

# Career Planning Steps

## CAREER PLANNER

The LWTech Employment Resource Center in W207 can help!



GET YOUR DREAM JOB!

Contact the [LWTech Employment Resource Center](#) to schedule an appointment:

Phone: (425) 739-8113 Email: [Job.Placement@LWTech.edu](mailto:Job.Placement@LWTech.edu)

Mock Interview, Resume Development, Job Search, Career Exploration, LinkedIn Profile Development, Cover Letter Assistance

## Starting a Job Search

1. Narrow down your search, if possible:
  - a. Do you want to work at a non-profit, large corporation, small start-up company, for the city/county (government), or a family-owned company?
  - b. Define your search by industry. Examples: I want to work in manufacturing, aerospace, civil service, education, medical, high tech, etc.
  - c. Location: Seattle, Eastside, Everett, Tacoma, Olympia, or open because you are willing to move? Be realistic about the commute and expenses involved.
2. Have a master resume and cover letter ready, and edit/customize it for each job you apply based on keywords in the job description. Pull related information from the master resume to create the customized resume.
3. Research the company online (social media, company site, LinkedIn) to see if it matches your values. Read their mission statement and find out their impact on the community. Only apply to companies you are truly interested in so you spend your energy wisely.
4. Review the job description thoroughly to ensure you meet all the requirements and mandatory qualifications. Consider the tasks/duties. Are those things you want to do?

## Job Search Sites

**Tip:** Sign up for auto alerts on job search sites so jobs are emailed or texted to you immediately when employers post them.

### [Worksourcewa.com](https://www.worksource.com)

WorkSource partnered with Monster.com to connect job seekers with thousands of job and make the job search process easier. You will need to create a free account for access.

### [Hire Lions](https://www.hirelions.com)

Online job posting system for students and graduates administered by LWTech's Employment Resource Center. Employers know our programs and seek employees with specific skills/education. Get email alerts as jobs (by program of study) are posted.

### [LinkedIn.com](https://www.linkedin.com)

World's largest professional network with 610 million users. Owned by Microsoft. Make your own profile, search for jobs, sign up for job alerts, connect with companies and learn what's important to them.

### [Indeed.com](https://www.indeed.com)

Search for jobs by distance, salary, part-time/full-time, location, company, and experience level.

TIP: You can type specific terms into Indeed, such as "computer security A+" to indicate an

industry and what software you've learned to get job suggestions. Another example: "Mechanical Draft Associate" to pull up jobs asking for an associate degree.

### [GettingHired.com](http://GettingHired.com)

Dedicated to job seekers with disabilities, Veterans, and those seeking inclusive employers.

### [Autism Speaks.org](http://AutismSpeaks.org)

Give tips and resources to people on the spectrum and offers a list of companies involved in the Autism at Work neurodiversity movement.

### [TheSpectrumCareers.com](http://TheSpectrumCareers.com)

Lists jobs in many industries posted by companies that support neurodiversity and inclusive hiring.

### [Governmentjobs.com](http://Governmentjobs.com)

Apply for city/county government jobs using this system. These jobs are stable, provide excellent benefits, and offer opportunities for growth as well as work/life balance.

### [USAJobs.gov](http://USAJobs.gov)

Apply for federal government jobs using this system. Has customized hiring paths for the general public, Veterans, Native Americans, Students/Recent Graduates, Former Federal Employees. Individuals with a disability may qualify for a Selective Placement Program Coordinator to help with accommodations and guide you through the interview process.

### [HigherEdJobs.com](http://HigherEdJobs.com)

For those seeking jobs in education at colleges/universities.

Remember to follow companies you like on social media and LinkedIn because they will often post open jobs on their feed. Also follow and research their competitors in case they have a similar job opening. Apply to both!

Tip: Apply to jobs right away when posted (within 3-5 days) for best results. Don't wait until the weekend! Jobs rarely have a "close" date on these sites so you want to apply to jobs that are not filled already.

## Unsure of Job Titles to Search?

### O\*Net

Go to [O\\*Net](http://O*Net). Type in the software you know how to use or pick from the technology list. The software search will suggest all job titles associated with that software. It also includes current job postings in your area if you enter your zip code.

# Strategy & Networking

*Eighty percent of jobs are not listed and 85 percent of jobs are found by networking according to Payscale.com. The best jobs are not often posted.*

For this reason, 60% of your time should be spent networking (connecting directly with people) and 40% should be searching/applying for jobs online.

## Attend Events

- Job Fairs (Google “Seattle, Job Fairs”) Bring your resume and use this script: “I’m searching for a job in \_\_\_\_\_. My top strengths are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. Here’s my resume. Do you have any openings that would be a good match?”
- WorkSource Redmond networking meetings and workshops.
- Industry social events through associations (Research associations in your industry)
- Library events related to your industry (book signings, author talks, presentations) [KCLS.org](http://KCLS.org) and [EventBrite](http://EventBrite) to find times/dates.
- Have your 30-second Professional Pitch (also known as your Elevator Pitch) ready! (Who you are, what you’re looking for, how you can help a company, what you can contribute.) Remember, you are marketing yourself. Lead with your strengths. Think about how people experience you.

## Use Current Resources

- Talk to family, friends, classmates, professors, and neighbors and share what type of job you are seeking and in what industry. The more you narrow it down for them, the more likely they will know someone in that industry.
- Attend social work functions with your employed friends. Ask for an invite.

## Overcoming Challenges

Introverted? Horrified at the concept of networking? Here are some tips:

- Bring a prop to show and tell your work (resume, project, picture)
- Take breaks often to recharge (walk around the block)
- Ask people questions about themselves to take pressure off yourself
- Bring an outgoing friend to the job fair with you.
- Practice! It gets easier the more you do it.
- Really struggling? Read Susan Cain’s book *The Power of Introverts* or watch her [TED Talk](https://www.ted.com/talks/susan_cain_the_power_of_introverts).

## Professional Degree from Country other than USA

### [UpwardlyGlobal.org](http://UpwardlyGlobal.org)

Non-profit that helps recent immigrants and refugees with advanced degrees in countries other than the USA find professional jobs in their field.

## Welcome Back Centers

For those who graduated from college in another country, now live in Washington state, and need assistance with professional job search. The Center doesn't offer professional licenses, but it provides orientation around existing licensing procedures. Examples are Engineering, Nursing, and Architecture. Welcome Back Centers are located at [Highline College](#) and [Edmonds College](#).

## Refugees and Asylum Seekers

### [Refugee Women's Alliance \(ReWA\)](#)

Helps increase language proficiency and improve employability. In Seattle, services available in over 50 languages.

### [Refugees Northwest](#)

Services include job fairs, resume building, and educational workshops.

## Improving Speaking Skills and English Language Learners

### [LWTech's English Second Language \(ESL\) program](#)

Sign up for ESL classes at LWTech by calling 425-739-8100 ext. 8679. ESL classes are \$25 per quarter.

### [English Second Language practice](#)

[Talk Time](#) at the King County Library System. (Free, open to everyone)

### [English for Work classes at Hopelink](#)

For immigrants, refugees, and anyone who wants to practice to improve their English for getting a job. Free! ([englishforwork@hopelink.org](mailto:englishforwork@hopelink.org) or 425-250-3007)

## Join Toastmasters

[Toastmasters](#) is an organization that helps people work on public speaking skills, improve grammar and word usage. Potential members can usually attend a few sessions for free before deciding to join or not. (If you join, there is a charge/membership fee.)

## Get Your Resume Past Applicant Tracking Systems (ATS)

Many companies, especially large ones, use ATS. You need to update your resume using the keywords found in the job description for each job so the ATS will pick up your resume as a match.

**TIP:** Use [Jobscan](#) to learn more about Applicant Tracking Systems. Get up to five free scans to see if your resume will pass the ATS by copy/pasting your resume and the job description into the Jobscan tool online.

## Internship/Externship/Apprenticeship Options

Sometimes you need more experience and training in a particular field, and internships/externships/apprenticeships can help. These are opportunities – sometimes paid, sometimes unpaid – to help you gain work experience. They can be temporary, short-term, long-term, and may or may not include a full-time job offer at completion.

Here's some links to help you find these options:

### [Hire Lions](#)

Online job postings by local employers, includes an Internship category, for LWTech students, community members, and graduates.

### [Apprenti](#)

For careers in technology.

### [Indeed.com](#)

You can type in your job title and then add, "internship" in the search box. Example: Mechanical Design Internship

## Volunteering

Volunteer opportunities can help you gain experience and meet people who can help connect you to certain industries. [Volunteermatch.org](#) and [Idealist.org](#) are both great places to start!

## Recruiting & Staffing Companies

- These companies connect you to employers with open jobs, and they often place you in a job. They may be contracted by a company to help them find employees, or they might be independently looking to connect job seekers with employees for a **fee that the employer pays** if the company finds a good match (or if the company decides to hire you.)
- Consider staffing/recruiting agencies, such as [Volt](#) or [ManPower](#). These can be temporary, part-time, or full-time opportunities. Remember, the staffing companies/recruiters work on behalf of the company seeking to hire a candidate. Realize they may get a commission from the company for finding a good candidate, so recruiters are looking to place you in a job based on your skills and the company's needs. Think of them matchmakers.

*Tip:* You could consider a temporary job as an “internship” to gain experience and make contacts in a particular industry. Just be aware to **stay on track** for the career you want and only take jobs related to your ultimate goal.

## Formerly Justice Involved (Incarceration History)

### [Washington Fair Chance Act](#)

Employers may not ask about an applicant's criminal record until after the employer determines the applicant meets the minimum qualifications for the position. For example, an employer's initial application must not require criminal background information.

### [When to disclose](#)

Not on your resume or cover letter! Do it during the interview and use [CareerOneStop](#) for tips on how to do this for best results. Some employers will ask you to wait until after the background check to disclose, but most of them want to know up front during so there are no surprises during the background check and so you can briefly explain. (And assure them it won't affect your job performance and you have strong skills needed to do the job.)

### [CareerOneStop.org](#)

This site has a section for “Worker with Criminal Conviction” for talking points and how/when to disclose for best results. You can find out how to get bonded for free and how to explain tax benefits of hiring a person with a criminal history to potential employers.

### [FareStart](#)

A non-profit organization for those interested in a career in the culinary industry (Includes barista, catering, cafes, restaurants, food services.)

## [Pioneer Human Services](#)

A non-profit organization who helps people with incarceration history with training, apprenticeships, and employment services. Follow them on Facebook and contact them for job seeking assistance at [pioneerhumanservices.org](http://pioneerhumanservices.org)

## Use All Available Resources and Career Services

### Ask for help!

Two brains tackling a challenge are better than one. Career specialists work with people to find jobs daily, so get professional guidance.

1. Contact the [LWTech Employment Resource Center](#) at 425-739-8113 or [Job.Placement@LWTech.edu](mailto:Job.Placement@LWTech.edu) to get assistance and ideas.
2. [WorkSource Redmond](#) offers free workshops related to finding jobs, creating resumes, interpersonal skills, networking/LinkedIn, and interview techniques. Arrive early to get a seat. Access their [workshop calendar](#) as well as [other Worksource locations](#) online.

### Be Positive!

1. Job seeking is hard work! Be kind to yourself during this transition.
2. Get plenty of exercise to relieve stress and promote positive endorphins.
3. Eat well. Treat yourself to healthy foods such as vegetables and fruits.
4. Drink plenty of water to hydrate your body and brain.
5. Join a Job Club. [Hopelink's website](#) indicates when/where they meet (425-250-3030).
6. No Job Club in your area? Form your own job club using Meetup.com or contact your classmates on LinkedIn.
7. Reach out to others for help. Go out with friends and do activities that bring you joy so you are refreshed and re-energized to continue your search the next day. Take breaks as needed.