

# CAREER AND ACADEMIC PLANNING

## PART 3: UNDERSTANDING THE JOB MARKET

**Respond to each question on this document, save the document and submit the assignment via Blackboard. List your career choice from the end of Part 2.**

### Career Choice:

Now go further with your career choice. Complete these exercises to get a better sense of the job market.

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#### A. Informational Interview

A great way to learn about potential job prospects is to speak with professionals working in that industry. This conversation is called an informational interview. While it is not required that you conduct an informational interview, it is important to begin to research and prepare for an informational interview by completing the following activities.

##### 1. Identify a Professional Contact

Identify at least one person you could contact to learn more about your career field. Please share with me the following information. (Note: It is ok if you do not know this person. Research local companies and identify who within a company works in the type of position you desire in the future

- First and last name of your professional contact
- Contact's Email address
- Contact's job title and the name of the organization where they work
- How do you know this person or locate this contact?
- Why do you think this person would be a helpful professional contact?

##### • Write Your Networking Email

Imagine you are writing an email to your professional contact and you are requesting an informational interview. Write the email you would send to your contact. Make sure you are using formal language in your writing and you include a proper introduction and closing to your email. Review the following link for examples of good networking emails: <https://www.davidson.edu/offices/career-development/students/networking-and-connections/networking-guide/sample-networking-emails>

Also, remember to include the following in your email request. Identify who you are

- Identify why you are contacting them
- Indicate how you know them or located their information
- Indicate your goal for your time together
- State how much time you are requesting for your meeting and a timeframe that may work well for your meeting

##### • Write Your Informational Interview Questions

Imagine you are preparing for your informational interview. Write 10 questions you would ask your professional contact during your informational interview. Review the following link to understand what type of questions you should ask in this setting: <http://crew.cc/documents/informational-interviewing-resource-sheet.pdf> Now that you have done all the work, CONTACT your professional network!

1.

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**B. Job Search:**

Imagine you are finished with your education and you are ready to job search. Find a position you might apply to as a new professional in the field. Here are a few sites you may want to review to locate a job in your industry:

- JCTC's CREW Career Center Job Board: <http://crew.cc/jobs>
- Louisville Works: <http://www.louisvilleworks.com/>
- Indeed: <http://www.indeed.com/>

Once you have located an entry level position and the name of the employer/organization is clearly indicated on the posting, please answer the following questions:

- What are three skills/requirements listed in the job description that you already have as a candidate?
  - 1.
  - 2.
  - 3.
- What are three skills/requirements listed in the job description that you do not currently have or need to improve as a candidate?
  - 1.
  - 2.
  - 3.
- Research the company listed on the job description and answer the following question. Note, make sure the job posting you have chosen has the employer organization clearly listed.
  - How does the mission of this organization/employer fit well or not fit well with your work values and the kind of company you want to work for in the future? Identify at least three reasons this company is or is not a good fit for your personality.
    - 1.
    - 2.

- 3.**
- Based on your research, what do you like about this organization/employer? Identify at least three desirable aspects of this company/employer
    - 1.
    - 2.
    - 3.
  - Based on your research, what concerns do you have about this organization/employer. Identify at least two concerns/questions you have about this organization/employer.
    - 1.
    - 2.
- Copy the job posting and paste it below so I can read through the description. Do not include a link.