



Notes from



the Navigator

Essential Elements of an Effective Job Search

Whether you are entering the workforce for the first time, returning to the job market or seeking advancement, the challenges of a job search are similar. Your goal is to find the position that best meets your needs. You must be qualified and able to sell yourself as the best applicant for the job(s) for which you apply. Here are some tips that can help you in meeting your job search goal.

1. Know Yourself

Have a strong sense of who you are. Know your assets and how to market them to employers.

2. Be Committed to Lifelong Change

Follow job trends. Take the initiative to maintain cutting edge skills that match changing employer requirements.

3. Have a Positive Attitude

A pleasant personality is a necessary asset. Your eagerness to adapt and to be a team player is essential. Show that you are flexible. A sense of humor and positive attitude are plusses.

4. Be Your Best

Locating a job is a full time endeavor. Give full attention to everything that you do. Errors will keep you out of the running.

5. Be Organized

Know what you must do each day to move closer to your goal. Stay focused.

6. Be Computer Literate

Increasing your technical computer skills increases your marketability in the job market. Conduct online job searches. Visit employer Web pages and key job sites such as:

CareerPath: <http://www.careerpath.com/>
Monster Board: <http://www.monster.com/>
Careerbuilder: <http://www.careerbuilder.com/>
America's Job Exchange: <http://www.americasjobexchange.com/>

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7. Update Your Resume Often

Customize your resume to reflect the assets you bring to each job. Use key words that can be electronically scanned by potential employers to positions you want. Reflect continuous employment in your skill area. Volunteer or obtain temporary jobs if you are unemployed. Select a resume format that minimizes any gaps in employment.

8. Expand Your Network

Maintain and continuously strive to broaden your network. Join professional groups and, if you are working, network inside the company.

9. Research Job Trends and Companies

Select job opportunities that match your skill areas. Request and study annual reports of companies for which you think you would want to work. Reflect each company's image in all communications with each company's representatives. Make good use of library resources and read trade journals and business publications.

10. Disclose a Disability Only as Needed

The only reason to disclose a disability is if you require an accommodation for an interview or to perform the essential functions of a particular job. Your resume and cover letter should focus on the abilities you bring to the job, not your disability.

11. Be Prepared to Conduct an Effective Interview

Look your best from head to toe. Dress conservatively. Be brief and to the point when answering interview questions. Maintain a demeanor of success and reflect the company image when you respond. Have full confidence in what you bring to the employer and show how your skills meet the company's specific hiring needs. Ask thoughtful questions about the job and the company. **NEVER** say anything negative. After the interview, follow up immediately with a thank you letter or e-mail.

12. Remember

Push yourself to go the extra mile in your job search and you will find the opportunity you are seeking.

Quote of the Month

"Home run hitters strike out a lot".

~Reggie Jackson

The above information was prepared in cooperation with the Business Leadership Network (BLN), a program of the Office of Disability Employment Policy. The BLN is a national program led by employers together with State Governors Committees that engages the leadership and participation of companies throughout the United States to hire qualified job applicants with disabilities. This program offers employers pertinent disability employment information; a network of companies sharing information on specific disability employment issues; the opportunity to provide training and work experience for job seekers with disabilities; and recognition for the best disability employment practices. For more information on this program, contact the Office of Disability Employment Policy (202)693-7880 (V), (202)693-7881 (TTY), InfoODEP@dol.gov.

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Auxiliary aids and services are available upon request to individuals with disabilities.
For More Information Contact: Pamela Sullivan (516) 485-5000 ext. 1139