

## JOB SEARCH PROCESS

*The job search process can seem intimidating at first; however, after creating an actionable plan, the vast variety of resources available can actually help to make the process easier.*

### GETTING STARTED:

- **Create Your Own Ideal Work Profile.** Before starting the job search, take time to think about what kind of job matches:
  - a.) Your passion, interests, and abilities
  - b.) Your preferred work style (i.e. Do you enjoy a professional or casual company culture?)
  - c.) Your ideal life/work balance (i.e. Do you need to work around a family schedule?)
  - d.) Your compensation requirements.
- **Create a "Job Search Schedule."** You will be more likely to accomplish your goals if you set aside specific times and dates during which you will exclusively search for jobs. Give yourself attainable goals for each day and/or each week. For example, write down that you will create a resume on Monday; you will call 3 possible employers on Tuesday; etc.
- **Narrow Down your Search.** Although it is always important to keep an open mind, also establish selection criteria for the kind of jobs you would consider. For example, perhaps limit your job search to positions with a minimum of \$40,000 income, a maximum of 40 hours per week, and a job that provides healthcare benefits. Setting these criteria in advance will help make the decision process easier.

### RESOURCES IN GAINESVILLE:

- **FloridaWorks – Alachua County** (352) 955-2245 [www.floridaworksonline.com](http://www.floridaworksonline.com)  
4800 SW 13<sup>th</sup> St. Gainesville, FL 32608  
*This federally funded Workforce Board provides a variety of free services such as Career Counselors to help simplify the process and resume-posting on their website which enables you to search local job listings. FloridaWorks also provides free services such as child care, transportation assistance, computer training classes, FAX machine and computer usage, professional networking group meetings, and more. Other news and job information can be found by subscribing to their free electronic newsletter at [info@floridaworksonline.com](mailto:info@floridaworksonline.com)*
- **Kelly Services** (352) 335-7800 [www.kellyservices.us](http://www.kellyservices.us)  
2210 NW 40<sup>th</sup> Ter. #B Gainesville, FL 32605  
*Kelly Services' goal is to build your career by matching your skills and needs to the best positions available. This private staffing company has offices around the United States as well as internationally. Kelly Services can place you in temporary, temporary-to-permanent, and direct-hire positions available across countless job levels. The company's services cover a variety of industries from science, law, healthcare, IT, engineering, and education.*

### INTERNET RESOURCES:

- **Monster.com**  
*The largest online job search engine, users can create a profile, search for jobs, and use features to help personalize and plan your career. Monster.com has options to conduct a local job search as well as an international job search.*
- **CareerBuilder.com**  
*A popular search engine to search job postings but it also provides other useful tools including job recommendations and career tests.*
- **EmploymentGuide.com**  
*This site not only lets you browse local jobs, this site also lists training courses, college degree programs, dates of local job fair, and a specific "Work at Home" category.*

**REMEMBER, don't get discouraged!!! The average job search will take anywhere from three to six months from initiation to the day you begin your new job.**

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