



The Career Center

East Carolina University
701 East Fifth Street
Greenville, NC 27858-4353
Office: 252-328-6050
Toll Free: 800-391-0506

Tackling the Long-Distance Job Search

The Career Center at ECU offers students a Virtual Career Center where the majority of our career services can be obtained online, from wherever you are. We understand that students are busy people with complicated lives who are short on time, yet need professional, effective help. We recommend that you take advantage of the following services and career steps:

To get access to our online database of job openings, Register with The Career Center: <http://www.ecu.edu/e3careers/forstudents.gettingstarted.asp>

Complete the Registration form and fax it to: 252-328-6425

ARE YOU:

A. **Graduating** from ECU in the near future and looking to move out-of-state for your first professional job? Or are you **returning** to the workforce? Or are you looking to **move on** and leave your current employer? If so, you need to:

1. Complete the attached Career Plan.
2. Fill in the blanks OR do the research necessary to answer the questions.

B. Planning on **moving up** within your current company? If so, you need to

1. Identify your job options.
2. Contact HR to get a copy of the job descriptions.

PREPARATION

When you are **two semesters away from graduation**, you will need to begin your job search in earnest.

1. Complete the attached Career Plan worksheet.
2. Research the job titles on your Career Plan at O*NET online (online.onetcenter.org).
3. Identify the tasks required by this job and the skills needed for those tasks.
4. Prepare a resume using the online resume writing software:
<http://www.ecu.edu/e3careers/forstudents.resume.writearesume.asp>
5. Call The Career Center and ask to speak with the Liaison for your major (local, 328-6050; distance, toll free: 800-391-0506)
6. Make arrangements to send that person by e-mail a copy of your resume and a copy of your current Career Plan.

UNDERSTAND YOUR GOALS

Making a successful career change is not about finding a job opening, it's about finding a need in your new area of expertise. Whether you are talking with decision-makers within your current company or talking with decision-makers in other companies that interest you, the goal is the same – identify their needs in your area of interest. Employers hire new employees because they need you. We suggest that you download from the Virtual Handout Cart (<http://www.ecu.edu/e3careers/forstudents.virtualhandoutcart.asp>) the following handouts:

1. Informational Interviewing
2. Selling Value in Job Interviewing. This handout explores how best to sell yourself to a prospective employer.
3. Ten Problems of Job Seekers.

You should also view The Job Search Process workshop:
<http://www.ecu.edu/e3careers/forstudents.workshops.asp>

LOCATE POTENTIAL EMPLOYERS

Once you decide to look for a job outside your current company, you need to obtain information about the companies that fit your Career Plan. Research completed by The Career Center has demonstrated that the best way to get a job for a company you don't currently work for is to talk directly with decision-makers. Over the last two years only 26% of ECU graduates (both graduate and undergraduate) obtained a job through a posted job opening. The majority of ECU graduates were hired through talking directly with decision-makers at the companies that interested them about their needs. Approximately 37% of job seekers were able to approach those decision-makers through using their own contacts (friends and acquaintances) to give them referrals to these individuals. Another 33% of ECU graduates were able to set up meetings with decision-makers through direct contact with the managers of those companies/departments.

Start by using the resources on the web to identify what companies are out there. Three great resources are the Career One Stop, Reference USA, and eRecruiting. The Career One Stop is a federal government database you can use to identify employers by field and location (see *Locate Potential Employers* at www.careeronestop.org). Reference USA which is a database of 13 million companies nationwide. Reference USA is only available if you have a Pirate ID. To access Reference USA go to the Joyner Library Databases (http://www.ecu.edu/cs-lib/reference/erdb_alpha.cfm) and click on Reference USA. Be aware that once you graduate your Pirate ID will no longer work, so you need to access this resource and prepared your list of targeted companies before you graduate. eRecruiting is ECU's online recruiting system where you can locate and apply for job openings posted by employers as well as research employers in your field of interest. You must be an ECU student or alumni and you must register with The Career Center to obtain a logon: <http://ecu.erecruiting.com/er/security/login.jsp>

VIRTUAL HANDOUT CART

Great tools from the Virtual Handout Cart (<http://www.ecu.edu/e3careers/forstudents.virtualhandoutcart.asp>) download the following handouts:

1. The Job Search Process for a Nationwide Job Search.
2. The Art of Calling Prospective Employers.

3. The Art of Writing Resumes
4. The Art of Job Search Correspondence
5. The Art of Job Interviewing
6. eRecruiting Quick Start Guide for Students

As you are accessing tools on our website, we encourage you to ask the online Career Coach for assistance and/or to call a Career Coach, 252-328-6050 or toll free: 800-391-0506.

MEET THE CAREER CENTER STAFF



*Catrina Davis, Assistant Director
Liaison to Education*



*Jim McAtee, Assistant Director
Liaison to Fine Arts and Communication*



*Larry Donley, Associate Director
Liaison to Health and Human Performance*



*Anna Moseley, Assistant Director
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*Bruce Maxwell, Associate Director
Liaison to Technology and Computer Science*



*Brian Newton, Associate Director
Liaison to Allied Health and Nursing*



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What is your Career Plan?

There are four questions you need to answer before you can begin your job search. Please fill in the following blanks. If you are still unsure about the answers, try using the questions at the bottom of the page to help you. We encourage you to contact a Career Coach at The Career Center at ECU for assistance. Call us at **252-328-6050** or toll free: **800-391-0506**.

Where do you want to live? _____, _____
(City) (State)

What do you want to do? (Describe it)

What level within the organization are you targeting?

List the four job titles that best describe the positions you are targeting:

- 1. _____ 3. _____
- 2. _____ 4. _____

What field or industry are you targeting? (An industry or field describes the environment you want to work in like healthcare, education, commercial construction, retail sales, wholesale distribution, etc.). List your top SIX fields of interest:

- 1. _____ 4. _____
- 2. _____ 5. _____
- 3. _____ 6. _____

Helpful Questions:

- 1. What is the salary range in your area? Wages and Salaries: <http://www.careeronestop.org>
- 2. If it would require relocating, what is the cost-of living? Cost of Living Calculator: <http://www.bestplaces.net/col>)
- 3. What tasks interest you the most? Occupational Information Network: <http://online.onetcenter.org>
- 4. List the most interesting job titles associated with this field. Ditto
- 5. What are the educational requirements? Ditto
- 6. What is the employment outlook for this field? Occupational Outlook: <http://stats.bls.gov/oco>
- 7. What are the key working conditions? Ditto
- 8. What size employers do the most hiring? Ditto
- 9. What are the related industries you might also want to consider? Guide to Industries: <http://stats.bls.gov/oco/cg/home.htm>
- 10. Where do most people in this field work? Ditto
- 11. Use "Locate Potential Employers" at <http://www.careeronestop.org> to identify industries and employers in your region in each field.