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

1. **PREPARE** - Gather materials and tools to aid your 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
**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:

- Company Website- Go to a company’s direct website or Google search to find a web address.

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<th>Company:</th>
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**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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  • Who are they serving?  
  • What are the keywords? (repeating words, descriptive words) | 1.  
  2.  |
| What are the services or products that make this company unique? (i.e. materials techniques, technology) | 1.  
  2.  |
| What are their current projects or news worthy accomplishments? | 1.  
  2.  |
| Social Media Presence: (Linkedin.com, Facebook, Twitter, Seattle Times, Business News, etc.) | 1.  
  2.  |
| Reasons why you want to work for this company:  
  *Do NOT include location, compensation, or health benefits in this list* | 1.  
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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

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