

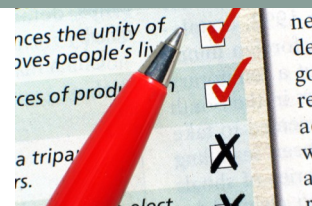
Registration

1. USF students and alumni can register for Career Beam at:
<http://www.careerbeam.com/USFReg.asp>
Enter your USF email address.
2. Once your registration is verified, you will receive an email confirmation. You can then login to Career Beam at: <http://www.careerbeam.com>

Self Assessment

BE CLEAR
VISION
VALUES
TEMPERAMENT
PERSONALITY
INTERESTS/SKILLS
CAREER PROFILE

1. **Vision** – create a vision statement that represents what you are looking for in a career. This will help you make a decision as to which job is right for you. *Time to completion:* app. 5 - 15 minutes
2. **Values** – take a values assessment to define what matters to you in life and in a career. The results will show which type of work environment motivates you, your personal leadership style, how you measure success and what type of position you are best suited for. *Time to completion:* app. 25 - 35 minutes
3. **Temperament** – take a temperament assessment to analyze your behavior and reactions to situations. The results will show skills you excel at and qualities you exhibit in your career. Knowing these things will ultimately help you sell yourself during your job search. *Time to completion:* app. 5 – 15 minutes
4. **Personality** – identify and analyze your personality type and look at a list of careers, work environments and leadership styles that are best suited for you. Identify your greatest strengths and talents, and learn how to use them in your career search process. *Time to completion:* app. 20 – 30 minutes
5. **Interest/Skills** – identify your interests and view lists of sample job titles and descriptions that match them. Go through a comprehensive list of skills and determine which ones you excel at. Describe what you are truly passionate about. *Time to completion:* app. 60 – 70 minutes
6. **Career Profile** – the system gathers all of the information from the above steps and puts them together into an overall career profile to provide direction for your job search. *Time to completion:* app. 5 minutes



Job Search Preparation

BE COMPELLING
RESUME
COVER LETTER
INTERVIEW
FOLLOW-UP

1. **Resume** – create a resume that markets you to your target audience. Go through a step-by-step resume builder and view sample resumes. *Time to completion:* app. 40 – 60 minutes
2. **Cover Letter** – create a dynamic cover letter that compels employers to look at your resume and emphasizes that you are the right fit for the organization. *Time to completion:* app. 5 - 15 minutes
3. **Interview** – learn what employers truly want to see in an interview and how you can demonstrate your skills in the right way. *Time to completion:* app. 30 - 40 minutes
4. **Follow-up** – view sample follow-up and thank you letters to improve your candidacy for a job. Learn valuable strategies that will help you negotiate a better salary once the offer is received. *Time to completion:* app. 10 – 20 minutes

Be Strategic

BE STRATEGIC

SEARCH STRATEGY

IMPLEMENTATION

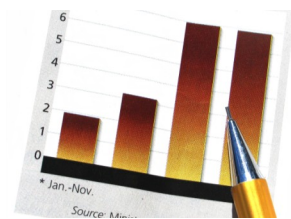
1. **Search Strategy** – dispel common myths about and personal barriers to networking. Develop a list of potential job search contacts, and develop a targeted networking strategy. *Time to completion:* app. 35 – 45 minutes
2. **Implementation** – conduct research and determine a list of target companies, utilizing a formula to analyze your competitive advantage.

Create an action plan that directs and keeps track of your job search strategies. *Time to completion:*

Other Tools

DATABASES: INDUSTRY | ORGANIZATION | MULTI/INTERNATIONAL

- **Organization Database** - search for companies by a variety of criteria, such as name, location, industry or size. Results include:
 - Contact information
 - Names of key personnel
 - Financial statements
 - Recent news articles
- **Industry Database** - obtain industry profiles that include:
 - Overview
 - Recent developments
 - Trends and opportunities
 - Forecasts
 - Common acronyms
- **Multi/International Database** - search for companies by location, name or other factors. Results include:
 - Nature of business
 - Contact information
 - Key executives



JOB POSTINGS | E-LIBRARY | MY FOLDER | JOURNAL | FAQ | QUICK START GUIDES

- **Job Postings** - view aggregate job postings from a variety of web sites
- **E-Library** – access hundreds of internet sites with information on salaries, company research, global job search and more.
- **My Folder** – upload files related to career development
- **Journal** – record thoughts about your job search
- **FAQ** - frequently asked questions about job searching
- **Quick Start guides** - how to use Career Beam