



BRIDGEWATER STATE UNIVERSITY  
**CAREER SERVICES**  
*...student to professional*



# Job Search

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# TABLE OF CONTENTS

Preparing for Your Job Search	Pg. 1
Organizing Your Job Search	Pg. 2
Job Search Checklist	Pg. 3
Job Search Methods	Pg. 4
Professional Etiquette	Pg. 6
Interview Preparation	Pg. 7
Evaluating a Job Offer	Pg. 8
Salary Requirements and Negotiating Salary	Pg. 9
Struggling in Your Job Search	Pg. 10
Tips on Starting a New Job	Pg. 11
Fraudulent Employers and Job Scams	Pg. 13

# PREPARING FOR YOUR JOB SEARCH

Before you jump into your job search, it is important for you to be able to answer the following questions.

- Do you know what careers interest you?
- Do you know what you can do with your major?
- Are you aware of the entry level jobs in your industry?

Knowing who you are and where you are going is the first step in the job search process. Career Services has online resources available to help you answer these questions.

## Know who you are and what careers and jobs interest you

- Explore your interests, values, personality, skills and career options through **FOCUS 2**, available at: <https://my.bridgew.edu/departments/CareerServices/>. The access code is **Bridgew**.
- Discover what types of careers are associated with your major by visiting the **What Can I Do With This Major?** website. This resource is located at: <http://whatcanidowiththismajor.com/major/>
- Investigate what tasks are involved in, and what skills are needed for, a specific job or career using the online **O\*Net** website. **O\*Net** can be accessed at <http://online.onetcenter.org/>



## Know your industry

- Learn about organizations and jobs in your industry through [Hire BSU](#): BSU's online database of full-time professional jobs available in your industry.
- Review sample job titles within industries including salary ranges, skills needed and qualifications through **Focus 2**, available at: <https://my.bridgew.edu/departments/CareerServices/>.
- Visit the **O\*Net** website at <http://online.onetcenter.org/> to access a list of job titles within specific industries.
- Create a "target list" of employers in your industry by using [ReferenceUSA](#).
- Explore [GlassDoor.com](#) to learn insider viewpoints on specific companies.
- Find salary ranges for your desired jobs on [Salary.com](#), [Glassdoor.com](#) and [LinkedIn.com](#).



# ORGANIZING YOUR JOB SEARCH

## STEP 1: Gather your job search tools

- An updated resume
- An updated [LinkedIn.com](https://www.linkedin.com) profile
- A draft of a cover letter
- A reference sheet with three references
- A suit for interviews



## STEP 2: Create a system

- Develop a weekly schedule dedicated solely to the job search.
- Create a spreadsheet to track progress of job applications and interviews including company name, job title and contact information.
- Track weekly networking contacts by creating a spreadsheet. Add a tab for target employers.
- Save all of your job search documents in folders, marked with each company name you applied to, online.
- Sign-up for emails to be sent to you for saved searches on job search sites.
- Create an on-line bookmark on web browser and add job search sites and company websites.

## Weekly schedule

Monday	Tuesday	Wednesday	Thursday	Friday

## STEP 3: Build a “typical day” plan for your job search and schedule time weekly. Include:

- Job hunt on your saved job search sites.
- Customize and send out your resume and cover letters for new jobs.
- Make contact with 1-2 new people from your field on [LinkedIn.com](https://www.linkedin.com) and through other connections and professional organizations.
- Call organizations after 10 business days to verify that job application materials were received.
- Follow-up with professionals you have met through networking to schedule informational interviews.
- Practice 1-3 interview questions using the Career Services Effective Interviewing Guide.
- Check Career Services’ [upcoming events](#) and register to attend relevant workshops and programs.
- Use [Google.com](https://www.google.com) to find upcoming career fairs.

# JOB SEARCH CHECKLIST

## Fall Semester

- Review and update your *Hire BSU* profile.
- Attend all *Career Services* workshops, including our *Resume Writing* workshop, *Interviewing* workshop and *How to Work a Job Fair* workshop.
- Create and finalize a resume. Bring your resume into *Career Services* to be critiqued.
- Check out the *Employer In Residence* schedule on the *Career Services* website to receive employer feedback on your resume.
- Develop a list of three professional references. Contact each one of your references and confirm their willingness to be a reference. If they approve your request, send them a copy of your resume.
- Create a *LinkedIn* profile including a professional headshot photo.
- Join professional groups on *LinkedIn*, including the *Official Bridgewater State University Alumni* and *BSU Student and Alumni Networking Group*.
- Check out what companies will be attending the *Internship & Job Fair* and the *STEM Career Expo*. Research each company to learn about their organization and review available jobs and internships.
- Purchase or borrow an interview suit. Consider getting a free suit from The BEAR Essentials.
- Attend the *Internship & Job Fair* and/or the *STEM Career Expo*.
- Send thank you emails to each recruiter that you met at the fair/expo.
- Access the *On-Campus Interview* schedule via *Hire BSU* and submit your resume to those jobs of interest.
- Research potential employers and create a targeted list of those organizations with which you are interested.
- Network with faculty, former employers, family and friends to inform them of your career interests and to seek job search advice.
- Check out job postings on *Hire BSU* and other job search websites, such as *www.indeed.com*.
- Review the *EACE Road Trips to the Real World* schedule available on the *Career Services* website. Register to attend employer site visits to organizations with which you have an interest.
- Draft cover letters for those jobs that require one and have them critiqued.
- Send/submit customized cover letters and resumes to jobs of interest.

## Spring Semester

- Review the above checklist to ensure that you have completed all of the steps.
- Update your *Hire BSU* profile if needed. Upload your revised resume if necessary.
- Register for and attend the *Practice Interview Program*, where you can gain interview practice with employers that interview candidates regularly.
- Schedule a practice interview with a member of the *Career Services* staff if you were unable to attend the *Practice Interview Program*.
- Check out what companies will be attending the *Job & Internship Fair* and/or *Education Career Fair*. Research each company to learn about their organization and review what jobs and internships they will be looking to fill.
- Attend the *Job & Internship Fair* and/or *Education Career Fair*.
- Continue to check *Hire BSU* for job opportunities.
- Maintain contact with your network for possible job leads.
- Continue to check out job postings on *Hire BSU* and other job search websites.
- Evaluate job offers and notify *Career Services* once you have accepted a position.
- Send thank you emails to your references, your networking groups and any employers who extended a job offer.



# JOB SEARCH METHODS

Every student's job search is different. There are many different ways to conduct a job search. When conducting a job search you should use a variety of methods, as seen below.

## ONLINE JOB POSTINGS

### Tips on how to search online job postings

- Search a variety of job search sites
- Sign up for free job alerts, which will email you postings, to save time
- Search the human resources page of company websites with which you have an interest in working
- Google jobs in your field to find industry specific search engines.  
*Example: Green jobs*
- Google professional organizations or associations within your industry for job announcements



### Job Search Sites That Career Services Recommends

**Hire BSU:** Check out BSU's online database of full-time professional jobs

**Indeed.com:** Find positions posted on thousands of job boards

**LinkedIn.com:** Search for jobs, identify contacts at organizations that have postings, and follow organizations of interest

**Glassdoor.com:** Access job listings as well as user-generated content including organization specific salary reports, ratings and reviews, interview questions, and more

**Boston.com/jobs:** Find job listings within the different regions of Massachusetts

**USAjobs.gov:** Search the federal government's official employment site

**Idealist.org:** Find position openings at non-profit organizations

**Dice.com:** Check out the leading site for tech job seekers

**Mass.gov/find-your-future-commonwealth-job:** Visit the state of Massachusetts employment site  
[www.mass.gov/find-your-future-commonwealth-job](http://www.mass.gov/find-your-future-commonwealth-job)



## NETWORKING

Studies reveal that over 80 percent of jobs are filled via networking and referrals. The majority of jobs opportunities are never advertised. This is referred to as the *hidden job market*. Networking can occur in person through face-to-face interaction, online, or on the phone.

### In-Person Networking

The first place to start when searching for employment is your personal network (former co-workers, family, friends, community and club members). These are the people that know you the most, and will be more willing to refer you for an open position. Be specific in the type of jobs you are interested in when speaking to your network. Below is a sample list of in-person networking opportunities.

<i>BSU Fall Internship &amp; Job Fair</i>	<i>BSU Career Panels</i>
<i>BSU Spring Internship &amp; Job Fair</i>	<i>BSU Employer in Residence Program</i>
<i>BSU Education Career Fair</i>	<i>EACE Road Trips to the Real World</i>
<i>BSU STEM Career Expo</i>	<i>Local Job Fairs</i>
<i>BSU Practice Interview Program</i>	<i>Professional Associations' Events</i>
<i>BSU Etiquette Dinner</i>	<i>Informational Interviews</i>

### Online Networking

#### **LinkedIn** ([www.Linkedin.com](http://www.Linkedin.com))

- Create a profile, including a professional headshot photo, and connect to people you know.
- Join and participate in groups. Begin by joining the *Official Bridgewater State University Alumni* group as well as the *BSU Student and Alumni Networking Group* to interact with alumni in numerous career fields.
- Utilize the alumni tool at [www.linkedin.com/school/Bridgewater-State-University](http://www.linkedin.com/school/Bridgewater-State-University).
- Join other groups that match your career field.
- Send personalized requests to connect with every new person you meet.
- Share professional articles and posts related to your field of interest.

#### **Twitter** ([www.twitter.com](http://www.twitter.com))

- Follow industries, organizations, professional associations and prominent employees.
- Find out who the recruiters are for organizations that you are interested in and follow them. Many will tweet new postings, so keep an eye out for anything for which you are qualified. If the recruiter tweets news saying the organization has had a great quarter, retweet the news with a positive comment.
- Retweet interesting articles relevant to your industry of interest.
- Follow twitter chats focused on topics that are relevant to your industry of interest.

#### **Facebook** ([www.facebook.com](http://www.facebook.com))

- Post status updates related to your job search and your career interests.
- Share professional articles on your page and follow posts of those who work at organizations of interest or in the industry with which you would like to work.
- Participate in discussions within groups that are associated with your industry of interest.
- ‘Like’ a company’s page or join their career group to interact with employees managing those accounts.
- Keep a professional profile. Do not post inappropriate pictures or speak in an unprofessional manner. What you share on Facebook can either work for or against you.

*For more tips on how to network, please refer to our Networking Guide.*



# PROFESSIONAL ETIQUETTE

In order to be viewed as a strong candidate it is essential to maintain professionalism in all interactions with employers whether you are at a job fair, presenting your information on a job application, sending an email to schedule an interview or attending an actual interview. Some recruiters WILL dismiss an applicant's candidacy altogether if they find spelling mistakes, abbreviations or inappropriate language in email or conversation. Follow the guidelines below for assistance.

## E-Mail

- Use a professional email address such as joesmith@gmail.com.
- Use a descriptive subject line such as "Marketing Assistant Application—Joe Smith".
- Use proper salutations: Mr., Ms., Dr., or Professor
- **DO NOT** use slang words, texting or IM language such as "cuz, btw, or 4". Write in complete sentences and do not abbreviate.
- Be concise and to the point. Do not leave the employer with questions.
- Always thank the employer at the end of an email.
- Use spell-check and reread your message before sending.
- Know to whom you are sending a "Forward" or "Reply All" email.

## Phone

- Provide the employer with the phone number you will most likely be available to answer. Update your voicemail message to an appropriate and professional response such as, "Hello, you have reached \_\_\_\_\_, I'm sorry that I have missed your call, but if you leave your name and number I will respond as soon as I can. Thank you."
- Turn your cell phone OFF during an interview or meeting with an employer, or leave the cell phone in your car.
- Use discretion when on personal/business calls. Other people CAN hear you!

## In Person

- Always greet the employer with a firm handshake, introduce yourself (first and last name) and express interest in meeting them.
- Start a conversation about the employer's work. Try to establish a genuine connection so the employer will remember you.
- If the conversation goes well, mention your career objectives and ask the employer for a business card to keep in touch.

## Social Networks

Almost everyone has a Facebook or other social media accounts. Employers may view these accounts. Nothing online is private, so keep the following points in mind:

- Maintain strict privacy settings and monitor these on a regular basis (the rules change constantly).
- Everyone can see your profile photo and cover photos, so be sure it is an appropriate image. Check other photos as well and if you question it, it is best to just delete or untag it.
- Examine all the information you have online. Google yourself and delete/update inappropriate information (at the very least during your job search).
- Add positive content to your profiles including academic and work experience.

# INTERVIEW PREPARATION

## STEP 1: Research the Employer

This is a commonly ignored step in the preparation process and a common way that candidates get crossed off an employer's list. Almost all interviewers will ask you a form of the question, "What do you know about our company?" or "What attracted you to applying for this opportunity?".

Here are some things you should know about a given company:

- History of the organization
- Organizational structure, branches, additional locations and size
- Major competitors (if applicable)
- Know what they do and/or what they produce
- The mission and vision of the company
- Any recent news, successes and/or changes to the company
- Know what is occurring in that industry in general



## STEP 2: Practice Commonly Asked Questions

It is important to examine the job description in order to try to anticipate questions that the employer may ask. You can also practice some commonly asked questions, including the ones below.

- Tell me about yourself.
- What are your strengths and weaknesses?
- How have your education and work experiences prepared you for this position?
- What prompted you to apply for this position?
- What do you know about our organization?
- Why should we hire you?

## STEP 3: Prepare Questions to Ask the Interviewer

An interview is a two-way street. This is your time to learn more about the company and job. Prepare 10 questions with plans of asking 2-3. Asking questions not only reinforces your interest in the position, but is an expectation of the interviewer. Your questions should not be easily answered by reading company literature, visiting their website or from what was discussed in your interview.

Here are a few questions that you may be interested in asking:

- What is your method of training new employees?
- What characteristics do you think are important for this position?
- What are some of the short and long range goals of the company?
- Could you describe to me opportunities for advancement?

## STEP 4: Prepare What You Need to Bring to the Interview

- Purchase or borrow professional attire that is cleaned and ironed.
- Buy a padfolio or folder that holds a pad, pen and copies of your resume.
- Print extra copies of your resume for additional interviewers.
- Bring a references page or copies of letters of recommendation in case they are requested.
- Map out the location of your interview and allow extra time.
- Practice driving to the location (if need be) to avoid errors.
- Know the location and cost of parking.
- Arrive 10-15 minutes prior to your interview. It is unacceptable to be late, but if unforeseen circumstances occur, call and say you are running late. You should always give yourself at least an extra 30 minutes.
- Bring your sheet of questions to ask and notes on the company.
- Avoid bringing too much. Keep bulky bags and purses at home or locked in your car.
- Keep your cell phone in your car or turned off.
- Get a good night's sleep and be sure to eat something.



*Don't forget to send a thank you within 1-2 days! For further tips, refer to our Effective Interviewing Guide.*

# EVALUATING A JOB OFFER

When you are offered a job it is perfectly acceptable to thank the employer for the opportunity and ask for 2 or more days to consider the offer. Never accept a job on the spot. There are many considerations you should take into account when evaluating a job offer.

## Research the Organization

Make sure the organization is the right fit for you. Review their mission statement. What are their values? Conduct an online search to see if there are current news stories on the company. Consider the stability of the organization and the industry. How are they doing financially? Read comments from previous or current employees about the organization through websites like [www.glassdoor.com](http://www.glassdoor.com).



## Review and Compare the Salary Offer

Websites can provide you with a reliable benchmark for starting salaries.

[www.salary.com](http://www.salary.com)

[www.glassdoor.com](http://www.glassdoor.com)

[www.payscale.com](http://www.payscale.com)

[www.salaryexpert.com](http://www.salaryexpert.com)

[www.bls.gov](http://www.bls.gov)

[www.linkedin.com/salary](http://www.linkedin.com/salary)

**Review the List of Benefits/Perks the Organization Offers. Below are some considerations.**

<i>Medical Insurance</i>	<i>Dental Insurance</i>	<i>Vision Insurance</i>	<i>Life Insurance</i>
<i>Accidental Death Insurance</i>	<i>Disability Insurance</i>	<i>Sick Time</i>	<i>Vacation Time</i>
<i>Personal Time</i>	<i>Paid Holidays</i>	<i>Overtime/Comp Time</i>	<i>Pay Raises</i>
<i>Bonuses</i>	<i>Retirement Plans</i>	<i>Profit Sharing</i>	<i>Stock Options</i>
<i>Professional Development</i>	<i>Telecommuting</i>	<i>Flexible Work Hours</i>	<i>Tuition Reimbursement</i>
<i>Maternity/Paternity Leave</i>	<i>Parking Reimbursement</i>	<i>Relocation Assistance</i>	<i>Company Car</i>
<i>Company Laptop +/-or Phone</i>	<i>Transit Passes</i>	<i>On-Site Day Care</i>	<i>On-Site Fitness Center</i>

## Consider Your Weekly Schedule, Travel and Commute Time

Has your potential employer discussed what your weekly schedule and hours will be? On average, how many hours per week does someone in your position typically work? Will there be travel involved? How long will your commute be everyday? Often these things are overlooked when accepting a position, but are important factors to consider.

## Examine Your Career Interests and Goals

Think carefully about how this position will fit into your short and long term career goals. Will this position bring you closer to reaching your career goals? Does the organization offer advancement opportunities?

## Research the Role

Review the job description. Is it something that you would enjoy? If the description is not very detailed, ask for further clarification. Ask your future supervisor to share his/her expectations of a new hire. If possible, speak with someone who is currently in the role that you are considering.

## Consider the Leadership/Team

Did you meet your supervisor and colleagues? Do you feel like you will fit in and be comfortable in that particular work setting or company culture?

# SALARY REQUIREMENTS AND NEGOTIATING SALARY

## SALARY REQUIREMENTS

### Research

It is crucial to know the going rate for your position in your specific industry and in your geographic area. Conduct research on websites such as:

[www.salary.com](http://www.salary.com)

[www.payscale.com](http://www.payscale.com)

[www.salaryexpert.com](http://www.salaryexpert.com)

[www.linkedin.com/salary](http://www.linkedin.com/salary)

[www.glassdoor.com](http://www.glassdoor.com)

[www.bls.gov/ooh/](http://www.bls.gov/ooh/)

You might also want to check out the NACE Salary Survey Executive Report at [www.naceweb.org](http://www.naceweb.org) in the Job Market section labeled Compensation.

### How to Answer the Salary Requirements Question

Do not! You might underestimate or overestimate your value. Put it back on the interviewer. Ask him/her for the salary range for the position with which you are interviewing. Is the salary in line with your research?

Example: *"Before I answer, may I ask what the salary range is for a Management Trainee with Enterprise?" "After performing research online regarding average salaries for Management Trainees in Massachusetts and learning about the salary range you offer here, my salary requirements are in line with what you offer."*



## NEGOTIATING SALARY

After evaluating a job offer and deciding it is a good fit for you, it is time to start the negotiating.

Crunch your numbers to make sure all of your living expenses will be covered. This is the minimum that you need to make. After performing your salary research and asking the interviewer what the salary range is for your position, plan on asking for something toward the top of your range. An employer will almost certainly negotiate down, so you need wiggle room to still end up with a salary you are pleased with. Be prepared to prove yourself and what your worth is. If you feel as if you deserve the higher range be able to explain why. Reasons that may warrant a higher salary may be internship experience, research experience, course projects or relevant job experience.

You may begin the conversation as follows: *"Thank you so much for the offer. I'm really excited about the opportunity. Having one year of related internship experience and one year of related work experience, I feel as though I fall on the top of the range at .."*

### Tips



- Make your counter offer fair and well reasoned.
- Be sure to secure the salary first before negotiating other benefits.
- Be flexible if the employer will not/can not budge on the salary. You could ask about additional benefits, such as a later starting date, extra vacation days, a flexible schedule, an option to telecommute, a signing bonus, a performance bonus, future pay raises, company stock, retirement contributions, etc.
- Do not accept an offer that is not in writing.
- Be willing to walk away if the offer isn't right for you.
- No matter the outcome, be appreciative and thankful for the opportunity.



## NOT GETTING ANY CALLS FOR AN INTERVIEW?

There are many reasons why you may not be receiving a phone call for an interview after submitting your resume. Ask yourself the below questions to be sure you are representing yourself as a professional candidate.

- Are your cover letter and resume free of spelling and grammatical errors?
- Are you customizing your resume and cover letter to each job that you apply for?
- Are you highlighting your relevant skills and experience for the jobs that you are applying for?
- Are you qualified for the positions you are applying for?
- Did you follow the application instructions when submitting your cover letter and resume?
- Have you followed up with each organization that you applied to after 10 business days, to ensure they received your application documents?
- Did you send your cover letter and resume to a specific person vs. sending it to “Whom It May Concern”?
- Are you using the same keywords that are used in the job description on your application documents?
- Are your salary requirements too high?
- Have you asked your network of family, friends and co-workers if they know anyone at the company you are applying to? If so, ask if they would be willing to refer you.
- Did you “google” yourself to make sure your online presence is professional? Is your LinkedIn account updated? Is your Facebook page appropriate?



### Remember: It May Not Be You!

It is common not to hear back from organizations with which you applied. There could be a variety of reasons why you are not receiving a call to schedule an interview, some of which are out of your control. Sometimes a company will opt not to fill an open position. An organization may already have an internal candidate for the position, but is running an ad to cover its bases legally. Other candidates that are applying may simply have more experience or are overly qualified.

*If you are doing everything right, keep applying and eventually, you will begin to receive responses.*

## STRUGGLING IN YOUR JOB SEARCH?

The job search process can take a considerable amount of time, approximately 3-6 months or more. Finding a job can feel like a full-time job. Throughout your search, it is essential to continue building upon your skills and experiences. For example, seniors can still acquire internships, volunteer, or work part-time in their last year at BSU to boost their resume with relevant experience. Do not feel like it is too late to pursue experiences that will assist in your job search even after you graduate! Below are a few ways that you can spend extra time and become a stronger candidate once you find a job you're really interested in.



- Work for a temp agency
- Find a part-time job (with benefits if possible)
- Find a post-graduate internship
- Volunteer
- Conduct informational interviews with people in your field
- Join and attend professional association events to network
- Improve your computer skills with software training classes
- Renew your certifications (First Aid, CPR, etc.)

# TIPS FOR STARTING A NEW JOB

## Tips for **YOUNG PROFESSIONALS** Starting a New Job

Congratulations on your new job! You are about to begin a new and very exciting chapter of your life. It can also be a very stressful time. Review the below tips to ensure a smooth transition.

**Make a “To Do” List.** What do you need to get done before you start work? Take care of any appointments you need to schedule ahead of time, so that you won’t need to be asking for time off right away. Figure out transportation, child care, elder care, or anything else you need in place prior to starting work. The more organized you are, the smoother the transition will be.

**Get the facts.** Depending on your organization, you can ask a Human Resources representative or your supervisor any questions that you may have ahead of time. Find out about what forms of identification you will need for paperwork, where and when you should report to the first day, where to park or any other information you may need to successfully come on board.

**Review your social media accounts** and make sure any personal information visible to the public reflects a professional image. Check your privacy settings and be careful about who gets to see what.

**Update your LinkedIn profile** to include your current position or create a profile if you have not done so already. Keep your profile up-to-date. Connect with new colleagues, join relevant professional associations, and ask for recommendations from colleagues, clients, and other professional contacts over time.

**Figure out what to wear and dress professionally.** What you wore to the job interview may not be what you will wear to work. If you have not been given a dress code, ask what the appropriate attire is for your workplace.

**Arrive early and stay late.** Consider doing a trial run before you start the job. Make the trip a few days ahead of time to see how long it takes. Give yourself extra time in case of traffic or other delay. Plan on arriving to work 10-15 minutes early on your first day. If your supervisor stays late, consider staying late as well. Prove to your supervisor that you are a hard worker.

**Complete onboarding.** Attend any Human Resources orientation and/or training that is offered to you. If one is not provided, begin your day by meeting with your manager. Ask him/her if there is paperwork that you need to complete, if you need to schedule phone and computer set-up and to see how to access the network. Learn about the key company support functions – IT help desk, company intranet, etc.

**Take a tour.** Locate the restrooms, conference rooms, stairs and elevators, places to eat, etc.

**Meet with your supervisor.** Ask him/her about their expectations and how you will be evaluated. Will you have scheduled meetings or would he/she prefer you to simply check in when needed? Discuss his/her preferred method of communication ( via email, by phone or in-person).

**Listen and Learn.** Take the time to learn as much as you can from everyone that you meet at work.





**Don't be afraid to ask for help and advice.** Try to solve as many problems as possible on your own first or with input from colleagues at your own level. If you do need to ask a question, preface it with the steps you have already taken to solve it on your own. Group questions together so that you can ask them at one time rather than sporadically throughout the day or week. Your employer would prefer that you ask rather than having to fix a mistake.



**Ask for feedback.** Feedback is especially useful when you are starting a new job. Ask your supervisor how they think you are performing. Ask for suggestions on what you can improve upon. Respond positively to constructive criticism.

**Keep your supervisor apprised of the status of your projects.** Check in with your supervisor to let him/her know of your progress and that you are staying on task.

**Build relationships.** Relationship building can be hard, especially if you do not have an outgoing personality. Do your best to be friendly and warm. Stay positive and be nice to everyone. Asking for advice is always a good way to break the ice. Consider grabbing a coffee or going to lunch with your colleagues. Participate in office activities/events.

**Associate with positive people** and avoid complainers and slackers. Avoid complaining to fellow employees since you never know who will quote you. If someone starts complaining or gossiping directly to you, try to stay neutral.

**Identify star performers** at your level and analyze what has made them successful. This can give you an idea of what skills, abilities or accomplishments are valued at the organization.

**Identify potential mentors within your organization and get to know them.** Consider senior staff as well as strong performers in positions at your level and/or one level above you. While you should be respectful of the limited time these people may have, asking to grab a coffee or simply taking a walk together can be a great start.

**Engage in meetings and conversations.** You will have a lot to catch up on when starting a new job and may not have opinions to share in the beginning. However, sitting silently in meeting after meeting will not make a good impression. Try to strike a balance between listening carefully (which will be of key importance in getting oriented) and speaking up or asking well-thought-out questions.

**Join professional associations relating to your new role.** Attend meetings and trainings, if possible. Taking on leadership positions and volunteering for committees is a great way to make contacts and raise your visibility professionally.

**Be mindful of how much time you take off during your first year.** Since the first few months at a new job is a crucial learning period, you should avoid taking extended time off if possible. If you have a previously planned vacation, it should have been shared with your supervisor when you accepted the position. If you have to take time off for any reason, do everything that you can to ensure it does not negatively affect the quality of your work.

**Be flexible.** Give yourself extra time to work at the job when you are first starting. Leave room in your schedule to come in early or stay late, if necessary. Spending extra time upfront can help your learning curve and increase your comfort level with your new responsibilities.



**Be kind to yourself.** You are in a completely new role and it will take time to learn everything you need to know to be successful. Do not stress.

# PROTECT YOURSELF IN THE JOB SEARCH

As you begin your online job search, it is important to educate yourself about potential job scams. Not every job posting is legitimate; scammers may post fraudulent jobs to get your personal information for identity theft or to get money from you.

## How to Spot a Fraudulent Job Posting

Below are a number of red flags to be aware of when starting your job search:



- You are asked to provide your credit card number, bank account number, or other personal financial documentation.
- The position requires an initial investment, such as a payment by wire service or courier.
- You are offered a large payment or reward in exchange for allowing the use of your bank account.
- You receive an unexpectedly large check and are asked to cash it and send them a percentage. The check ends up bouncing and the bank makes you cover it.
- The employer asks for your social security number and driver's license information.
- You are asked to provide a photo of yourself.
- The contact's email address does not match the domain used by representatives of the company (for example, @bankofamerica.com may read bankofamerca.com.) Slightly different spellings make it easy to miss at first glance.
- The contact's email address contains the domain @live.com, @hotmail.com, @yahoo.com or @gmail.com instead of a company domain.
- The salary range listed is very broad (for example, "\$40K - \$100K the first year!").
- The salary range seems uncharacteristically high for an entry-level or internship role.
- The posting includes many spelling and grammatical errors.
- The posting does not provide a list of job duties. It solely focuses on how much you will be paid.
- The employer calls you as soon as you submit your resume.
- The employer contacts you by phone, but there is no way to call them back.
- The employer interviews you online, through chat or email.
- The employer offers you the job on the spot without having an interview.
- The employer asks you to meet them at their house, at a hotel, or offers you transportation.
- The organization has a generic name such as Finance or Insurance Company.
- You receive an email from someone that says they received your application when you haven't sent one.
- Common titles for scam jobs include *Bookkeeper, Envelope Stuffers Home-based Assembly Jobs, Office Administrator, Administrative Assistant, Personal Assistant* (someone to run errands), *Office Assistant, Mystery Shopper, Online Surveyor, and Virtual Assistant*.
- The employer says that they are a BSU Alum or says they were referred by Career Services, it does not mean they are/were.

*If it sounds too good to be true, it probably is! If something does not seem right, proceed with caution.*

## Research Fraudulent Employers

If you are questioning if a job posting is legitimate, the below steps are recommended:

- Google the organization name and the word "scam," the results may show several scam reports concerning this organization.
- Google the employer's phone number, fax number and/or email address. If it does not appear to be connected to an actual business organization, this is a red flag.
- Examine the organization's website. If the site is minimal and only contains information regarding the job posting, this is a red flag. Often times, scammers will create very basic websites to look legitimate at first glance.
- Verify organizations by visiting the Better Business Bureau ([www.bbb.org](http://www.bbb.org)), Glassdoor ([www.glassdoor.com](http://www.glassdoor.com)) and Hoovers ([www.hoovers.com](http://www.hoovers.com))

## Steps to Take If You Are Involved in a Scam

If you believe you are the victim of fraud resulting from a job listing, please take the following steps:

- Notify the local police and report the scam immediately. If you are on campus, contact BSU Campus Police.
- If you have shared financial information or sent money to a fraudulent employer, contact your bank or credit card company to close the account and dispute the charges.
- Contact Career Services so that we can check our online job and internship database, *Hire BSU*, and remove it from our listings. We will also be able to share the scam with other students, so that they do not fall into the same trap.
- If the incident occurred completely over the Internet, file an incident report with the Federal Trade Commission (FTC) online at [www.cybercrime.gov](http://www.cybercrime.gov) or by calling 1-877-FTC-HELP (1-877-382-4357).

## Job Scams Geared Toward International Students Seeking Employment

As an international student seeking employment in the United States, there are some specific red flags that you should be aware of to protect yourself. Beware if you see the following in your job search:

- An organization charges a fee for anything (training, visa processing etc.). If an organization offers free training, followed by assistance with job placement, this is a red flag. Often the training is not truly free and will cost you hundreds or thousands of dollars if you break the contract, and this is hidden in the contract you sign. The job placement may also be exploitative.
- An organization seeks out only international students who want an H1B Visa.
- An organization inflates a candidate's credentials or asks you if it is okay if they do so.
- An organization asks for extensive background information (copies of immigration documents, social security card, government issued ID, passport, or bank info). Never share copies of these documents with an organization or individual you have not met. Only give these documents to your employer when you are physically at the place of employment.
- An organization offers to pay under the table (cash). Employers are required to comply with IRS and Department of Labor regulations. This includes paying employees through official means including direct deposit or by check. If an employer offers to pay you under the table there is no official paper trail and no guarantee you will be paid.
- An organization pays less than minimum wage. Minimum wage in Massachusetts is set at \$12 an hour. Minimum wage in other states can vary. Be sure to check and make sure the employer is offering to pay you at least the legal minimum for any job they hire you for.

