

When looking for a job or internship, it is important to use a variety of reactive and proactive search techniques. *Reactive Techniques* are search strategies where the employer is the one who shares the information, usually through some type of public channel and the candidate's only interaction is to "passively" apply to the position. Alternatively, *Proactive Search Techniques* are approaches where the job/internship seeker initiates contact and/or action for the purpose of expanding your professional network, gaining information about your target field, and/or directly asking an employer about positions. Incorporating multiple strategies will make your search more productive.

SAMPLE REACTIVE TECHNIQUES TO INCLUDE IN YOUR JOB SEARCH:

- **Navigator:** SHU's database that includes job and internship postings (under Career Center tab in the SHU Portal)
- **General Job Search Sites:** Common job search websites with multiple listings but without a specific focus (i.e. www.monster.com, www.indeed.com, www.careerbuilder.com)
- **Industry Specific Websites:** Websites dedicated to specific fields and/or positions – you can find examples by viewing the "External Career and Job Search Websites" Excel sheet on the Career Center tab in the SHU Portal
- **Organization Websites:** Organizations share job and internship information directly on their websites
- **Location Specific Websites:** Job search websites based upon geographic locations
- **CareerShift:** A tool offered by The Career Center that combines the search potential of Indeed.com with the networking power of LinkedIn – located under the Career Center tab in the SHU Portal

SAMPLE PROACTIVE TECHNIQUES TO INCLUDE IN YOUR JOB SEARCH:

- **Network:** Speak with friends, family, and professionals in the field to learn about potential positions and/or learn how to make yourself a stronger candidate when you apply for a position
- **LinkedIn:** Identify connections/alumni at specific organizations, gather information on positions, apply directly for jobs, and find out where other SHU students have interned/worked
- **Professional Associations:** Join groups associated with a specific field and/or occupation--offers an opportunity to increase your skills, apply for positions, and attend events to make connections
- **Targeted Outreach:** Directly contact organizations that you are interested in for more information about their internships and entry-level positions
- **Local Events:** Attend programs and events related to your field of interest to make connections
- **Volunteering:** Expand your network within an industry, demonstrate your skills, and be the first to hear about opportunities when they are available
- **Informational Interviews:** Meet with someone to ask for career advice, learn about his/her role, organization, and/or industry to expand your job search network

GENERAL RECOMMENDATIONS:

- Create realistic timelines and achievable goals for applications and networking events
- Incorporate a range of strategies into your search; avoid relying solely on online applications
- Keep a record of where you apply and your networking activity--include application dates, follow-up dates, and actionable next steps for each application and networking meeting
- Use resources such as Google Maps, LinkedIn, and CareerShift to identify potential organizations and then reach out to the organization and/or alumni for information about potential positions
- Include friends and family in your search—you never know who might have a connection in your field
- Develop a plan--take time to research opportunities, apply for positions, and take time for yourself outside of your job search

*For additional advice on job search strategies, speak with a career advisor.
Appointments can be scheduled by visiting Bayley Hall room 209 or calling 973-761-9355.*