Communication Skills Used in Job Search

Career Exploration and Research

- What career paths and majors are available to me? What is a good fit for my interests, values and aptitude? What is the job market like for my career path? What educational/training programs exist for my career path?
- Strategies/Tools – Work with career advisors in guided assessments; use online and published exploration tools; *informational interviews* with current workers; *job shadowing* or *volunteering* in career path
- Communication Skills: Keep an open mind; active listening; ask questions; take notes; show interest/motivation; "student" rather than "professional"

Finding and Applying for Jobs

- *The Four (4) Ways to Get a Job*
    1. Job Boards and Other Recruitments
    2. Direct Application
    3. "Working Your Way into a Job" (e.g. internship, volunteer, gig work, freelance, etc.)
    4. Professional Networking
- Strategies/Tools: Remember the purpose of the application process – *get an interview*; ***target*** your job search and materials; use application process requested by employer AND other methods; connect with professionals within the field; work with a job coach
- Communication Skills: PAT (purpose, audience, technique); Written and visual presentations must be easily accessed, read and viewed w/ focus on relevant and persuasive; direct contact must be brief and to the point; "professional" rather than "student"

Interviewing for Jobs

- If you get an interview, the employer agrees that you can do the job. Now you need to convince them of three things: *1) "Fit"; 2) Motivation; 3) Professionalism**.
- Interviewing Strategies/Tools
- Communication Skills: Understand workplace culture and demonstrate this (i.e., timing, dress, samples, etc.); show appropriate interpersonal/social skills; active listening; persuasive communication (frontloading vs backloading, details and examples); focus on positives and mutual benefit; prepare meaningful questions to ask; prepare samples if appropriate; express interest in the job and company; "professional" rather than student; follow up (e.g., thank you letter/email)

Job Offer? Rejection? Professional response; maintain connection with the employer either way

Resources

PCC Career Services: Career Exploration, Job Referrals, Internships, Job Search Coaching

Job Search Assistance: *Appointment and Information Request* or contact *George Knox*

- *Job search strategies, resume assistance, mock interviews, portfolio reviews, etc.*

Career Research Tools Online (PCC Career Services)

Job Interview Practice: *interviewprep* online or mock interview with specialist in person/remote (PCC Career Services)

Further Reading/Viewing:

20 Communications Skills for your Resume (U.S. News & World Report)

Top Interview Tips: Common Questions, Nonverbal Communication & More (Indeed)

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