



Ready Reference D-10

Geographic Job Search

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Locating a position in a specific geographical area will require a large amount of research. Listed below are resources that will be helpful to you in all aspects of your job search.

Direct Employer Contact-Direct contact is essential for a geographic job search. Direct contact takes planning and preparation. The first step is to list potential employers in your potential field and location. As your job search progresses, you will continually add to this list, and update it regularly as you discover new opportunities. A valuable resource to help identify potential employers and begin your job search is visiting Online platforms. Specific publications to review include LinkedIn, the Chamber of Commerce listings, and employer profiles. Additional sources of information may also include local schools and networking groups.

Once you have your list, develop a strategy to approach each employer. There are many methods available and you will want to vary them depending upon the circumstances and your preferences. You can fill out an application, send a resume, call the employer directly, or arrange for an informational interview.

Networking-Networking plays a very important role in conducting a geographic job search. If you are unclear how to begin networking, schedule an appointment with CEAT Career Services. You should also talk with your advisor and other faculty members to see whom they may know. Remember to use your own network of family, friends, and parents; in other words, people you know and respect who have your best interests at heart. You never know – your cousin Sue's husband's sister who graduated from OSU may be able to give you some solid information about a company or position.

Professional Associations or Groups-Many people belong to one or more professional associations. If you never joined the professional organization related to your field of study, or your membership has expired, this might be a good time to become active. These organizations will often have a membership directory for the geographic location you are interested in. You will also be able to find out when the next meeting will take place. This is also an excellent resource for networking. The association may also provide placement assistance to members or may host career fairs at conferences.

Private Placement Agencies- Employment agencies come in all shapes, sizes, and prices. Some specialize in very specific occupational areas. Many employers have exclusive arrangements with employment agencies and they can be an excellent resource for job leads. If you are interested in the services of an agency, investigate them carefully. Determine what they will do for you and how much it will cost. You should utilize those agencies with no fee when possible.

Public Employment Agencies- All states have a Department of Labor or a Bureau of Employment Security with offices located in major cities. They list job openings from many employers, including professional positions. Many offer workshops on resume writing, job search skills and interviewing techniques. These offices may also provide career counseling. In addition, they offer a computerized job bank, listing openings from around the country.

CEAT Career Services- CEAT Career Services staff have resources to assist you with a long distance job search. In addition, OSU Career Services will be happy to give you a letter of reciprocity to a college or university in the geographic area you have chosen. This will allow you to utilize services in that specific geographical area.

Alumni Associations-The OSU Alumni office is an excellent resource for developing job leads. You can develop geographic job leads from the membership list of the Alumni Association.

Career Fairs- Job fairs may give you the opportunity to find out what jobs are available in the geographic area you have selected. Even if there is no immediate opening, career fairs give you the opportunity to gather important information about the participating companies, to inquire about future job openings for which you qualify, and to get the name and number of a company representative for later follow-up. Check with the local Chamber of Commerce or leading newspaper to find out a schedule of upcoming job fairs.

Location-You might want to do some research about your future home. Find a source such as the Places Rated Almanac, which ranks 343 metropolitan areas and compares living costs, job outlook, housing, transportation, education, health care, crime, the arts, recreation and climate. You may even want to consider using Online platforms to provide articles about the area, and information about employers and actual job listings.

Persistence and follow-up are the keys to a successful geographically specific job search. If you are serious about employment, plan your follow-up. There is no such thing as a wasted effort and the only dead lead is the one you chose to eliminate. Situations change and the employer who is not hiring today may be looking for someone with your qualifications in the future.

