

## **Job Searching Strategy:** *Operation Triangulation*

Career decision making is impacted by the stage of our career (student, early pro, experienced) and our career goals. Whether you are looking to pivot, accelerate, or discover career opportunities there is a practical way for you to structure your job search or job research. When we focus on the following 3 components (**Job Function, Organization, Geography**) we can have an objective way of maximizing the job search process.

Take time to answer the following questions to help triangulate your job search needs!

### **Job Function**

- What are the types of jobs/fields that you are interested in? Why?
- Rank your top 10? Top 5? Explain what most interests you for your top 3
- In your ideal work environment what will you be doing? Who will you be working with? What product or service will you provide?
- What do people say you are good at?
- What skills energize you when you use them?
- What skills take away energy when you use them?
- What education, qualifications, and credentials do you need to do the work you want to do?
- What kind of tools and resources have you used to research jobs/fields?
- Looking at your career 5 – 10 years down the line, what do you hope to do in your career? How did you get there?

### **Organization**

- What types of organizations do you want to work for?
- What qualities make up your ideal organization to work for?
- Describe the work environment that you want to be in?
- Why are you interested in those types of organizations?
- Rank your top 10? Top 5? Tell us about the top 3 organizations
- What products or services do your top 3 organizations provide?
- What industry are they in?
- How do your values fit within this organization?
- How have these organizations changed over the years?
- In what ways do you see these organizations changing?

### **Geography**

- What opportunities are in this region/location?
- How do these types of opportunities compare to other locations of interest?
- Top 10 list? Top 5 list?
- Pros and Cons?
- Do you have the ability to grow? How or in what ways?
- What types of tools & resources have you used to decide?
- Looking at your career 5 – 10 years down the line where (geographically) do you want to be? Why?
- What opportunities or benefits are there outside of your career that this location brings?
- How important are these values?

## Operation Triangulation Resources

**Onet** - <https://www.onetonline.org/>

Using Career Cluster - Find similar jobs through a variety of industries but are similar in job function. Will be able to find similar types of jobs easily. Helpful to find a variety of job titles quickly. Will be cumbersome if you are discovering new opportunities and want to know details. Will take time to read and understand. Will need to understand values, interests and skills in order to leverage job function searches.

Using Job Family - Find jobs that are not similar in job function but are in similar industries. Will have roles that are very different in function but may be more likely to have similar education requirements. Helpful to easily find new opportunities that are similar to the work you currently do. Will still have to do research to see if the details of specific roles fit your interests. Will need to understand values, interests and skills in order to leverage job function searches.

Using Industry - Find jobs that are similar and not similar but are related to each other based on the industry. May find roles that are different in function but with similar educational requirements. May find roles with similar or different skill set but allow for greater transferability because they are in the same industry area. Will need to understand your personal interests and skills to leverage industry searches.

**Occupational Outlook Handbook** - <https://www.bls.gov/ooh/>

Helpful to learn about information for the nature of work, working conditions, training and education, earnings and job outlook for hundreds of different occupations in the United States.

### LinkedIn

Career Research - Consider looking at multiple peoples profiles with the same job function to find trends in their career story. Look at education, career progression, and credentials to learn how they got to where they are. What story does that person's career tell? How about in comparison to others? How does it relate to your interests?

Alumni Search Feature - Use this tool to research alumni from universities to learn about trends in geography, organizations, industries, job function, education, and more. Leveraging the career story within a specific university or college network can be a very strategic way to decide on career moves!

Networking - Strategically connect with professionals for acute job search needs as well as connect with the goal of managing relationships to develop your progressing career.

Job Search - Leverage this platform for up to date job posts across the world in a wide variety of industries and job functions.

**Job Search Engines** (Indeed.com, Glassdoor, Simplyhired, etc)

Vet job descriptions strategically to assess and address the gaps in your personal brand including your resume, cover letter, interview strategy, pitch, etc.

### Chamber of Commerce

Leverage these websites to find organizations that fit your career interests. This tool can be cumbersome if you are in the discovery phase. However, if you have clarity on your job search needs in terms of knowing the job functions and industries you want to work in, then using a Chamber of Commerce can be a helpful tool.



## **Your person to person network**

Don't underestimate the power of good ole fashion referrals to gain intel for your job search. Consider the following type of individuals:

- Parents, family members
- Friends, friends parents or relatives
- Family members colleagues
- Friends parents colleagues
- Teachers, professors, advisors, school staff members
- Supervisors
- Coworkers
- Community group, club, or organization members
- Church members and their colleagues

## **Organization websites**

Use websites for organizations that you are interested in working for to gain intel such as organization structure, reporting lines, job posts, and intel on the products and services they provide. There may or may not be a ton of information on the websites for large corporations so be sure you use your time strategically. Smaller companies tend to put more information about their organization online.