

## Potential sources of job information:

- Job posting / description from organization
- Company website – values / mission / etc.
- Other organizations who hire this same position – find similar job postings / descriptions
- Search online at Google / Glassdoor / etc.
- Job shadowing experience
- Go OFF-LINE and connect with others in similar roles through informational interviewing\*
  - People in your network who do the same (or similar) jobs at this company or another
  - Folks who you know who know someone who holds this type of position – ask for an introduction, then follow through and contact this person
- Use LinkedIn to find others who work at the organization or in similar roles at other organizations ... then reach out to them using either mutual connections or other things you have in common with the person, i.e., WT grad, from your hometown, etc. – conduct an informational interview\*
- Research through the U.S., DOL website, the O\*NET Online (onetonline.org) using the “Occupation Quick Search” box at the top right.

Remember that, while online resources are terrific, you want to be sure your statements are all in your own words. **To copy is to plagiarize!**

*\*Informational Interviewing information is on our website under Career Exploration → Informational Interviewing.*

## Are you career ready?



### CAREER & SELF DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



### COMMUNICATION

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



### CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



### EQUITY & INCLUSION

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



### LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.



### PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



### TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



### TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



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