



Financial Management and Accounting

Graduate School of Management and Technology

The Job Search for the Experienced Individual

This article is for those of you that are about to graduate or just graduated with a degree in hopes to advance in the current career path that you are on. You can do this one of two ways. If you would like to stay with your current company, speak with your current employer about your job responsibilities and salary, or start scanning the internal job opening postings for positions that you feel you are now qualified for.

If you would like to change companies, then there are various sources that you can use, such as job postings (Internet or newspapers), networking, and executive recruiters. There are many Internet career websites available. The most popular in the Maryland area are UMUC Career Quest, Monster.com, CareerBuilder.com and WashingtonPost.com, but you need to know how to use these effectively to be able to identify the right job for you.

Make a list of your job responsibilities, job title and important equipment, programs or skills that you use at your job. This is the terminology that you will use when you are on the websites. Most job websites have a keyword search field, so you will take the terminology that you just identified and use it in that keyword search field. You do not use just your current job title because your job title means different things to different companies. Keep in mind, you will be doing multiple searches on a variety of different words to identify the job that is right for you.

Another very effective way of advancing your career and changing jobs in your field is networking. By now, you have probably developed relationships with different individuals that may or may not be in your field but work for a company that you would consider working for. **GET THE WORD OUT!** Let those individuals know that you are looking to change jobs. Ask them if they can pass your resume on to the appropriate individual within their company. One thing to remember is to be careful of who you tell if you are trying to keep your job search confidential. If you are keeping your job search confidential, be sure to tell that person that your job search is confidential.

Another source that you can tap into while doing your job search is executive recruiters/headhunters. These are individuals that are contracted by a company to fill the positions at that company. Do not get them confused with placement services where you have to pay them to find you a job. You can identify these companies or individuals by doing Google searches like "Executive recruiters in Washington DC" or just look them up on www.superpages.com which is an on-line telephone directory. You can put "executive recruiters" in the key word search field.

Good Luck in Your Job Search!