



TWENTY-FIVE STEPS

For Successful Job Search/Interviewing Before, During and After the Convention

BEFORE THE ACPA CONVENTION:

1. As with any job search define your values, interests, skills and abilities. Know what you want in a job (location, small, large, public or private).

(residence life, counseling, student activities, career development, etc.).
3. Have realistic expectations, the convention is for job leads and making contacts with other professionals.
4. Have an error free resume and application materials.
5. Be prepared to discuss goals, skills and abilities in an interview. Support your discussions with examples. Have samples to share.

DURING THE ACPA CONVENTION:

6. Do research on the institutions and the positions. Make use of the Candidate Resource area, networking opportunities and other participants.
7. Talk to colleagues about opportunities. Stay in contact with faculty and professionals from your institution. They may have the contacts. Networking is key!
8. Expect a great number of candidates will participate.
9. Have plenty of resumes, a stapler, note pad, pens and pencils on hand. Correspond frequently through the Message Center.
10. Set up a sensible schedule of interviews and keep an accurate calendar of dates, times and locations of each. More does not always imply greater success.
11. Schedule some time between interviews. Be prepared for over-runs.
12. Interviews generally are 30 minutes in length. Be brief yet thorough. Make no assumptions that you are with an experienced interviewer. Be prepared to take the lead.
13. Try to keep notes on the positions you've interviewed for. Names, position Descriptions, brochures and catalogues are always helpful for future reference. Ask for supporting materials, business cards etc...

14. Make conscious decisions about attending socials and receptions. These professional opportunities are also helpful in networking.
15. You never know who you are interviewing with. Be professional and courteous at all times. This is a small profession. Never bad-mouth colleagues or the profession.
16. Relax, show yourself as a person and not as an interviewing machine.
17. Always send a thank you note after the interview no matter what your interest in the position.
18. Take some time for yourself. Get out there and see the conference and what is happening within the profession. Consider volunteering some time at the Placement Center or other areas. Network...Network...Network....
19. If the opportunity presents itself, join a commission, committee, or task force. Get involved.

AFTER THE ACPA CONVENTION:

20. Send follow-up letters and resumes after the conference for positions that interest you.
21. Don't stop your job search after the conference. Continue to apply for positions using the *Chronicle*, newsletters, the web and other sources. The search ends when you accept a position.
22. Be patient yet persistent. Conferences hit at a busy time of year for most schools. Sometimes it takes a while to get on-site interviews coordinated. Don't be afraid to make calls or write additional interest letters while waiting.
23. When invited to on-site interviews, ask about travel plans and procedures, who will be making arrangements, who pays, how much and when.
24. Be prepared to have a very busy schedule and meet many new people. Always be professional and ethical through your entire job search.
25. Keep your chin up!