



# JOB SEARCH STRATEGIES & NEGOTIATING JOB OFFERS

## INTRODUCTION

The purpose of this handout is to present general information about job searching, to which there are always exceptions. Use this handout as a guide and meet with a career counselor to assist you in designing your individual job search strategy.

## TIME-LINE

Your job search time-line will depend on several factors. Knowing what type of work you want after graduation will be one key factor, as will the industry in which you are interested and when certain organizations typically hire. Regardless of career field, you should start preparing early for your job search and learning what resources are available to assist you when you are ready. It takes the average job seeker six months to land a job and may take even longer in a tightened job market.

## HEADING OUT IN A NEW DIRECTION

At the risk of overusing a worn-out metaphor, searching for a job is like starting on a journey, you must first choose a direction. This does not necessarily mean deciding on one path, and one path only, but developing some pretty clear areas in which you wish to explore employment possibilities.

If the thought of choosing a direction feels overwhelming; you are not alone. It may be useful for you to backtrack a little and spend some time assessing your interests, values and skills. You may also need to learn more about occupational options. Career Services offers a variety of services and resources that can greatly assist you with this process. Some of these include: career interest inventories, individual counseling, the career resource library, peer support, workshops and special programs, and the alumni network.

## ASSESSING YOUR SKILLS

Knowing and presenting your skills both on paper and verbally, are important factors of an effective job search. Most skills are transferable, meaning that you can transfer the skill from one environment to another. For example, if you are able to orally present and defend a paper effectively in seminar, chances are that you could also present a proposal to a client. The transferable skills in this case may be: verbal presentation, organization and facilitation. Focusing on transferable skills allows you to link your experiences to the type of positions you are seeking. One way to identify your skills is to follow the steps below:

- ❖ Make a list of your strengths, being sure to include examples from past experiences that illustrate each skill.
- ❖ Identify the skills that are necessary for the types of positions you are seeking through general occupational literature and job descriptions. Assess your proficiency across the qualifications mentioned; again try to list concrete examples from your class room experience (writing, analyzing, verbally communicating, word processing, desktop publishing, programming, researching, etc.), past jobs, experiences and internships (selling, organizing, communicating, speaking, working with children, counseling, etc.) and from campus activities, volunteer work, hobbies, and whatever else you do with your time.
- ❖ Transfer this information to your resume and cover letters and practice talking about your skills for upcoming interviews.

## THE JOB MARKET

### ❖ *THE PROFIT SECTOR*

Most of you will be searching for entry-level positions. These positions are the first entry point into most organizations. They provide training opportunities and are a good way to gain related skills. Some organizations have specific training programs, while others have on-the-job training opportunities. Typically, the larger organizations can predict their hiring needs and can recruit to fill those positions through a formal recruiting process early in the academic year, starting as early as September. These organizations tend to be business focused (financial services, investment banking, consulting) and tend to make offers soon after interviews (December-January). Smaller organizations will fill positions as they become available.

On-campus recruiting initiatives for these types of organizations primarily occur during the fall semester. Employers will post job openings through eRecruiting and will begin to visit campus for information sessions and interview days.

### ❖ *THE NOT-FOR-PROFIT SECTOR*

The not-for-profit sector includes tax exempt organizations that are educational, scientific, cultural, as well as government and social welfare institutions. Employment in the not-for-profit sector accounts for about 10% of U.S. employment. The nonprofit

job market appears to be stabilizing. Like small businesses, not-for-profit organizations usually have entry-level openings only when a position has been vacated, or a new position is created. For graduating seniors who are not available until after graduation, applying for these positions happens in spring and summer (closer to the time you are available for employment). But getting an early start will allow you to become a familiar name at the agencies of your interest. To learn more about the non-profit sector, visit the Career Services website.

Many recruiting initiatives for non-profit positions take place during the spring semester through some on-campus activities (information sessions and interview days), but also through career fairs like the Government and Non-profit EXPO in Washington and the Not-For Profit Philadelphia career fair both held annually in February.

❖ **THE GOVERNMENT SECTOR**

Liberal arts majors tend to do very well in federal jobs and often rise to leadership levels. Students with majors in mission critical areas will be highly sought over the next few years: science, engineering, math/statistics and computer science. Only 16% of federal government jobs are located in Washington DC which translates to myriad opportunities across the country as well as internationally. To learn more about the government sector, visit our website.

## IDENTIFYING SOURCES OF EMPLOYMENT

The job market consists of available positions that may or may not be advertised. The percentage of all job openings that are actually advertised is under 25%. The rest, or more than 75% of all positions, are in the hidden job market. Identifying these opportunities takes work and perseverance.

**ADVERTISED JOBS**

*versus*

**HIDDEN JOB MARKET**

eRecruiting

On Campus Recruiting program\*\*

Interview Days and Career Fairs

Employer websites

Internet Job Search sites

LinkedIn/Twitter

Alumni/Friends/Family you know

Faculty/staff referrals

Organizations you may know

Professional Associations

**ADVERTISED POSITIONS:**

You should follow the directions outlined in the advertisement to apply for a position (send a resume and a cover letter). We recommend that you apply for jobs of interest immediately, rather than waiting until the deadline as many employers start to make interview offers as soon as they start receiving applications. Make sure you follow up on your initial contact within a week; this allows you to further express your interest and to learn more about the organization's hiring process.

Through eRecruiting and on-campus recruiting, the employers are brought to you. Many employers come on campus for information sessions and interview days, so be sure to take advantage of these resources!!!

**\*\*On-campus recruiting – what is it?**

Through our on-campus recruiting program, we bring a number of organizations to campus for various recruiting initiatives: interview days, information sessions, panels, and other workshops. On-campus recruiting is managed through a system called eRecruiting. This system allows you to browse for organizations visiting campus to recruit students and upload resumes and cover letters to apply to positions or sign up to attend information sessions.

**BENEFITS OF ON-CAMPUS RECRUITING**

- A chance to learn more about organizations and industries that you are considering as career options
- Great opportunity to interact with employers and interview for excellent full-time positions or internships
- Convenient - No travel required since they come to campus (Tri-Co interviews are also offered)
- Excellent chance to connect with Swarthmore alumni in various fields
- Networking, networking, networking – connect with professionals in various fields to build your network

**INFORMATION SESSIONS**

Information sessions are a way for you to meet with employers and learn about their organizations in a more relaxed setting than an interview. Information sessions typically take place in the evening or during the lunch hour and usually include employer presentations with time for students to ask questions. In many cases, alumni who work at the organization come back to share their experience and talk about the work they do.

If you are a senior, it is a great way to decide if you want to apply to an organization or learn about them more to prepare for an upcoming interview. Underclassmen have the opportunity to ask about internship programs or learn about skills the industry looks for to better prepare for their career paths.

All information sessions are posted in eRecruiting under the Calendar section – stop by Parrish 135 to register and pick up our “Guide to eRecruiting” handout and get your username and password to being searching.

### ON-CAMPUS INTERVIEW DAYS

Swarthmore attracts employers from numerous industries such as consulting, investment banking, teaching, scientific research, non-profit and more who visit campus to interview potential candidates for full-time and internship positions. This is a more formal process where you will interview for positions you have applied to and been selected by the employer.

Interview days are posted in eRecruiting and linked to a position in which the organization is recruiting. At the bottom of the job/internship descriptions, you will find instructions on the application requirements – resume, cover letter, writing sample, etc. While some companies do not require a cover letter, we recommend that you submit one with all your applications. Also be sure to submit by the application deadline – once the deadline passes, you miss your opportunity to apply!

After the deadline for submission passes, the company will review all applications and make their interview selections. You will receive an email stating whether you have been accepted or declined for an interview. In some cases, you may be listed as an alternate. If you have been selected for an interview, follow the instructions in the email about re-entering eRecruiting and selecting an interview time. The next step will be to prepare for your interview!

### OFF-CAMPUS INTERVIEW DAYS

Recruiting interview days are consortium events where potential employers come together to interview pre-selected candidates from the participating schools. Potential employers post job and/or internship descriptions for students to review and apply. Each consortium event has a student application deadline; after the deadline, the applications are sent to the employers for review. Then, employers select candidates they would like to interview on the date of the event.

Recruiting interview days are a great way for students to apply to many opportunities and if selected, interview for many positions in one day! Be sure to ask your Career Counselor for more information if you are interested in learning more about interview days. To find a listing of interview days, visit: <http://www.swarthmore.edu/x5736.xml>

### CAREER FAIRS

A career fair is an efficient and effective way to learn about organizations, employment vacancies and network with individuals working for several organizations. Employers utilize career fairs as an opportunity to meet with potential candidates face-to-face, collect resumes and screen candidates for interviews. Typically interviews are conducted within a few weeks following the career fair. However, some employers may decide to conduct a screening or introductory interview during the career fair itself. Either way, be prepared to make a great first impression, show what you know about the organization and discuss how your skills relate to the work of the organization.

## SOCIAL NETWORKING SITES

Social networking sites are an incredibly popular way for students to communicate with one another. They are also increasingly being used by prospective employers to learn about potential employees. Remember that your virtual self – your Facebook profile, website and blog – is available for prospective employers to see. As many as 75% of employers use the Internet to research candidates and Googling applicants is often taking the place of reference checks. Here are a few tips to ensure your safety and confidentiality:

- ❖ Be safe! Never post personal information (i.e. phone number, address, daily schedule)
- ❖ Make your Facebook profiles private and don't add friends you don't know
- ❖ Remove any questionable photos or exchanges between you and your friends. Ask your friends to remove these types of references to you from their profiles
- ❖ Remember what you post on your blog and website is open for public view – review them from an employer's perspective – please see the following message, sent to us by an alumnus:

We had a great recent Swarthmore grad who applied for a job with our 360-degree digital influence team. She was eminently qualified for the position. The problem was that she also had a very revealing blog that our hiring manager found and reviewed. Based on the content of the blog - which was a bit racy but not "over the line" by any means - the hiring manager decided that the applicant did not have the personal good judgment required for the job. We are not conservative by any means among PR firms (we pride ourselves on being "out there"), but we are operating with new digital media that provide no clear line between the personal and the professional. I am sure that your office has already given this warning to many new job applicants, but it is very important to stress to recent grads that should be aware that if they want a job in the public space, they can expect that companies will be reviewing and evaluating them based on how they already present themselves in the public space.

## HOW TO USE LINKEDIN TO FIND A JOB - OR HAVE A JOB FIND YOU

*(reprinted with permission from LinkedIn)*

LinkedIn is a great social networking tool that should be thought of as a professional networking tool. Think of your LinkedIn profile as an interactive business card. It's a summary of your professional experience, interests, and capabilities that is designed to attract the attention of important people who are searching for you online — recruiters, networking contacts, and grad school admissions officers. A strong profile is a key differentiator in the job market. So let's get started...

1. **Craft an informative profile headline:** Your profile headline gives people a short, memorable way to understand who you are in a professional context. Think of the headline as the slogan for your professional brand, such as “Student, National University” or “Recent honors grad seeking marketing position.” Check out the profiles of students and recent alums you admire for ideas and inspiration.
2. **Display an appropriate photo:** Remember that LinkedIn is not Facebook or MySpace. If you choose to post a photograph — and we recommend that you do — select a professional, high-quality headshot of you alone.
3. **Show off your education:** Be sure to include information about all institutions you've attended. Include your major and minor if you have one, as well as highlights of your activities. It's also appropriate to include study abroad programs and summer institutes. Don't be shy— your LinkedIn profile is an appropriate place to show off your strong GPA and any honors or awards you've won.
4. **Develop a professional summary statement:** Your summary statement should resemble the first few paragraphs of your best-written cover letter — concise and confident about your goals and qualifications. Remember to include relevant internships, volunteer work, and extracurricular activities. Present your summary statement in short blocks of text for easy reading. Bullet points are great, too.
5. **Fill your “Specialties” section with keywords:** “Specialties” is the place to include key words and phrases that a recruiter or hiring manager might type into a search engine to find a person like you. The best place to find relevant keywords is in the job listings that appeal to you and the LinkedIn profiles of people who currently hold the kinds of positions you want.
6. **Update your status weekly:** A great way to stay on other people's radar screens and enhance your professional image is to update your status at least once a week. Tell people about events you're attending, major projects you've completed, professional books you're reading, or any other news that you would tell someone at a networking reception or on a quick catch-up phone call.
7. **Show your connectedness with LinkedIn Group badges:** Joining Groups and displaying the group badges on your profile are the perfect ways to fill out the professionalism of your profile and show your desire to connect to people with whom you have something in common. Most students start by joining their university's LinkedIn group as well as the larger industry groups related to the career they want to pursue.
8. **Collect diverse recommendations:** Nothing builds credibility like third-party endorsements. The most impressive LinkedIn profiles have at least one recommendation associated with each position a person has held. Think about soliciting recommendations from professors, internship coordinators and colleagues, employers, and professional mentors.
9. **Claim your unique LinkedIn URL:** To increase the professional results that appear when people type your name into a search engine, set your LinkedIn profile to “public” and claim a unique URL for your profile (for example: [www.linkedin.com/in/yourname](http://www.linkedin.com/in/yourname)). This also makes it easier to include your LinkedIn URL in your email signature, which is a great way to demonstrate your professionalism.
10. **Share your work:** A final way to enhance your LinkedIn profile is to add examples of your writing, design work, or other accomplishments by displaying URLs or adding LinkedIn Applications. By including URLs, you can direct people to your website, blog, or Twitter feed. Through Applications, you can share a PowerPoint or store a downloadable version of your resume.

LinkedIn also has a job search section. Additionally jobs can get posted to various employer pages as well as groups. Be sure to check LinkedIn for advertised positions.

## USING TWITTER FOR YOUR JOB SEARCH

One thing Twitter is very good at is shooting out snippets of information to a lot of people very quickly. In today's job market, speed is of the essence and announcing new openings on Twitter is a fast growing phenomenon among employers and recruiters. Twitter can help you make connections and find job listings. Have a dream employer you would love to work for? Find out if your dream organization has a Twitter account and become a follower. For a listing of employers who are posting jobs on Twitter broken out by industry, view <http://theundercoverrecruiter.com/content/list-employers-posting-jobs-twitter>. TweetMyJobs.com is also a job search engine.

### **UNADVERTISED POSTIONS:**

- ◆ **Networking:** 80% of all jobs are found through connecting with individuals in the job of your preference.
- ◆ **By US mail or email:** Send your resume and cover letter to the person in charge of the area in which you are interested in working. Follow up by phone in a week to see if your information has arrived and to ask about opportunities.

- ◆ **By phone:** Be sure to identify yourself, ask for the person in charge of the department, division or area you are interested in (or the College Recruiting person), ask about possible positions and try to arrange an appointment. Send your resume (and a completed application if required) as a way of follow up.
  - ◆ **In person:** Try to see the department head (or person who hires). If you cannot see him/her right away, try to make an appointment. Make sure to leave your resume (and a completed application if required.)
- Be ready to market yourself - employers may ask some tough questions on the spot and you should be ready to answer.

## INTERVIEWING

Generally all positions will require an interview, or most often, a series of interviews. **Be Prepared!** This is a crucial step in the hiring process. Interview preparation involves: learning about the organization in depth; knowing clearly why you are applying and how your goals fit with the position; and PRACTICE. Career Services offers workshops and mock interviews so you can practice interviewing with a counselor and receive feedback right away. Career Services can also digitally record your mock interview so you can learn by watching and reviewing the practice interview. You will find many resource books in the Career Library concerning interview preparation and copy of our Interview handout. Practice will help you feel more comfortable and confident in your interviewing skills and in turn, make you a stronger candidate. Additional help on interviewing can be found at <http://www.swarthmore.edu/x6060.xml>.

## FOLLOWING-UP

Take the initiative and the responsibility for following-up with employers. By following-up we mean:

- Send a thank you letter to everyone you interviewed with.
- Call a week or so after the interview to check up on the status of the position and to reiterate your interest (the time and frequency of contact depends on the circumstances of the position open).

There are three very important reasons for doing this:

- 1) It shows that you are very interested in the position and a responsible candidate.
- 2) It allows you to provide yourself with information about the hiring process (you may feel that a lack of response means that you have been rejected, when in fact, it could mean that the personnel manager is out sick for a few days).
- 3) It allows you to stay organized.

## EVALUATING & MANAGING OFFERS & SALARY NEGOTIATION

### Entry-level hires

Many employers are unwilling to negotiate with entry-level candidates, as they typically have standard starting salaries to ensure equity among candidates for these positions. However, attempting a negotiation and conducting it professionally is great experience and can yield a positive result. Often college students think if they attempt to negotiate an offer, the employer might view this negatively or even rescind their offer. If handled professionally and both parties communicate effectively this will not be a concern.

### Step One – The Offer

You've worked incredibly hard to reach this point – congratulations! Up to this point your job search can seem out of your hands and in the employer's control, but the "balance of power" shifts once you receive your offer, so relish this fact and make sure you have all the information (and time) you need to make a good decision.

It is important to establish criteria that you are looking for in your career, based on your own interests, values and goals to help you decide if the position is what you want. You may wish to evaluate how you feel about:

- ❖ The organization's mission and goals
- ❖ The relationship of the position to the organization
- ❖ The day to day tasks involved with the position
- ❖ Your prospective supervisor and co-workers
- ❖ The working environment
- ❖ The salary, advancement possibilities, vacation, benefits (health, dental, retirement, further education, etc.)

Your offer will be communicated by phone or e-mail. If by e-mail, respond immediately!! You can follow the scripts below, but too many students delay their response and risk an employer rescinding an offer because they think they're not interested. If the offer is given by phone, thank the employer, tell them you are very interested in the opportunity and would like time to think it over and get back to them with your decision. If you have questions about the offer or the position itself, feel free to ask them at this time. You will want to evaluate the employer-provided benefits, which can be the equivalent of an additional 1/3 of your salary. Some employers will send a formal offer letter describing these benefits in detail; if not, ask for this information in writing. You may want to speak with a human resources representative who can answer any questions you have about your benefits.

If your mind goes blank when you receive your offer, consider scheduling a time within a couple of days to talk with the employer in more detail. This buys you time to think, do a little research, and talk to a career counselor/family/friends to develop questions you want answered.

### **Sample script**

Employer: Hello Miriam! We enjoyed meeting you, think you'd be a great fit for our organization and would like to make you an offer for an editorial assistant position at an annual salary of \$28,000.

Miriam Response #1: Wonderful! I'm very interested in the position. I'd like some time to review the offer prior to making a decision and I do have a few questions – is now a good time to talk or should we schedule a time within the next few days?

Miriam Response #2: This is exciting news! I'm very interested. I am in the process of interviewing with a few other firms and need some time to communicate with them prior to making a decision – can I get back to you with my decision in two weeks? (Note: employers will want your decision ASAP but it is entirely reasonable for you to stall for time while you are concluding your search – the next step, of course, is to call/e-mail all the other employers you have applied to, tell them you have an offer and ask where you are in their application process.)

### **Step Two – Research**

When negotiating salary, you need data. If you have another offer at a higher salary, that's ideal! You can tell the employer this and often they will try to bring their offer up to match, if they can. You may not have another offer, so your foundation for negotiation has to come from research. Get all the data you can from friends and recent grads who are searching or are currently employed in your field – they'll often share information about typical salaries. Another key consideration is cost of living in the area – make sure you know how a \$35,000 offer in Philadelphia compares to a similar offer in NY or DC. Career Services asks graduating seniors for salary information each year – you can find this data, as well as links to salary calculators, cost of living websites and salary message boards at [http://www.swarthmore.edu/career\\_salary.xml](http://www.swarthmore.edu/career_salary.xml).

When you've finished your research, you're ready to negotiate. Take a deep breath, and begin:

### **Sample script**

Miriam: Hello, this is Miriam from Swarthmore College. Is now a good time to talk? Again, I'm very interested in the offer you extended for an editorial assistant position with your organization and I have a few questions I was hoping we could discuss.

Employer: Of course! It's good to hear from you.

Miriam: In reviewing salary and cost of living data for similar positions in the NY area, I found the salary you're offering -- \$28,000 – is a bit below the average. Is the salary negotiable?

Employer: I'm surprised you found our salary was below average – how so?

Miriam: My research showed the range for editorial positions in NY is \$30,000-\$35,000. For example, XYZ publishing pays \$32,000. Please understand I am very interested in your organization – but I'm not from NY, I'll be living independently and I'm concerned about how I'll manage rent and student loan payments on a limited budget. (Note: Employees earn money because they add value to an organization. You can respectfully reiterate how you will benefit the company and not just that you need the money.)

Employer: I understand. Have you reviewed our benefits package though? We are very competitive in this area and our benefits tend to make up for any slight salary differential.

Miriam: Your benefits package is excellent – thank you for forwarding that information. Robert in HR was very helpful in explaining the details about the 401(k) and health plan. Of course I understand if the salary is fixed, but I am hoping you are willing to consider an increase.

Employer Response #1: This is unusual, but let me take this back to my manager and see what I can do. I'll be back in touch by the end of the week. (Note: at this stage, be aware that the employer typically expects you to accept their offer if they meet your negotiation request.)

Miriam: Thank you very much for understanding my concerns and being willing to consider this option. I look forward to hearing from you.

Employer Response #2: Actually we've established a fixed salary for our editorial assistant positions to ensure equity among our entry-level hires. The cost of living in NY is very high and I want to be responsive to your concerns. You should know that

we evaluate all of our entry-level employees after their three-month probationary period and again after six months, at which time you are eligible for a merit-based increase. One area where we do have some flexibility is in relocation assistance – we can offer up to \$1,000 to help you relocate to NY, which can be used to pay for moving and apartment rental expenses. Would this be helpful to you? (Note: Employers unable to negotiate salaries are often able to negotiate in other areas including relocation, a signing bonus, vacation and benefits eligibility.)

Miriam: Absolutely! I understand and respect your concerns about equity but as a new resident of NY the relocation assistance would be incredibly helpful. Thank you for our conversation – I'd like some time to think this over. When do you need my decision?

### **Step Three – The Decision**

In the final analysis, salary is only one piece of your job and \$1,000 here or there shouldn't make or break your decision. Make sure the job is the right fit for you – will it help you develop new skills? Does your boss have the makings of a good mentor? Can you build upon this position – does it increase your marketability or does it place you in a narrow niche? Is the work culture of the organization a good fit? Do people seem happy – do they like their jobs? Is there a structured training program? If not, how is training offered? How will you be evaluated and what are the average annual salary increases? Don't forget also to clearly lay out your costs such as rent, student loans, travel, food etc. to know what your monthly costs are and what salary you truly need to meet these costs.

Once the deadline for making your decision arrives you need to communicate with your employer – by phone is best. If you still need time it is often possible to ask – but know that most employers don't like to drag this process out because they need time to extend another offer if you turn them down. Generally two weeks is the amount of time you'll have to make your decision – but often that can be extended to one month and sometimes more, depending on how close you are to graduation (students with fall semester offers often have until spring semester to make their decisions; spring semester offers will allow less time). If accepting the offer, indicate your enthusiasm for the position, establish your start date and check to see if there are any papers you need to sign. Celebrate! (Note: Once you verbally accept an offer do not go back on your word, even if your dream offer finally comes through. The world is a small place and people within the same industry often know each other. They may talk about how they were wronged by a potential hire like you.) Negotiate and accept offers with integrity.

If declining the offer, thank them for their interest. They may ask for your feedback about the process and want to know which organization you accepted – they're not being intrusive; this is part of their benchmarking process. Feel free not to share this information.

### **Experienced hires**

The process of negotiating salary is much more common (and typically more successful) for experienced professionals. The same steps apply – do your research (professional associations often provide salary data) – and stay in contact with the employer during the process. Benefits negotiation is also much more common – employers are often willing to waive delays in qualifying for retirement plans, increase vacation time, offer additional relocation assistance, etc. Bottom line, it doesn't hurt to ask – a negotiation conducted professionally is respected by any employer.

## **CAREER SERVICES RECRUITING POLICY**

- ❖ Students are **REQUIRED** to attend all on-campus interviews they have accepted and/or scheduled. Canceling within 24 hours of the interview day or failing to show up will result in temporary deactivation of their eRecruiting account. A missed interview requires students to write an apology letter to the organization. A copy **MUST** be given to Career Services (via email or hard copy) in order to reactivate the eRecruiting account. If students miss more than one unexcused interview, all on-campus recruiting privileges will be lost.
- ❖ Anyone who accepts a job/internship offer by voice, email, or letter is making a binding agreement with the employer. Once an offer is accepted, for full-time or internship, you are expected to stop your search and are no longer eligible to apply to positions in eRecruiting or participate in on-campus recruiting. It is unprofessional to continue searching once you have accepted an offer.
- ❖ Once an individual has accepted an offer, they should notify all other organizations where their application is pending and cancel any remaining interviews scheduled.
- ❖ Anyone who withdraws an acceptance (i.e. renegeing on an offer) after initially accepting will immediately lose all recruiting privileges. This action reflects poorly on the individual, Career Services, and the College, often causing that employer to discontinue recruiting at the College.

**\*\*Swarthmore College Career Services follows the Principles for Professional Conduct established by The National Association of Colleges and Employers (NACE) and requires students, alumni and employers to practice the same principles to ensure equitable recruiting. Visit <http://www.nacweb.org/principles/default.htm> for more information.**

# JOB SEARCH RECORD KEEPING SYSTEM

It is important to keep track of all your contacts with potential employers, especially when you have the competing priority of class work to occupy your mind. Attached is a job search record keeping system.

## INDIVIDUAL EMPLOYER ACTIVITY RECORD

Employer _____ Address _____ _____	Contact Name _____ Title _____ Phone _____ email _____
Type of Organization _____ Immediate Supervisor _____ Department Supervisor _____	Position Title _____ Date available _____ Work location _____
Individuals Contacted _____ Others Contacted _____ Comments _____	Method/date of initial contact _____ Background info _____

## WEEKLY JOB SEARCH ACTIVITY LOG

Dates:		
Employer Contacts (by phone):		
Name	Title	Comments
_____	_____	_____
_____	_____	_____
Correspondence Sent:		
Name	Title	Comments
_____	_____	_____
_____	_____	_____
Correspondence Received:		
Name	Title	Comments
_____	_____	_____
_____	_____	_____
Research Completed:		
_____		
_____		
Interviews Scheduled:		

NOTE: Swarthmore College Career Services acts only as an intermediary between employers posting job opportunities and candidates searching for job opportunities. Career Services does not verify the authenticity or legitimacy of the jobs or internships that are posted. The ultimate responsibility for researching a potential employer lies with the applicant. Career Services has no control over the quality, safety or legality of the jobs or resumes posted, the truth or accuracy of the listings, the ability of employers to offer job opportunities to candidates or the ability of candidates to fill job openings.

Learn about fraudulent opportunities and safety in your job search at:  
[http://www.swarthmore.edu/cs\\_fraud\\_protection.xml](http://www.swarthmore.edu/cs_fraud_protection.xml)

