JOB SEARCH SUCCESS PLAN

Furman University Malone Career Center
www.furman.edu/ocs

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

☐ A to Z Database
   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 at the Career Services 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 SERVICES 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 OCS website for links to the most popular sites

☐ Company Websites
   Not sure how to locate specific companies? Check out Career Shift, CollegeGrad.com, Glassdoor.com, VAULT’s Career Insider and other resources found on the OCS 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 Services Resources and Events**

- Paladin Job Board
- On-Campus Recruiting User Guide
- List of Employers Participating in Campus Recruiting Program This Term
- A to Z Database
  - *This service requires a subscription which is free to Furman students and alumni. You must access this resource through the Career Center website.*

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

**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 Career Services 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 Career Services pays this for current students.*