

Here are some skills and tips that will help you research companies successfully:

1. **PREPARE**- Gather materials and tools to aid you job search.
2. **IDENTIFY**- Know what things are important to you as you look for the right company to work for.
3. **RESEARCH**- Use sites to target specific companies.
4. **COMPARE**- Look at each company's website to find out more about their culture.
5. **NETWORK**- Use existing relationships to build new connections with employers.

PREPARE- *The following tools will help you in your job search:*

- Computer
- Internet access
- Printer access
- USB/Flash drive
- Email account
- Electronic copies of resume and cover letter

IDENTIFY- *Determine what values are important to you as you narrow down companies to work for.*

Please rank the top 5 important characteristics of your job search from 1-5 (1 = the most important):

____ Company Type (For profit, Non-profit, Government Agency, etc.)

____ Compensation (Salary, Health Benefits, etc.)

____ Geographic Location

____ Job Tasks

____ Mission

____ Opportunities for growth within the company

____ Part-time or Full-time Work

____ Product or Services Offered

____ Professional Development opportunities

____ Size of Company

____ Supervisor or Manager

COMPANY RESEARCH

RESEARCH- *Target your search! Identify a few companies you'd like to work for that match your job goals.*

Below are some sites that can help you find companies that may interest you:

- Go2Worksource.com: <http://fortress.wa.gov/esd/worksource/>
- Seattle Colleges Career Hub: <http://www.myinterfase.com/sccd/student>
- Company Website- Go to a company's direct website or Google search to find a web address.

Company:	Website:
Company:	Website:
Company:	Website:
Company:	Website:
Company:	Website:

COMPANY RESEARCH

Compare- Begin looking at specific websites to learn more about the companies you have selected and find the one that might be the best fit for you!

Company:	Website:
<p>What is employer's mission and/or vision statement?</p> <ul style="list-style-type: none"> • Who are they serving? • What are the keywords? (repeating words, descriptive words) 	<p>1.</p> <p>2.</p>
<p>What are the services or products that make this company unique? (i.e. materials techniques, technology)</p>	<p>1.</p> <p>2.</p>
<p>What are their current projects or news worthy accomplishments?</p>	<p>1.</p> <p>2.</p>
<p>Social Media Presence: (Linkedin.com, Facebook, Twitter, Seattle Times, Business News, etc.)</p>	<p>1.</p> <p>2.</p>
<p>Reasons why you want to work for this company:</p> <p><i>Do NOT include location, compensation, or health benefits in this list</i></p>	<p>1.</p> <p>2.</p>

COMPANY RESEARCH

Compare- Begin looking at specific websites to learn more about the companies you have selected and find the one that might be the best fit for you!

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COMPANY RESEARCH

NETWORK- *Looking for jobs online is only one part of the job search process. Networking plays a key role in making connections, establishing relationships with employers, and increasing your chances for hire.*

- Only 20% of jobs are posted online ... 80% of jobs are found through networking.
- Thus, 20% of job-searching should be done online and 80% of the job search should be face-to-face!
- Your network begins with people you already know!
 - Family
 - Friends
 - Teachers
 - Classmates
 - Coworkers, past and present
 - Managers or supervisors, past and present

Individuals that you currently know who can help you network and learn more about the companies you are interested in:

Name:

Name:

Name: