	Neighbors
Fellow job seekers	Sports contacts
Former teachers & counselors	References
Friends	School or college associates
Mentors, senior level contacts	

EMPLOYMENT-RELATED CONTACTS

Fellow employees	“Informational interview” employers
Bulletin board job postings	Ask people who turned you down for other leads
Former employers and co-workers	

JOB REFERRAL SERVICES

OSU Career Services	State and Federal employment offices
CEAT Career Services Coordinators	Job or resume banks
Private employment agencies	Executive search firms
Professional association services	

PUBLISHED SOURCES OF EMPLOYER INFORMATION

Chamber of Commerce directories	Ads in old newspapers and magazines
Newspaper classified ads	Telephone Books
Professional magazine ads	Financial pages of newspapers

SPECIALIZED REFERENCE BOOKS AND PERIODICALS (A FEW EXAMPLES)

<i>The College Placement Annual</i>	<i>The National & Regional Job Bank</i>
<i>The National Job Market</i>	<i>The Professional & Trade Association Job Finder</i>
<i>Career Guide to Professional Associations</i>	
<i>National Business Employment Weekly</i>	

MAKE DIRECT CONTACT WITH EMPLOYERS

Campus Interviews	Want ads for yourself
Career fairs	Telephone job search
Unsolicited letter of application and resume	Walk-in contacts
Volunteer, unpaid, temporary, or part-time work	Company information session

REGISTER WITH OSU HIRE SYSTEM & USE THE CAREER SERVICES WEB SITE

- Look at job postings and the on-campus interview schedule
- Build a resume to be made available to inquiring employers
- Participate in the on-campus recruiting process
- Read about upcoming job search development programs, employer info sessions, etc.

SUMMARY OF THE TOP 10 JOB SEARCH METHODS SUGGESTED BY CAREER SERVICES!

Career Services recommends that all job seekers take advantage of several methods of conducting a job search. The following 10 ways can prove invaluable, especially when several or all are used. While we recognize that networking among personal and professional contacts has been identified as the #1 way to find a job, we also suggest learning about job openings in every way possible. OSU's career opportunity search engine, the HIRE System, may prove to be a valuable resource by providing access to more than 1000 employers recruiting for a wide variety of positions. Taking part in several of these ten job search methods can greatly enhance your employment opportunities.

1. CEAT Career Services
2. Networking
3. Career Fairs
4. Free Job Listings on www.hireOSUgrads.com
5. Internet Job Search
6. Professional Association Involvement
7. On-campus interviews – *HIRE System*
8. Newspaper Job Listings
9. Direct employer contacts
10. Employment agencies

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