

# Professionalism Rubric: Job Search

## Novice

## Average

## Advanced

### Tools

- Meet with Steinbright Career Development Center staff for job search guidance
- Access SCDCOnline, Drexel Dragon Jobs and Going Global to identify co-op and career opportunities
- Understand Career Library resources

- Attend Steinbright workshops and Senior Series
- Utilize D&B Million Dollar Database, the Vault and other tools accessible via Career Library
- Work with Steinbright to maximize use of SCDCOnline, Dragon Jobs and Going Global
- Identify job boards outside of Drexel (indeed.com, idealist.org, industry specific boards, etc.)

- Investigate industry-specific tools available through SCDC and academic departments
- Meet with Steinbright to develop targeted resume, cover letter and LinkedIn profile
- Apply to positions on company websites and send email to alumni at company and/or hiring managers to stand-out from other applicants
- Utilize LinkedIn to connect with alumni at companies of interest for advice

### Network

- Connect with upperclassmen to discuss co-op jobs
- Ask peers to send along resume to previous co-op supervisors

- Solicit insight and job search advice from family, friends, faculty, previous co-workers
- Send follow-up messages two weeks after initial outreach regarding job search

- Contact board members of professional organizations for mentorship and job search support
- Send inquiry letters to companies of interest regardless of whether position is posted to express interest and follow-up

### Knowledge

- Recognize employment trends and expand industry knowledge
- Develop job focus by reviewing archive of co-op positions and Dragon Jobs job descriptions

- Research companies of interest on LinkedIn to broaden list of employers

- Meet with alumni, faculty and professionals for informational interviews to cultivate industry knowledge and a foot in the door

### Events

- Attend career fair and employer info sessions

- Speak with employers at career fair and info sessions to find out about job openings and offer your resume

- Attend networking events within industry and outside of industry to grow network
- Establish rapport with employers at career fair and information session by asking the right questions and staying in touch