**Purpose of Job Search Planning**

An effective job search can be exhausting & time consuming. Some refer to it as being like a full-time job, (taking 30-40 hours per week). It can be stressful if you are not prepared. The process involves some the following:

- Understanding the present job market
- Learning how to research employers
- Utilizing career tools such as a resume, cover letter, portfolio, networking cards, LinkedIn profile, etc.

**Creating a Job Search Plan**

- Write down career fields that are related to your skills, education, and interests.
- Identify and list different job titles that are related to these fields.
- Explore [Career Pathfinder](https://www.uis.edu/career/student-employment/services/career-pathfinder) at: https://www.uis.edu/career/student-employment/services/career-pathfinder
- Outline your Job Search Plan to best support your career goals and objectives.
- Visit Job Search Strategies for more information: [https://www.uis.edu/career-services/job-search-strategies](https://www.uis.edu/career-services/job-search-strategies)

**Where to Look for a Job:**

1) **UIS CareerConnect** - [https://www.uis.edu/career/careerconnect](https://www.uis.edu/career/careerconnect)
   - Search and review job, internship, volunteer, fellowship and scholarship postings.
   - Upload resumes for employers to search: Go to ‘Documents’ tab, then click on ‘+Add New’ and browse.
   - Access other online career systems including: [SkillsFirst, Focus 2, GoinGlobal](https://www.uis.edu/career/student-employment/career-toolbox#goingglobal)

2) **GoinGlobal** - [https://www.uis.edu/career/student-employment/career-toolbox#goingglobal](https://www.uis.edu/career/student-employment/career-toolbox#goingglobal)
   - **Country Career Guides** - Provides expert advice and insider tips for finding employment opportunities at home and abroad.
   - **USA/Canada City Career Guide** - Explore career and employment opportunities in the largest cities across North America.
   - **Job Postings & Internship Listings** - Search for job openings and internship opportunities around the world and in the US.
   - **H-1B Information** - the H1B Plus database allows for additional searches by job title, occupation, employer, wage and more.
   - **Key Employer Directory** - access more than 400,000+ country-specific company profiles in industries such as manufacturing, transportation, consumer goods, consulting services, finance and technology.

3) **Networking/Informational Interviewing**

   - Be aware of your own personal network and start early to expand your connections.
   - Utilize LinkedIn, family, friends, peers, teachers, previous employers, career fairs, & other events to network.
   - **Informational interviewing** involves meeting with someone in your chosen field and interviewing them to gather information and advice about their career field. See [CDC webpage on Informational Interviewing at](https://www.uis.edu/career-services/informational-interviewing)

4) **Other Connections**

   - Online Job Listing & Employer Web Sites
   - Third Party Recruiters/Employment Agencies
   - On-Campus Recruitment Opportunities
   - Social Media

**Helpful Resources**

- **Make an appointment with a Career Counselor** to develop individualized strategies and resources: [https://www.uis.edu/career/student-employment/services/career-counseling](https://www.uis.edu/career/student-employment/services/career-counseling)
- For additional information, visit the Career Development Center webpage: **Job Links and Resources at** [https://www.uis.edu/career/student-employment/career-toolbox#joblinks](https://www.uis.edu/career/student-employment/career-toolbox#joblinks)