

**Starting Off on the Right Foot:  
Landing Your First Job  
with Grace**

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# General Job Search Strategies

- \* What are your limits?
  - \* Geographic location
  - \* On-campus vs. off-campus residency
  - \* Size and type of institution
  - \* Job responsibilities
- \* Just for laughs...
- \* Overestimation vs. Underestimation



# The Resume

- \* General tips
  - \* Formatting
  - \* Contact Information
  - \* What to include/What not to include
  - \* Exaggeration or Elaboration?
  - \* 2 pages maximum
- \* Have mentors/trusted professionals review
- \* Resume should reflect the job description
- \* Multiple versions



# Pre-conference

- \* Do your research
- \* Schedule interviews ahead of time
- \* Attend the Candidate Orientation prior to interviewing
- \* Bring copies of your resume and cover letter for each interview, just in case
- \* Look at positions ahead of time and rank your positions
- \* Know your story - what concrete experiences do you have that match the job qualifications?
- \* If you have money and time make “Thank You” cards with your contact information that matches your resume
- \* Pack comfortably, but professionally
- \* First impressions can be lasting impressions
- \* Backups will come in handy

# At the Conference

- \* Arrive early and know the layout
- \* Be you (with moderation)!
- \* Don't overbook yourself- you don't want to be the overzealous, "green" new professional
- \* Choose wisely, but don't be too choosy
- \* The degree of separation
- \* Be tactful
- \* Enjoy the conference - network and inform your practice

# The Interview

- \* Leave an impression to remember
- \* Practice responses with a friend or in a mirror
- \* Stay fresh- give yourself room between interviews
- \* Be honest
- \* Investigate the school- Ask questions
- \* PACE yourself! Preparation, Assertiveness, Communication, Enthusiasm
- \* Be concise
- \* Attend receptions if invited
- \* Concentrate despite distractions
- \* Keep track of interviews. Remember to acknowledge and appreciate!
- \* Be yourself, smile, get rest, and have fun!





# The Phone Interview

- \* Consider using a landline for the call
- \* Have your resume, the job description, a notepad and a pen handy
- \* Keep a brief list of your experience near to reference quickly
- \* Dress for the interview - don't wear pajamas
- \* Conduct mock interviews with mentors or other trusted professionals
- \* Have a clock handy - be mindful of time
- \* Be concise in your answers
- \* Concentrate despite distractions
- \* Choose your words wisely - remember, they can't see you!

# After the Conference

- \* Practice for on-campus interviews
- \* Don't accept an on-campus visit that you wouldn't consider taking the position
- \* Follow-up
- \* Check-in with your mentor
- \* Make sure your voicemail greeting and email is appropriate
- \* Timelines vary- be patient

# On-Campus Interview

- \* Confirm schedule and meals
- \* Expect a LONG DAY- wear comfortable, but professional shoes and clothing
- \* Know the weather
- \* Continue doing research
- \* Prepare pertinent questions (for meetings with students, faculty, staff, etc.)
- \* Expect in-depth questions and multiple interviewers
- \* Let them sell you- Ask questions

# The Job Offer



- \* Be ready, Be excited, Be cautious
- \* Weigh your options
- \* Get all the information you need to know:
  - \* salary, housing, benefits, contract terms, start date, etc.
- \* Don't be afraid to negotiate
- \* Know the deadlines



# Resources

- \* Cost of Living Index: <http://www.coli.org/>
- \* StudentAffairs.com Job Hunt Blog: <http://sajobhunt.wordpress.com/>
- \* CCPA: <http://webccpa.com/>
- \* ACPA:
  - \* Standing Committee for Graduate Students and New Professionals: <http://www.myacpa.org/sc/scgsnp/>
  - \* Commission for Career Development: <http://www.myacpa.org/comm/careerdev/>
  - \* Career Central at Convention: <http://careercentral.myacpa.org/home/>
- \* NASPA:
  - \* Knowledge Community for New Professionals and Graduate Students: <http://www.naspa.org/kc/npgs/>
  - \* The Placement Exchange: <http://www.theplacementexchange.org/event/>