

Career Exploration & Planning

Perform a self-assessment

Consider the following questions:

- What are one's interests: What do you like to do?
- What are one's skills: What do you do well?
- What are one's strengths: What can you offer to an employer?
- What are one's values: What is important to you?
- What are your personality traits: How do they translate into an occupation?
- What are one's job preferences or criteria: What do you want your job "to look like"?

Know the types of skills/strengths you have to offer from the following categories

- *Skills you have learned through your major and degree*
Examples: physical therapist, accountant, engineer, teacher, social worker, business manager
*In these professions you tend to be trained in specifics
- *Transferable Skills*: Skills that are acquired through one's quest in higher education and the study of the arts and sciences. These skills are needed in all fields.
Examples: written and oral communication skills; the ability to research, analyze, critique, problem-solve
- *Personal Characteristics*
Example: adaptability, leadership, concern for people, reliability, enthusiasm, energy, flexibility

Know Yourself and Know Your Career Goals

Interests: What do you like to do?

- What activities were involved in growing up? How do you spend your free time? What are your hobbies? If there are activities you enjoy, then consider these your interests.

Skills: What are you good at doing?

- Sit down and start by making a list of your strengths. What have former supervisors or coworkers complimented you on? When do you feel proud of yourself for a job well-done? What do your friends and family tell you they appreciate about you?

Work Values: What is important to you?

- Think about your next job. Whether it is an internship or full-time position. What will you need in that experience for it to be satisfying?

Some examples may be...

- | | | |
|------------------------------------|--------------------------|-----------------------|
| - Fit with career goals | - Distance from home | - Training program |
| - Room to grow with company | - Pay vs. cost of living | - Size of city |
| - Opportunity to go back to school | - Fit with co-workers | - Setting/environment |

Know the Four Stages of the Job Search

1. Organizations are always looking for top employees
2. Employers often do not know someone is leaving but friends or staff do
3. Employer know and advertise positions internally first
4. Employer advertises through newspapers, field publications or on the internet

Set goals and time commitments

Finding a job is a full-time job. It takes between three to six months of ACTIVE job searching to find a position. Set weekly goals for working on your job search.

Some goals may be...

- Send “cold letters” to former clinical sites that you enjoyed
- Create a list of contacts in areas to which you are interested in relocating
- Send a cold letter and resume
- Spend time each weekend responding to any new position openings

Narrow your focus to certain organizations and employers

- Don’t send 100 letters but rather focus on 20 employers, key organizations that interest you
- Spend several hours researching each organization
- Spend several hours:
 - Networking for information, advice and referrals
 - Developing resumes and cover letters and delivering them to the appropriate hiring personnel
 - Following up with letters, phone calls, faxes and e-mails

Develop effective interview skills

If an interviewer were to ask one question, would you be ready? “Why Should I Hire You?”

Know what you have to offer and be ready to articulate your strengths, abilities and experience

Be prepared for “behavioral interviewing” questions like:

Tell me about a time when...

- you had a problem and how you dealt with it
- you went above and beyond what was necessary
- you had a problem with a co-worker or a supervisor

Different types of interviews:

- Telephone screening
- Second interview or organization interview (company visit)
- Panel interviews

The best way to be prepared is to anticipate the questions

At the interviews make a good impression verbally and non-verbally

Follow up within five working days

- Call to see if the organization has received your resume
- Ask when you can expect to hear from them
- In two weeks, if you have not heard, make another call; ask when you might anticipate hearing from them
- Keep your name in front of the employer without being pushy—be interested, friendly, enthusiastic and competent

Start Out on the right foot by “doing the right thing” with your new boss

Send thank you letters.

- Express genuine appreciation for employee trust in you
- Reaffirm your commitment to the organization
- Express enthusiasm for the job and that you are more convinced that you are an excellent match for both the position and the organization

GENERAL SOCIAL SERVICES STATISTICS

Social workers held about 562,000 jobs in 2004. About 9 out of 10 jobs were in health care and social assistance industries, as well as state and local government agencies, primarily in departments of health and human services--social services, child welfare, mental health, health, housing, education, corrections and human resources.

The data from the 2002 state and local government employment census found that most government employees worked in education (8.2 million), hospitals (917,000), police protection (887,000) and corrections (702,000). Other employment categories covered were streets and highways, health, judicial and legal, financial administration, fire protection and public welfare. Public welfare employees work with the poor, disabled, ill, elderly or juveniles in many of the areas listed below.

Of the total state and local employees, local governments accounted for 11.4 million full-time equivalent employees and state governments 4.2 million although most social workers are employed in cities or suburbs, some work in rural areas. Those in victim services work within the criminal justice system focusing on criminal victimization including child abuse, domestic violence, sexual assault, drunk driving and homicide.

The following tabulation shows 2004 employment by type of social worker:

Child, family, and school social workers:	272,000
Mental health and substance abuse social workers	116,000
Medical and public health social workers	110,000
Social workers, all other	64,000

Work Areas

Administration and Planning
 Advocacy
 Case Management
 Policy Setting
 Program Evaluation
 Volunteer Coordination

Employers

Public welfare agencies
 Federal, state, and local government
 Private social service agencies
 Group homes
 Religiously affiliated organizations
 Drug and alcohol abuse centers

For more information, see Bureau of Labor Statistics site at www.bls.gov.

SOCIAL SERVICES JOB SEARCH WEBSITES

LOCAL NONPROFIT WEBSITES**Jobs that Serve**

<http://epic.cuir.uwm.edu/entech/jobs/>

This is Wisconsin's only website dedicated to nonprofit employment opportunities.

2-1-1 @ Impact

<http://www.impactinc.org/impact/about211.jsp>

A comprehensive database of information on family, health, and human service resources in Milwaukee County with information on over 4,000 agencies and programs in the greater Milwaukee area.

Please e-mail requesting the password: career.services@marquette.edu

Nonprofit Portal of Greater Milwaukee

<http://www.cuir.uwm.edu/NONPROFIT/index.php>

Links to nonprofits in Milwaukee and nationwide

Nonprofit Job Listings: Chicago

<http://www.npo.net/jobservice/jobs/index.asp>

VICTIM SERVICES SITES

The SPRING Project: Aiding Victim Services Professionals

A Service Provider Resource, Interaction, and Networking Gateway

<http://www.aardvarc.org/spring/about.shtml>

The National Center for Victims of Crime http://www.ncvc.org/ncvc/main.aspx?dbID=DB_Volunteer776

Nonprofit organization founded in 1985 and headquartered in Washington, DC. The nation's most effective resource and advocacy center for victims of crime, giving voice to their needs. Employment section.

National Criminal Justice Reference Service

All encompassing site Administered by the Office of Justice Programs, U.S. Department of Justice.

Section on victims.

<http://www.ncjrs.gov/App/Topics/Topic.aspx?TopicID=179>

ADVOCACY WEBSITES

Community Shares of Greater Milwaukee <http://www.milwaukeeshares.org/index.ph>

Community Shares of Greater Milwaukee supports local organizations that work to build social and economic equity and a healthy environment

Social Justice Center, Madison WI <http://www.socialjusticecenter.org>

The Social Justice Center, Inc. (SJC) is a cooperative partnership of four progressive nonprofits organizations. Wisconsin Community Fund, Madison Community Cooperative, Tenant Resource Center, and Wisconsin Citizen Action Fund teamed up to create a nonprofit office center with a social justice focus

Public Interest Research Group www.pirg.org/

The state Public Interest Research Groups are a network of independent, state-based, citizen-funded organizations that advocate for the public interest. Offer a two-year fellowships for recent grads interested in public interest advocacy and administration

NATIONAL NONPROFIT WEBSITES

U.S. Bureau of Labor, Bureau of Labor Statistics/Social Work <http://www.bls.gov/oco/ocos060.htm>

Present information about the field including job outlook and salary.

Social Work Job Bank <http://www.socialworkjobbank.com/>

Devoted to helping social work professionals and employers find the perfect match.

Human Services Career Network <http://www.hscareers.com/>

Website devoted solely to the human services and social service professional...

Guidestar <http://www.guidestar.org/>

The National Database of Nonprofit Organizations

Macrocosm USA's Central Links System <http://www.macronet.org/newtable.html>

Allows you to search for nonprofits using such characteristics as location and or type.

Internet Nonprofit Center <http://www.idealists.org/if/idealists/en/FAQ/NonprofitHome/default>

The Internet Nonprofit Center is a project of The Evergreen State Society of Seattle, Washington. It offers a FAQ and information sections for and about nonprofit organizations in the United States.

Community Career Center <http://www.nonprofitjobs.org/>

Community Career Center is an on-line gathering place where not-for-profit employers and management personnel can meet one another. By posting a job opportunity or candidate credentials with CCC, you can link with thousands of Internet users who may bring new opportunity to your organization or to your career.

Opportunity Knocks <http://www.opportunityknocks.org/>
 A great source of nonprofit jobs and career opportunities.

Environmental Organizations Online <http://www.envirolink.org/>
 Offers free Internet services to nonprofit organizations in environmental and animal rights communities.

Student Conservation Association <http://www.sca-inc.org/>
 Extraordinary opportunities to serve and preserve the nation's prized public lands.

GENERAL DIRECTORY WEBSITES CONTAINING NONPROFIT SITES

The Riley Guide <http://www.rileyguide.com/nonprof.html>
 Nonprofits, Foundations, and Think Tanks.

Nonprofit Career Network <http://www.nonprofitcareer.com/>
 This directory contains a list of nonprofit organizations, their addresses, phone, fax and web addresses. Designed in an easy alphabetical format.

Free Management Library http://www.managementhelp.org/gen_rsrc/jobs/np_jobs.htm
 Free Management Library is an on-line, complete, highly integrated library for nonprofits and for-profits

PRN Data <http://www.uticapubliclibrary.org/non-profit/directory.html>
 Nonprofit Organization Resource Sites

Chronicle of Philanthropy <http://philanthropy.com/>
 The newspaper of the nonprofit world.

LARGE VOLUNTEER ORGANIZATIONS

AmeriCorps <http://www.americorps.org/>
 AmeriCorps is a network of national service programs that engage more than 50,000 Americans each year in intensive service to meet critical needs in education, public safety, health, and the environment. AmeriCorps members serve through more than 2,100 nonprofits, public agencies, and faith-based organizations.

Jesuit Volunteer Corps <http://www.jesuitvolunteers.org/>
 JVC is more than just a job. Social justice, simple life-style, community and spirituality: these values provide the cornerstone for living out a commitment to faith and justice.

Peace Corps <http://www.peacecorps.gov/>
 International Opportunities! Peace Corps is celebrating it's 35th anniversary in 1996. Over the next year, Peace Corps will place 3500 Americans in positions abroad. Assignments include business, natural resource management, agriculture, education, health and skilled trades. It's still the toughest job you'll ever love!

Teach for America http://www.teachforamerica.org/flash_movie.html
 Teach for America is the national corps of outstanding recent college graduates of all academic majors who commit two years to teach in urban and rural public schools and become lifelong leaders in the effort to expand opportunity for children.

Public Allies <http://www.publicallies.org/>
 Public Allies places young adults in paid one-year community leadership positions in non-profits or government agencies, with one day/week in training seminars.

MinistryConnect<http://www.ministryconnect.org/>

Opportunities in service to others. Employment - Volunteerism - Educational and Spiritual Programs.

GENERAL VOLUNTEERISM SITES

Idealist's Page<http://www.idealist.org/>

Contains national and international volunteer, nonprofit, and internship information.

Catholic Network of Volunteers<http://www.cnvs.org/>

"Catholic Network of Volunteer Service (CNVS) is a national membership organization of Christian volunteer and mission programs that fosters and promotes full-time national and international service opportunities for people of all backgrounds, ages and skills. CNVS supports and enhances the work of its membership by providing training and resources, networking opportunities, and national advocacy."

BUNAC<http://www.bunac.com/>

BUNAC's Working Adventures Worldwide enable students and young people from all over the world to work and travel in some of the most exciting destinations.

Post-Graduate Service Opportunitieshttp://www.marquette.edu/osd/service/post_grad_opps.html

Want to make a difference after graduation? Check out this website!

Explorations in Travel<http://www.volunteertravel.com/>

Individual, international volunteer placements are available through Explorations in Travel

Backdoor Jobs<http://www.backdoorjobs.com/>

Internships. Extraordinary experiences. Seasonal jobs. Volunteer vacations. Work Abroad

The International Partnership for Service Learning<http://www.ipsl.org/>

The International Partnership for Service-Learning has programs which combine structured academic studies with substantial volunteer community service in intercultural settings in 13 nations, for a semester, year, summer, or January or August three-week session.

Use internet social networks to make connections with people:**We're tweeting!** 

- Follow the Career Services Center on **Twitter** (twitter.com/MU_CSC) to stay up to date on the latest job search articles, highlights and Career Services Center happenings.

We're blogging!  Blogger

- Be sure to visit the Career Services Center's new blog, **Career Chatter** (marquettecsc.blogspot.com), regularly to get all the latest information and advice from our office. It's the Career Services Center... UNPLUGGED

We're on Facebook! 

- Become a fan of the MU Career Services Center on **Facebook** (www.facebook.com/mucsc). It can't hurt...right?

We're LinkedIn! 

- Network with professionals in our MUCSC Group on **LinkedIn**. If you don't already have an account - here is one good excuse to get one! To find us just search in groups for MUCSC and join.