



Job Search Strategies Transcript

SCENE: Grace, Gabby, & Greg are seated in a large classroom auditorium as class is ending. Grace and Greg begin to get up but Gabby is frozen in place with a look of mild terror on her face.

GREG: [as he gathers his things] I'm so glad that's over.

GRACE: [gathering her things] me too.

GREG: It's been a long week. I'm glad it's Friday.

GRACE: [laughing] Yeah me too. Do you have big plans?

GREG: [starts to answer] Yeah I'm going to... [he pauses as he notices Gabby frozen in place, Grace also notices and turns to look at Gabby]

GRACE: Gabby! What's wrong?

GABBY: [still not moving or saying anything...staring straight ahead]

GREG: Are you okay?

GABBY: [long pause, deep sigh]. I'm graduating...

GRACE: [Grace & Greg look at Gabby with concern, after a brief pause Grace says]...yes... in May...

GABBY: What am I going to do?

GREG: What do you mean?

GABBY: [repeats more urgently] what am I going to do?

GRACE: What are you talking about?

GABBY: I'm going to graduate and I don't know what I'm going to do.

GREG: Well I'm sure your parents hope you're going to get a job. [Greg & Grace laugh - Gabby just looks at them, she's nearly frantic]

GABBY: [urgently] Yes but how? Where? Doing what?

GRACE: Calm down. You'll do fine. You just need to learn some basic job search strategies.

GABBY: Such as?

GREG: Well first you've got to get prepared.

GABBY: And just how does one get prepared?

GRACE: Well first of all, you need to identify your skills. What do you have to offer? How can your skills benefit an employer? The trick is to match your skills to your search.

GREG: Right. Once you find your skills and have some idea about what you can offer an employer, then you'll be ready to prepare your resume and sharpen your interview skills.

GABBY: I have a resume but I don't think it is a very good one.

GREG: Have you considered the University of Arkansas Career Development Center?

GRACE: That's a good idea. They have resources to help you make sure your resume is professional and gets the attention that you want.

GABBY: Yeah but what about interview skills? How can I "sharpen" them? [She raises her fingers in imaginary quote marks as she says sharpen. She sounds vaguely sarcastic.]

GRACE: Well practicing mock interviews with friends or family is a good place to begin.

GREG: But the Career Development Center can help you with that too. They will help you practice or you can meet one-on-one with a trained professional to help you prepare for the whole interview process.

>>Greg & Grace begin to get up again but notice that Gabby is still frozen.<<

GRACE: Gabby, what is it?

GABBY: Well even if I have the perfect resume and I practice interviewing with every member of my family, what do I do next?

GRACE: Well I think the next step would be to identify what you're looking for?

GABBY: Identify?

GREG: Yeah, like what industry or type of business do you want to work for?

GRACE: And what kind of skills do you want to use?

GREG: And don't forget geography.

GABBY: [confused] Geography?

GREG: Yeah as in where do you want to live?

GRACE: And what employers will you find in that area?

GABBY: Oh, I see... [She's still very hesitant]... so many decisions...

GRACE: You should also think in terms of what company or organization hires people who do what you want to do?

GABBY: Okay, that makes sense. I never thought about it in quite that way. [pause] But assuming I have the answer to all those questions, what's the best way to find job openings? I've looked at the newspaper but I rarely see anything there that is even close to what I want to do.

GREG: Ah, well there's the open job market and the hidden job market.

GABBY: [looks at Greg with puzzled expression] hidden? Hidden jobs aren't going to help me much.

GRACE: No, not hidden jobs, the hidden job market.

GREG: Yeah, the open job market consists of the jobs you see in the newspaper, at online job sites, training centers, employment agencies, things like that.

GABBY: oh

GRACE: the hidden job market is all those other places where you learn about job opportunities.

GABBY: For instance?

GRACE: Friends, relatives, neighbors, former co-workers or supervisors. All kinds of direct contacts.

GREG: And don't forget the other part of the hidden job market.

GABBY: What do you mean?

GREG: In addition to people you know, there are other ways to find out about employment opportunities like company or college websites...

GRACE: Temporary agencies.

GREG: Internships and volunteer opportunities. All kinds of ways to learn about jobs that you won't see in the newspaper. My sister got her first job after college based on an internship in college.

GRACE: You never know when an opportunity will come up so you should always be ready.

GABBY: Okay. So how can I be ready?

GREG: You've got to take action!

GABBY: Action?

GRACE: Yes action.

GABBY: How?

GREG: Explore opportunities for networking. Getting to know other people who do what you want to do in student organizations or professional associations is one way to start.

GRACE: Volunteering is another good way to begin.

GABBY: Where could I do something like that?

GRACE: Anywhere! School, community, church, you name it. You never know where you'll meet your next boss but it probably won't be in your living room sitting on your sofa.

GABBY: So you're saying I should get out and meet people.

GREG: Yes! And don't forget, my sister got a job through her college internship. You should investigate internship or fellowship opportunities in your field of study.

GRACE: One of the best ways to take action is to participate in Career Fairs.

GABBY: I've heard about them but I've never been to one.

GREG: Career Fairs are a terrific way to connect with potential employers.

GRACE: There are several career fairs on campus during the fall and spring semesters. You can explore job opportunities from a number of areas and also gain valuable networking experience participating in career fairs.

GREG: I started attending job fairs during my sophomore year just to get some idea of what they were all about.

GABBY: So are you saying it's too late?

GRACE: It's never too late but you do need to get busy. Check the UA Career Development Center's website for information about the career fairs scheduled this fall.

GABBY: Okay. I can do that. Do you have any other ideas?

GREG: Sometimes it's good to be direct.

GABBY: What do you mean?

GREG: The direct approach. If you are interested in a certain employer, make contact with them. You might even do an interview with them to learn more about the company and potential job opportunities.

GRACE: And remember to take your resume. If you make contact with a potential employer, be sure to leave them with a copy of your updated resume.

GABBY: Is there anything else I can do to find employment and make my parents happy?

GREG: Absolutely. You should register to use eRecruiting through the UA Career Development Center. You can submit your resume to companies who interview right here on campus. How much easier can it get?

GABBY: True. It would be great to be able to interview for a job without even having to leave campus. You guys have made me feel a lot better.

GRACE: Good but you do still have a lot of work to do so the sooner you get started, the better.

GABBY: Yes, I need to get prepared.

GREG: Yes! Identify your skills. Sharpen your resume and your interviewing techniques.

GABBY: I also need identify what it is I'm looking for.

GRACE: Right! What kind of company do you want to work for? Where do you want to live?

GABBY: Finally, I need to take action to realize my career goals AND make my parents happy.

GREG: Yes, networking, volunteering and job fairs are just three ways to navigate both the open and the hidden job markets.

GABBY: Thanks. You guys are so helpful. I feel better already

GRACE: I'm heading over to the coffee shop before my lab. Greg, why don't we walk over together and show Gabby where the UA Career Center is located?

>>All 3 start walking – camera fades out. <<



Job Search Strategies

Please answer the following questions and send them in an email to your career coach.

1. What is the "Hidden Job Market"?
2. How could you target smaller companies in your job search?
3. How can you build your network of contacts for your job search?
4. What are some ways to have direct person to person contact with employers while you are a student at the university?
5. What are some of the reasons you might include an internship or volunteer activity as part of your job search strategy?



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