

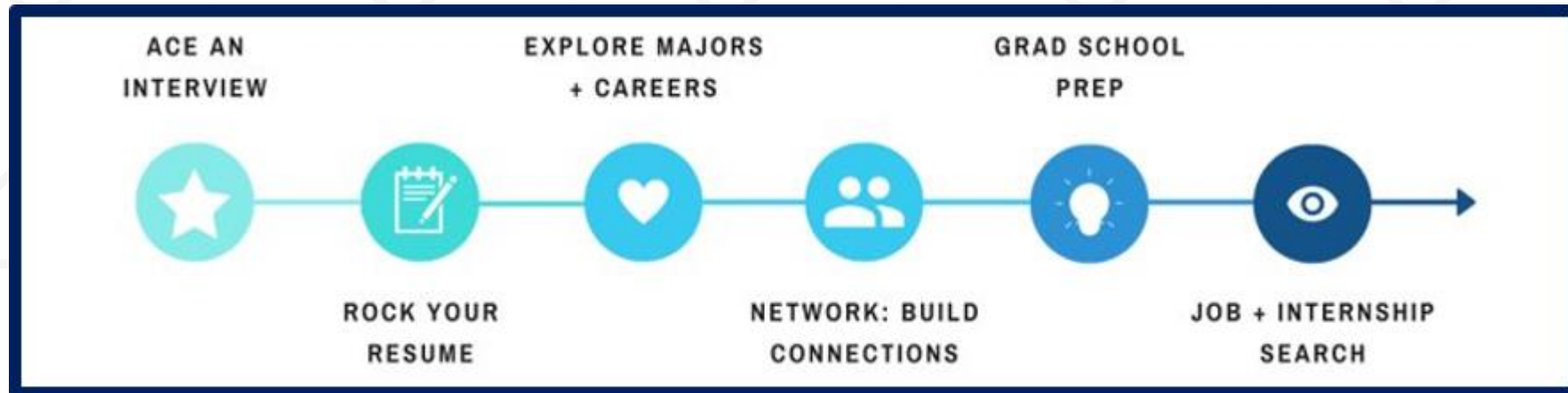


Job Search
+ EDJOIN Strategies →

559-453-2220
career.services@fresno.edu
fpu.edu/career-development

Career Development & Experiential Learning Center

To equip you to discover your vocational calling and empower you to apply your strengths, knowledge, skills and abilities to pursue a life of purpose in alignment with God's will.

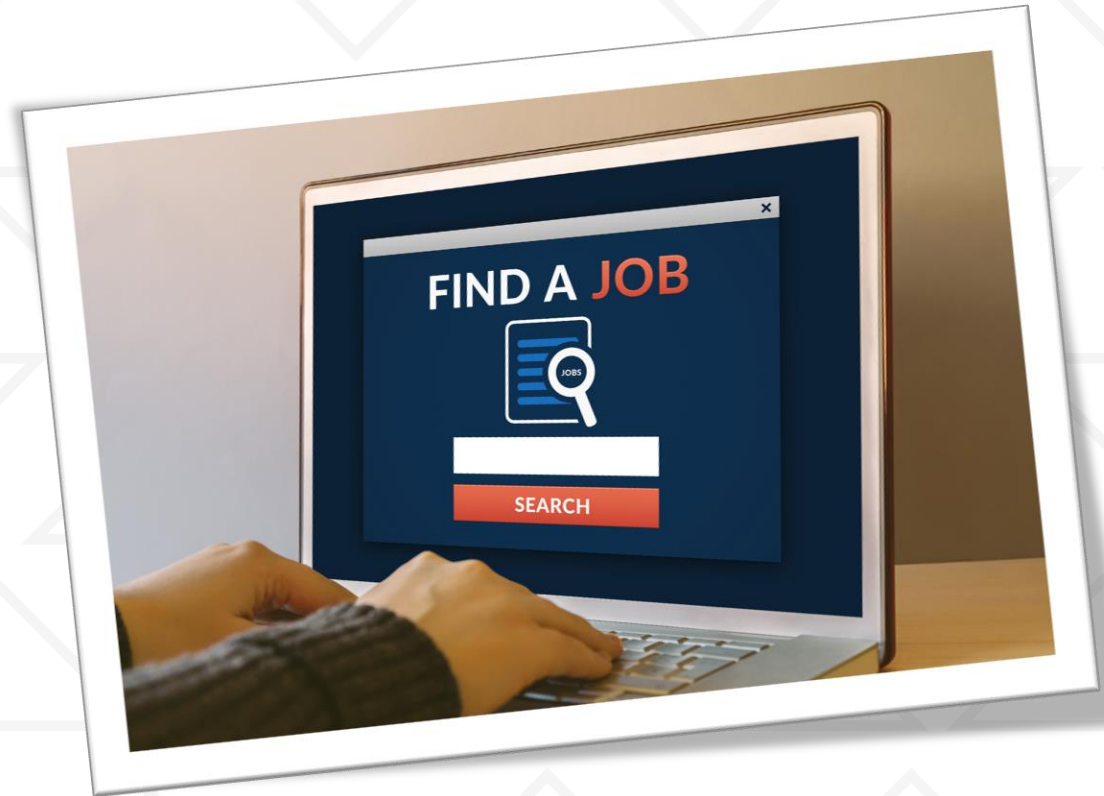


Discussion Topics

- Job Search Approaches
- Why search for jobs on EDJOIN?
- How to Target your EDJOIN job search
- EDJOIN Tips + Strategies
- Paraorganizations
- Resources: Professional Development + Additional

Job Search Approach

- Passive Approach
(Competitive)
- Targeted Approach
(Strategic/Proactive)



Passive Job Search Approach

What is it?

- Search for jobs online
- Creating accounts/profiles
- Setting up job alerts

Benefits

- Requires less time
- Complete a profile once
- Upload resume, let it sit
- Exposure to new industries

Passive Job Search Approach

- FPU's [Handshake Job Board](#)
- Employer Websites
- Job Boards
 - [Indeed](#)
 - [Glassdoor](#)
 - [LinkedIn](#)
- Classified Ads
 - Craigslist





Did you know?

Passive Job Search Approach:

- Job search more competitive
- Takes longer to find employment

Targeted Job Search Approach

What is it?

- Strategic job search plan
- Geographic area
- Specific group of employers
- Learn about/network with employers

Benefits

- Generate better results
- Tailored job search documents
- Demonstrate your interest
- Hidden job market

Targeted Job Search Approach

Marketing Plan:

- **Seller** | Selling who you are & unique qualifications and skill set
- **Buyer** | Buying the right opportunity at an organization whose purpose you're aligned with

Targeted Job Search Approach

Geographical Area (relocate/commute)

Company Wish List

- Research industries that interest you
- Where you have experience
- Where your competencies are in demand
- Company size
- Environment & culture
- Will the company motivate you?



Targeted Job Search Approach

Research Companies

- [Vault](#)
- [The Muse](#)
- [Glassdoor](#)
- Organization's website
- Trade/Business Publications
- [LinkedIn](#)
- [Handshake](#)



Targeted Job Search Approach

Career Fairs

- Connect with employers
- Onsite interviews
- Interview practice
- Face to your application
- Networking opportunities



Job Search Strategies

Time | Goals | Priorities

S	M	A	R	T
				
SPECIFIC	MEASURABLE	ACTIONABLE	REALISTIC	TIMEBOUND
Be clear and specific so your goals are easier to achieve. This also helps you know how and where to get started!	Measurable goals can be tracked, allowing you to see your progress. They also tell you when a goal is complete.	Are you able to take action to achieve the goal? Actionable goals ensure the steps to get there are within your control.	Avoid overwhelm and unnecessary stress and frustration by making the goal realistic.	A date helps us stay focused and motivated, inspiring us and providing something to work towards.

Managing Your Time

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	12:00							
	1:00							
	2:00							
	3:00							
	4:00							
	5:00		Job Search	Job Search	School	Job Search	Job Search	
	6:00		Job Search	Job Search	School	Job Search	Family time	
	7:00		Eat	Eat	Eat	Eat	Eat	
	8:00	Eat	Transition time	Transition time	Transition time	Transition time	Transition time	
	9:00	Other	Work	Work	Work	Work	Work	Eat
	10:00	Other	Work	Work	Work	Work	Work	Exercise
PM	11:00	Other	Work	Work	Work	Work	Work	Job Search
	12:00	Job Search	School	Exercise	School	Exercise	School	Job Search
	1:00	Job Search	Work	Work	Work	Work	Work	School
	2:00	Job Search	Work	Work	Work	Work	Work	School
	3:00	Job Search	Work	Work	Work	Work	Work	School
	4:00	Job Search	Work	Work	Work	Work	Work	School
	5:00	Eat	Work	Work	Work	Work	Work	School
	6:00	Family time	Transition time	Family time	Transition time	Transition time	Transition time	Eat
	7:00	Family time	Eat	Eat	Eat	Eat	Eat	Recreation
	8:00	Family time	School	School	Exercise	School	Recreation	Recreation
	9:00	Work	School	School	Job Search	School	Recreation	Recreation
10:00	Work	School	School	Work	Work	Recreation	Recreation	
11:00	Work	Work	Work	Work	Work	Work	Work	

Activity Legend
School
Work
Eat
Sleep
Job Search
Family time
Volunteer work
Exercise
Recreation
Transition time
Other

Organizing & Tracking Your Job Search

Job Title	Company	Date Applied	Contact Name	Contact Phone	Contact Email	Company Website	Next Follow Up	Progress Notes	Research Notes
Junior Accountant	Hensley & Associate	7/15/2012	Julie Hensley	603.555.1234	jhensley@email.com	www.hensleyassoc.com	7/23/2012	Called on 07.16	Julie is primary cont
Bookkeeper	Byron & Byron	7/15/2012	Dee Lowell	603.555.2345	dlowell@email.com	www.bsquared.com	7/30/2012	Reviewing apps for next 2 weeks	
Payroll Coordinator	Brighton Medical	7/16/2012	David Villanueva	603.555.3456	dvillanueva@email.com	www.brighton.com	7/17/2012	Call to follow up on application	
Exec. Asst. to CFO	New England Realty	7/16/2012	Lynn Marseli	603.555.4567	lmarseli@email.com	www.nerealty.com	7/17/2012	Call to follow up on application	
							1/1/2012		
							1/1/2012		
							1/1/2012		
							1/1/2012		
							1/1/2012		



Networking

- Promotes exposure to others
- Builds stronger relationships
- Meet people you've met online
- Showcases your personality
- Helps people genuinely connect
- Leads to learning
- Get job leads-hidden job market
- FPU Alumni Community

A key tactic: **Informational Interviewing!**

Goals:

- Establish relationship with a key contact
- Increase visibility within a target employer
- Open doors for referral opportunities

How

- Reach out to introduce yourself
- Share why you are contacting the individual
- Request 20-30 minutes for an informational interview

Why Search for Jobs on EDJOIN (edjoin.org)?

- #1 Education Job Board
- Convenient
- Saved Searches
- Wish Lists
- Visible to School Districts
- It's free!

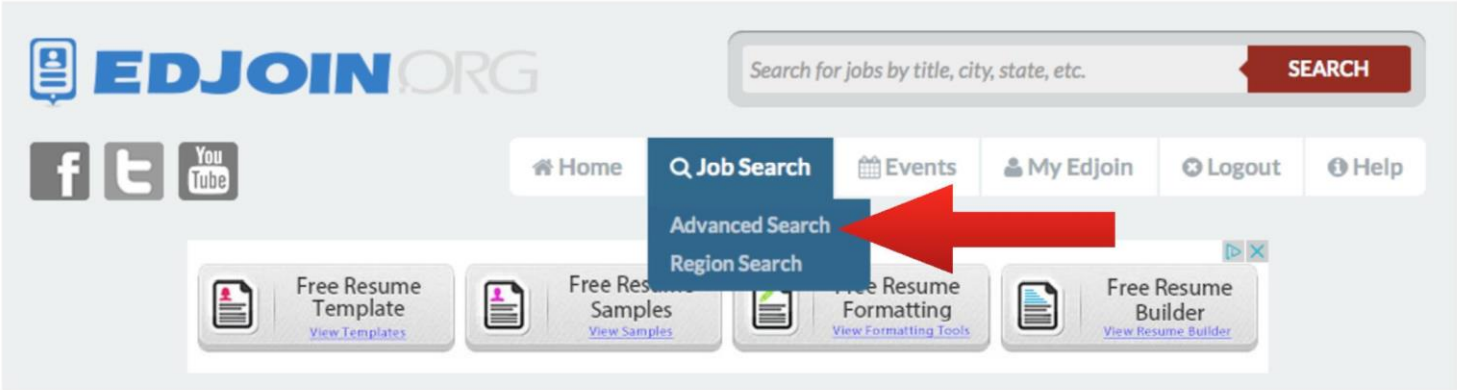
EDJOIN Search Options

- State/Region
- County Office
- School District
- School Site
- Recent Job Postings
- Keywords (Titles)
- Online Applications
- Salary (Sort)

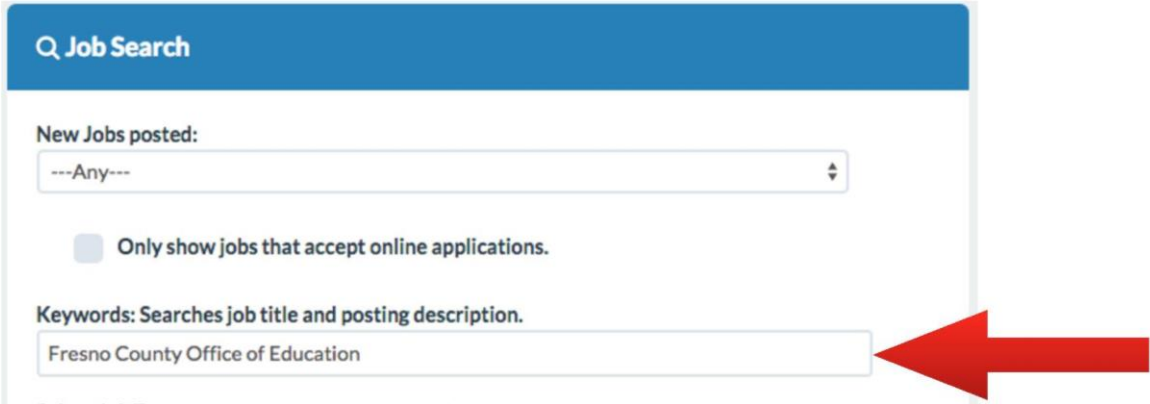
***Note: Alternative Job Title for School Counselor is
“Guidance Learning Specialist”***

Search and Apply for Jobs at FCOE

- 1. To view job openings at Fresno County Office of Education (FCOE), click **Job Search** at the top of the page, then select **Advanced Search**.



- 2. In the Keywords field type “Fresno County Office of Education” and click **Search**.



Teaching Positions

- Certificated - Teacher - 1-3
- Certificated - Teacher - 4-6
- Certificated - Teacher - Adult Education
- Certificated - Teacher - Children's Center

Other Positions

- Certificated - Coordinator
- Certificated - Counselor
- Certificated - Language, Hearing, and Speech
- Certificated - Nurses / Health Services
- Certificated - Other Certificated

Select State: *In order to search by county or region, you must first select a state.*

- Alabama
- Alaska
- Alberta
- American Samoa

Select Regions: *Only shows regions with current postings.*

[Empty region selection dropdown menu]

Search **Reset**

All Job Categories ▾

- Certificated
- Certificated Management
- Classified
- Classified Management
- Classified—Office Technical



[Advanced Search](#)
[Save Search](#)
[View Saved Searches](#)



Job Posting ⇅	Online App ⇅	Posted ⇅	Deadline ⇅	Location ⇅	Salary Info ▲
High School College and Career Advisor (\$10,000 signing bonus) Certificated Staff	✓	1/5/2022	Until Filled	The Accelerated Schools, Los Angeles Los Angeles County, CA	Competitive salary based on education and experience
School Counselor Pool Certificated Staff	✗	12/6/2021	12/4/2022 11:55 pm	San Diego Unified School District, San Diego San Diego County, CA	\$50,743.65 - \$107,402.67 Annually
Temporary Secondary School Counselor Certificated Staff	✓	12/1/2021	Until Filled	Redlands Unified School District, Redlands San Bernardino County, CA	\$54,693- \$ 75,376 plus fringe benefits (x 1.12)

Applying for an Open Position

1. At the bottom of the job announcement, click on the button labeled "Click Here to Apply."

Test Only - Do Not Apply



FRESNO COUNTY OFFICE OF EDUCATION

Jim A. Yovino, Superintendent of Schools

Employer: Fresno County Office Of Education

Date Posted: 4/28/2015

Contact: Grace Rosso
garosso@fcoe.org

**Number Openings: (At
time of posting)** 1

Length of Work Year: 1 Day

Employment Type: Full Time

Application Deadline: 5/20/2015 3:00 PM Pacific

Salary: \$1

**Job Description /
Essential Elements:** [Click Here to View](#)

ADD TO WISH LIST

VIEW JOB WISHLIST

APPLY

Requirements for Applying

This posting is for test purposes only. This is not an actual job opening. Please do NOT apply.

CLICK HERE TO APPLY

EDJOIN Tips + Strategies

- Create a Robust Profile
- Review, Update + Accuracy
- Responding to Questions
- Accurately Label Education/Credential Sections
- Develop a [Philosophy Statement](#)
- Don't wait until the last minute

EDJOIN Tips + Strategies

- Responding to Questions
 - Part of Screening Process
 - Include Qualification/Experiences/Keywords
 - Avoid “see my resume”
 - Use Concise Language

“Does this applicant have experience in this field working with students/parents/teachers?”

“How do you utilize your communication or organizational skills?”

EDJOIN Tips + Strategies

- **Uploading Documents**
 - Label each document + save separately
 - Select appropriate attachment type
- **References + Recommendation Letters**
 - Inform Early
 - References: 3 required (secure 4-5)
 - Letters of Recommendation: 2 required (secure 3-4)

Paraorganizations

- Know Your Options (outside EDJOIN)
- Potentially Untapped Opportunities
- Expand Geographically + Virtually:
 - [CAVA](#)
 - Charter + Private Schools
 - Community College + Other Higher Education
 - Juvenile Justice System
 - [Handshake](#)

Additional Resources

- [CodeStack](#) (EDJOIN YouTube Channel)
- [Edjoin.org User Guides](#)
- [Philosophy Statement Resource](#)
- [Recommendations & References Guide](#)
- [Cover Letter Guide](#)
- [Professional Networking Webinar](#)
- [Informational Interview Guide](#)
- [Elevator Pitch Resource](#) + [StandOut](#) (Video Mock Interviews)
- [Tulare & Kings Counties Teacher Recruitment Fair](#) | March

Professional Development Resources

Professional Associations

- [American School Counselor Association](#)
- [National Association of School Psychologists](#)

Trainings

- [Center to Improve Social & Emotional Learning & School Safety](#)
- [Crisis Prevention Institute](#)

Grow Your Network

Volunteer

County Offices of Education

Contact Us



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To equip you to discover your vocational calling and empower you to apply your strengths, knowledge, skills and abilities to pursue a life of purpose in alignment with God's will.

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Thank You!



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**FRESNO PACIFIC
UNIVERSITY**

Career Development

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