



**CAREER  
CENTER**

# TIPS FOR A SUCCESSFUL JOB SEARCH

To help you navigate the challenges of a job search, we recommend breaking down the process into a cycle of three steps:

1. Create an action plan
2. Apply & interview
3. Reflect & analyze the process

Please note these steps may not always fall in this order & may overlap. TCC students should use this framework as a guide, but also keep in mind your search & experience will be unique.

## CREATE AN ACTION PLAN

Focus your search by researching & compiling a list of organizations you want to work for (target companies). It is also helpful to include position titles and industries you want to target on this list. Develop a plan to connect with these employers, access the hidden job market and accelerate your job search by participating in our:

- Hiring Fair
- CareerFEST
- Résumania
- EagleShadow Program
- Internship Program
- Professional networking

We suggest accessing the hidden job market through professional networking. The hidden job market refers to job openings rarely advertised online. To identify these openings, it is key to develop, maintain & actively nurture your network of personal and professional contacts. Networking involves in-person &/or digital interactions (such as LinkedIn.com). Visit [tcc.fl.edu/jobprep](http://tcc.fl.edu/jobprep) to view our Smart Professional Networking workshop.

## RECOMMENDED JOB SEARCH SITES TO INCLUDE IN YOUR ACTION PLAN

**TCC FutureLink** - [www.tccfuturelink.com/students](http://www.tccfuturelink.com/students)

**Visit our website** - [www.tcc.fl.edu/careercenter](http://www.tcc.fl.edu/careercenter)

### Professional association websites & events

- Local networking groups that may be helpful
  - Access Tallahassee & Greater Tallahassee Chamber of Commerce
  - AIGA Tallahassee
  - TalTech Alliance
  - Big Bend Paralegal Association
  - Big Bend Society for Human Resource Management
  - Business & Professional Women Tallahassee
  - ISACA Tallahassee Chapter
  - FL Mapping & Surveying Society
  - FL Public Relations Association Capital Chapter
  - Network of Entrepreneurs & Business Advocates

### Social networking websites

- Follow & interact with your target companies on social media

### Online job boards

- [www.careersourcecapitalregion.com](http://www.careersourcecapitalregion.com)
- [www.employflorida.com](http://www.employflorida.com)
- [jobs.myflorida.com](http://jobs.myflorida.com)
- [www.leoncountyfl.gov](http://www.leoncountyfl.gov)
- [www.tal.gov.com](http://www.tal.gov.com)
- [www.indeed.com](http://www.indeed.com)
- [www.glassdoor.com](http://www.glassdoor.com)
- [www.vetjobs.com](http://www.vetjobs.com)
- [www.ziprecruiter.com](http://www.ziprecruiter.com)

## APPLY & INTERVIEW

Create a system to document your research findings, store job applications & employer correspondences. It is critical that you complete every application with great detail & customization. Employers will view your résumé, cover letter & application as a direct reflection of your work. Attend Résumania, walk-in hours (Thursdays from 9am-1pm) or call to schedule an appointment for a résumé critique. If you do not have a résumé, begin by viewing the Résumé Writing workshop on our website [tcc.fl.edu/jobprep](http://tcc.fl.edu/jobprep). We also recommend speaking with professionals in your career field to determine additional materials you may need (writing samples, portfolio, etc.).

Most effective ways to prepare for an interview

- Visit [tcc.fl.edu/jobprep](http://tcc.fl.edu/jobprep) to view Interview Skills & Dress for Success workshop, Common Interview Questions & Interview Cheat Sheet
- Schedule a mock interview by phone 850-201-9970 or email [careercenter@tcc.fl.edu](mailto:careercenter@tcc.fl.edu)

---

## REFLECT & MOVE FORWARD IN THE PROCESS

Take time to reflect on your search by asking yourself these questions:

- Am I applying to jobs that match my skills & abilities?
- Do I meet the minimum qualifications for the job posting?
- Did I customize each job application, résumé & cover letter to clearly define why I am the ideal candidate for an interview?
- Am I using all recommended job search methods outlined in my action plan?
- Am I applying to target companies & accessing the hidden job market?

If you are conducting an organized search with your action plan, you should be receiving calls for interviews. If you are not receiving calls, you should consider revising your résumé, cover letter & application documents. If you are participating in interviews but not being offered a position, call us to schedule a mock interview at 850-201-9970.

## SUCCESSFUL JOB SEARCH CHECKLIST

- Brainstorm companies/organizations that you want to target
- Research your career field/industry
  - Visit [www.tcc.fl.edu/student-life/career-center/career-exploration](http://www.tcc.fl.edu/student-life/career-center/career-exploration)
  - Schedule an in-person appointment (PH 850-201-8343 or [careercenter@tcc.fl.edu](mailto:careercenter@tcc.fl.edu)) and utilize online resources
- Identify possible employers that hire for the type of work you are pursuing
- Have your résumé critiqued by Career Center Staff
- Upload your résumé to TCC FutureLink
- Develop your 15 second sound bite at CareerFest
- Attend the TCC Hiring Fair
- Participate in EagleShadow or an internship
- Schedule a mock interview
- Check the Career Center website & FutureLink at least once a week for hiring sessions, information sessions and events
- Establish a system for keeping track of your search activities & correspondence
- Follow up with employers & send thank you notes
- Evaluate your search and make changes, as needed