

Seven Factors That Can Hurt Your Job Search



During your lifetime you will hear a lot of advice on how to conduct a successful job campaign, but you won't hear much about the types of things that will damage a job search.

Unfortunately, students are often guilty of these very

things. Therefore, let's address these harmful factors so you can avoid them during your own job search.

- **Lack of Career Focus.** If you don't know what you want to do, or are willing to do anything, this can hurt your job campaign. How do you know where to direct your search if you don't know what kind of job you want? Also, employers want to hire candidates with defined career goals. A lack of career focus comes through during an interview and is a major turn off for employers.

The reverse of this is also true. Don't put all your hopes and efforts into one job or company. If you do so you could miss out on better opportunities elsewhere.

- **Bad Resume/No Resume.** A resume does not get you a job but it is your ticket to the interview. If your resume is weak or full of errors you will never get past the initial screening process to be invited to an interview.
- **Not Being Prepared for the Interview.** This one basically entails two parts: researching the employer and being able to answer interview questions. Prior to an interview you must research the company. You should be knowledgeable about the history, products/services, locations, market position, reputation, and recent news about the company. Candidates who don't know more than the basics about a company rarely progress in the hiring process.

Similarly, candidates who fail to impress with their answers to questions rarely progress. Don't expect to shine by answering questions "on the

fly." Instead, you must prepare yourself ahead of time by identifying your strengths and weaknesses, practicing interviewing questions, and relating your skills and experiences to the job.

- **Poor Attire/Inappropriate Behavior.** You must dress professionally for an interview. This means wearing a clean and conservative suit. Make sure the suit is a good fit and avoid revealing too much skin. You want to show the employer that you can make the transition from college student to professional.

Inappropriate statements or behaviors can also damage your chances with an employer. The recruiter doesn't need to know about the party last night or the surgery you had last year. In addition, behaviors like chewing gum or allowing your cell phone to ring during an interview demonstrate a lack of professionalism.

- **Late/Don't Show for an Interview.** Being late for an interview or failing to show are big red flags for employers. They show a lack of respect for the recruiter and a potential behavior problem that may carry over to the job. If a true emergency arises call the employer immediately, otherwise, go to the interview and arrive 10-15 minutes early.
- **No Follow-Up.** Don't fill out an application then just sit back and wait for the employer to call you. You must follow-up throughout the entire application process, which means after submitting a resume, after each interview, and after the job offer. This shows a true interest in the position and keeps your name fresh in the recruiter's mind. However, be careful of crossing the line and becoming a pest to the employer.
- **Starting Too Late.** Looking for a job can be a full-time job. Don't wait until just before graduation to start your search. By then you will have missed most opportunities and will find that many employers have already completed their hiring. The recommended time frame to start your job search is six months prior to graduation.

Critical Dates To Remember

SUMMER JOB FAIR – Tuesday, February 12 – 10:00 am – 2:00 pm, R.C. Cook Union
Explore opportunities ranging from Summer Camp positions to corporate summer internships.

ETIQUETTE DINNER – Tuesday, February 19 – 6:00 pm, Thad Cochran Center Room TBA
Learn proper dining etiquette for use during interviews and professional meetings. Price of \$25 includes both the instruction and a 3-course meal. Register for this event in Career Services located in McLemore Hall, Room 125. Register early as space fills quickly.

CAREER PIT STOP – Monday, February 18 - Friday, February 22 – 11:00 am – 1:00 pm, Thad Cochran Center
A week-long series of information tables on various career related topics.

CAREER FAIR – Wednesday, February 27, 2008 – Noon to 4:00 pm, Thad Cochran Center
Connect with representatives from over 115 employers and graduate schools looking to recruit Southern Miss students. View a list of participating organizations at www.usm.edu/cs.



MOCK INTERVIEW DAY – Tuesday, March 18, 2008 – 1:00 pm to 5:00 pm, Joseph Green Hall 210
Polish your interview skills through practice interviews with employer representatives. Gain valuable feedback to improve your real job interviews. You must sign-up for an interview time through Eagle Employment by March 13.

Wednesday Workshops

All workshops are held from 4:00-4:30 p.m. in the Library, Room 204. The workshops are open to all students and alumni and pre-registration is not necessary. For more information call 601.266.4153.

February 6
How to Work a Summer Job Fair

February 13
Resume Writing

February 20
How to Work a Career Fair

March 5
Interviewing Strategies and Techniques

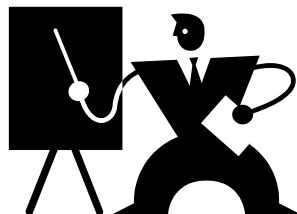
March 19
Part-time Job Seeking

March 26
Graduate School and Internships

April 2
What Can I Do With a Degree in Arts & Letters

April 9
Negotiating Job Offers & Salary

April 16
Last Minute Job Seeking Strategies



COLLEGE OF BUSINESS INTERVIEW SCHEDULES

Login to Eagle Employment to view an up-to-date list of schedules – www.usm.edu/cs
 To Apply to On-Campus Interviews: Schedules Menu – Qualified & Open Schedule

Employer and Job Title	Application Deadline
Norfolk Southern Management Trainee Program	January 23
Regions Bank Management Associate	January 27
Saks, Inc. Programmer Analyst	January 27
Bridgestone/Firestone Retail Management Intern Information Session: Feb 12 at 5:30 p.m.	February 10
Knight Transportation Area & Resource Manager Information Session: Feb 25 at 5:00 p.m.	February 12
Land Bank South Loan Officer/Appraiser Trainee	February 14
Consolidated Electrical Distributors (CED) Management Trainee	February 14
Trustmark National Bank Management Development Associate Corporate Internship Program	February 14
Lowe's Companies, Inc. Retail Management Leadership Program Human Resource RML Program Store Loss Prevention & Safety Manager	February 19
Cintas Corporation Management Trainee Scholars Internship Program	February 21
Walgreens Management Trainee Management Intern Information Session: Feb 26 at 5:00 p.m. in TCC 227	February 25
Wells Fargo Financial Credit Manager	February 25
Target Executive Team Leader Store Executive Intern	March 17
E&J Gallo Winery Field Sales Rep – Retail	March 11
Disney College & Career Start Programs MUST attend one Information Session Wed, April 2 at 5 p.m. in LIB 208 or Thurs, April 3 at 11 a.m. in Union H	

You should login to Eagle Employment regularly to view new additions and updates to the list of on-campus interviews. During the fall semester 39 companies conducted on-campus interviews for business majors.

CAREER TIP: When you give your business/networking card to a new contact, jot a note on it to make it stand out from the crowd. Make a note of your top skills, career goals, or even a website that you recommended.