

JOB SEARCH & NETWORKING

For more information:
myplan.novaworks.org

- Post resumé online
- Network
- Informational meetings
- Target companies
- Apply for jobs

Action Items:

WORKSHOPS

JOB SEARCH & NETWORKING

Informational Meetings

Build your confidence requesting and conducting informational meetings with people who have the advice, information, and referrals you need.

Using LinkedIn to Job Search

Learn to job search on LinkedIn, including following companies, targeting companies, and responding to job postings.

Expand Your Network with LinkedIn

Learn how to find people on LinkedIn, expand your network, and proactively connect with people.

Job Search Tips for the Mature Worker

Learn how to identify age-friendly employers, age-neutralize your resumé, and answer tough interview questions.

CAREER NAVIGATION

Working in a Virtual World

This workshop will explore how to effectively interview and prepare for a job in the virtual world.

Contracting 101

This workshop will highlight how the job market has shifted toward increased contract work.

Communication Essentials

This two-day workshop series features skill development in communication, facilitation, and collaboration.

CAREER ADVISING

Get your job-search questions answered:

Career Advising

NOVA career advisors are available to speak with you to discuss your job-search needs by phone or by Zoom. Contact our front desk to make an appointment: **408-730-7232**.

novaworks
JOB CENTER

Job Search & Networking Activities

Here are some activities to assist you in moving forward with defining your focus.

Information & resources at:
myplan.novaworks.org

Target Companies



- Target Companies
- Where do I want to work (location, size, industry)
- Generate a target list

Visible Job Market



- Use job boards to identify companies that are hiring
- Contact temporary agencies
- Contact recruitment firms
- Attend job fairs or local hiring events

Networking



- Make a list of the people you know, your family, friends, coworkers, clients, and managers (access your social media accounts, email address book, and personal address book)
- Come up with a short statement about yourself
- Think of a question you want to ask your contact (advice, information, and referrals)

Social Media



- Identify which social media platforms you want to use and why
- Create professional profiles / bios for each platform
- Think about people to contact or follow for more information and connections

Next steps:
