A proven step-by-step guide for developing and implementing your own Job Search Success Plan!

**STEP 1: BUILD YOUR NETWORK**

- Start with who you know
  - Develop a list of friends, family, acquaintances, professors, etc. who could be beneficial to your job search
- Furman University LinkedIn Group
  - Network with thousands of Furman alumni from the convenience of your computer
- BuzzFile
  - A database to help you identify employers and recruiting contacts
- Social Media Contacts
  - Utilize your Facebook, Twitter and LinkedIn contacts
- Request a targeted list of alumni list from the Alumni Office
  - Fill out a request form in the Career Center Office
- Get involved in your community
  - Seek out opportunities to meet new people (ie. attend campus events, professional organization meetings, join student groups, attend local alumni networking events, volunteer, etc.
- Implement your 'Outreach Strategy'
  - Compose and practice your "pitch," then start contacting those on your networking list

**STEP 2: CAREER CENTER RESOURCES AND EVENTS**

- On-Campus Recruiting Program
  - Activities include: on-campus interviews, resume collections, employer information sessions, & networking events
- Paladin Job Board
  - Our in-house job posting board that contains hundreds of job listings (including all on-campus recruiting opportunities)
- Furman’s On-Campus Career Fair
  - Meet recruiters representing various companies and organizations
- SCICU Career Connections (Off-Campus Career Fair)
  - This hybrid recruiting event held annually in Columbia, SC provides the opportunity to network with numerous employers from the Southeastern region

**STEP 3: JOB SEARCH SITES AND RESOURCES**

- Online Job Posting Boards
  - Visit the Career Center website for links to the most popular sites
- Company Websites
  - Not sure how to locate specific companies? Check out BuzzFile, CollegeGrad.com, Glassdoor.com, VAULT’s Career Insider and other resources found on the Career Center website.
- Social Media Searches
  - Recruiters are increasingly using LinkedIn, Facebook & Twitter to promote job opportunities

Be sure to check out the page below for links to resources that will help you work through your Job Search Success Plan!
**Links Page**

**Step 1: Build Your Network**

Join the Furman LinkedIn Group  
Furman University Alumni Association  
Upstate Networking Meetings

Social Media  
Article: How to Use Social Media in Your Job Search  
Article: Fifteen Must Search Twitter Hashtags for Job Seekers

*Be sure to use your Facebook, Twitter, etc., contacts when building your network*

**Step 2: Career Center Resources and Events**

Paladin Job Board  
On-Campus Recruiting User Guide  
List of Employers Participating in Campus Recruiting Program This Term  
BuzzFile  
Located on the Online Resources webpage

**Step 3: Job Search Sites and Resources**

Job Search Links

**Additional Tools**

Optimal Suite  
A portfolio of tools that include a resume and cover letter writing program, web-based, interactive interview preparation module, online portfolio to store all of your employment correspondence and documents. *This service requires a subscription but the Career Center pays this for current students.*

Webinars on Job Preparation Topics  
Jobs4GradsNow offers a series of exceptionally well-done, short webinars on topics including resume writing, interviewing, networking and much more. *This service requires a subscription but Furman’s Career Center pays this for current students.*