DECLUTTER YOUR MIND & TIDY UP YOUR JOB SEARCH

"Marie Kondo" your job search

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POLL

- When do you want to start your job/internship?
- Have you already started your job search process?
- What parts of your job search process are already underway?

The Marie Kondo method

01

"Tidy" by category

The true goal of tidying is to clear away clutter so you can live the life you want (ie. find the job you want).

02

Places great importance on being mindful, introspective, and forward-looking

This is a marathon, not a sprint.

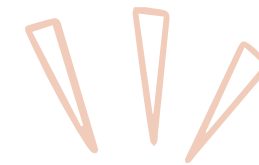# Stages of the Job Search

Clarify

"What sparks joy?"

Arrange

Give everything a home

Implement & Maintain

Launch your strategy and track your progress

CLARIFY

Clarify what you want what sort of life (job) you want when you're done tidying and decluttering

01

What sparks joy?

- What do you value? What's most important to you?
- Informational interviews in different fields to hone in on what kind of job you would be most passionate about.

02

Set aside with gratitude

Acknowledge your accomplishments, but you can't include everything on your resume. Continue pursuing other interests as hobbies, or volunteer.

CLARIFY

Informational Interviews: 3 Main Questions

1. How did you get into this field/what was your journey that led you to your current position?
2. What advice do you have for me as someone just starting out in this field?
3. Is there anyone else you know I should also speak with?

CLARIFY your ikigai

Finding your ikigai (生き甲斐)

Ikigai (i-ki-ga-i) is a Japanese word meaning "a reason for being." The search for it can be lengthy, but it's discovery is said to bring satisfaction and meaning to life.

☑ What do people seek out help from you with?
☑ What do your friends say you are good at?
☑ What do you feel is effortless?

♥ What do you love to do?
♥ How do you spend your free time?
♥ What do you feel energized by doing?

What You Love

Passion

Mission

What You're Good At

Ikigai

What the World Needs

Profession

Vocation

What Pays

💰 What provides you with income?
💰 What are ways for you to sustain your lifestyle?
💰 What careers/opportunities align with your needs?

🌐 What gaps do you see in your community?
🌐 What are problems you see potential answers to?
🌐 What charities, orgs, or causes do you support?

CLARIFY

Understand your fundamental needs and limitations

1. $
2. Location
3. Career Advancement opportunities
4. Visa sponsorship

CLARIFY

Activity for Career Exploration

Values Card Sort

- What are your values?
- What is most important to you?
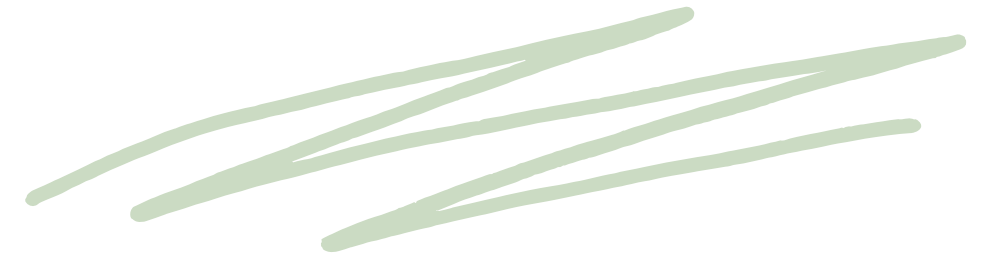
ARRANGE

Put the pieces in place to set yourself up for success.

01

Arrange a Passive Job Search

02

Organize your Active Strategy

ARRANGE: Set up a 'Passive' Job Search

01 Join listservs of Professional Associations in your desired industries

02 Set up Job Alerts on <u>LinkedIn</u>, Indeed, and industry-specific job boards

03 Customize your experience on capd.mit.edu to get jobs and opportunities in your inbox

04 **Inform your network to access the hidden job market**
   ~70% of jobs are filled through word of mouth

ARRANGE: Organize Active Strategy

01 Organize your networking plan
- Prepare an <u>elevator pitch</u> for your informational interviews
- Make a list of people and companies to connect with, and keep track of them -> <u>Example</u>

02 Organize & prepare your job search materials
- <u>Schedule appointments with CAPD</u> to review your LinkedIn profile, <u>Resume/CV</u>, and <u>Cover Letters</u>

03 Set up a job search database to track the different steps of your job search
- This <u>example</u> will help you maintain morale & visualize how much progress you've made!

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ARRANGE your Job Search Database

Put the pieces in place to set yourself up for success:
Click links in the chat to copy the templates

01 Copy the Airtable or Google Sheets template into your files*
  - <u>Google Sheets</u>
  - <u>Airtable</u>

02 Tidy up your to-do list by categorizing action according to the category (Networking, Applications, Interviewing, etc)

*Please do not edit these original copies. These are intended to be templates that you copy into your own files & edit there. Thank you!

ARRANGE

Develop a job search SMART Goal

1. **S**pecific: The goal should be precise
2. **M**easurable: The goal should be quantifiable and easy to track
3. **A**chievable: The goal should be attainable — not unrealistic
4. **R**elevant: The goal should contribute to your broader goals
5. **T**ime-bound: The goal should have a defined start and end date

SMART Goals Example

Weak Goal Example: I'm going to get a job that pays well at an impressive tech firm.

SMART Goal Example:

1. **S**pecific: I'm going to become a software engineer at a start-up oriented toward delivering sustainable solutions to businesses. I also want to work remotely.
2. **M**easurable: I will have 6 informational interviews and apply to a minimum of 8 jobs within two months.
3. **A**chievable: I worked in a CS UROP and developed my own side projects that will show potential employers that I'm passionate about the cause and am a great teammate.
4. **R**elevant: I want to collaborate with interesting people, contribute to an innovative climate change solution, and join a company with room for me to grow. Also, I want to travel long-term as a digital nomad.
5. **T**ime-bound: I will connect with 6 MIT alumni in the field and apply to 8 suitable job applications within two months by submitting 1 application per week.

ARRANGE
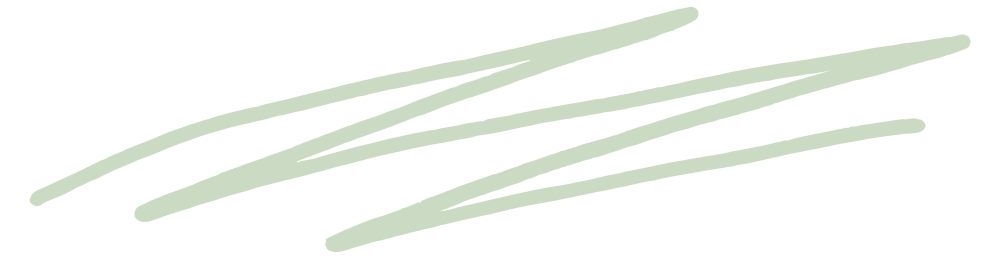
SMART Goals Activity: 5 min

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Implement & Maintain

Launch your job strategy and maintain progress to reach your goal without feeling overwhelmed.
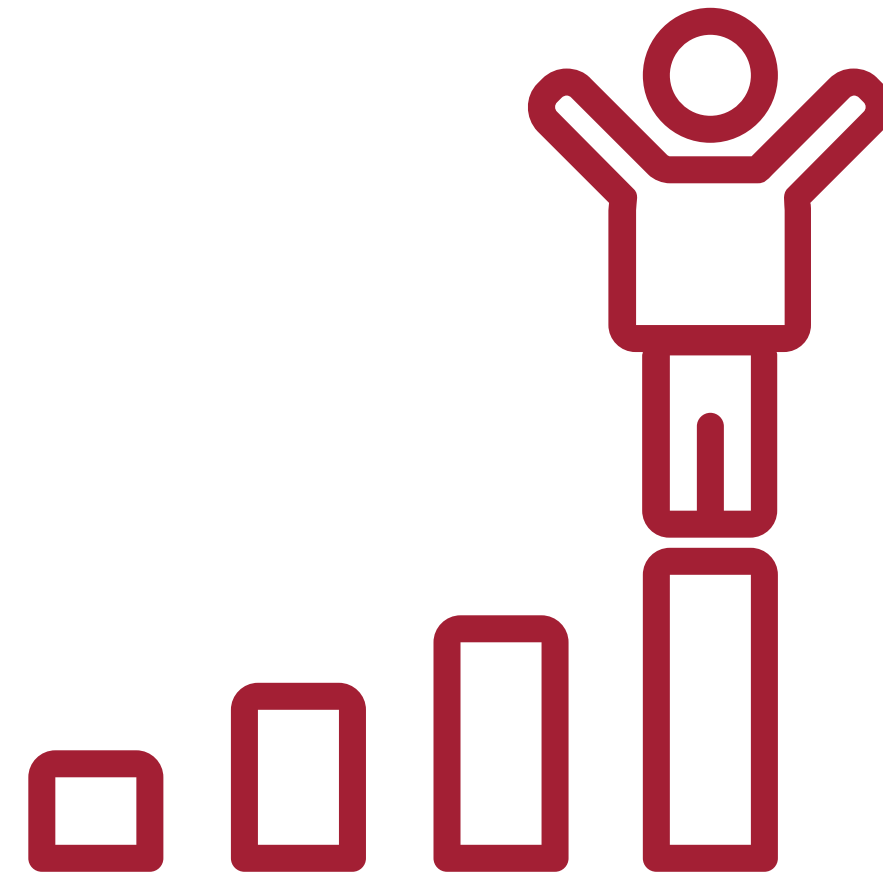
IMPLEMENT your Strategy

01 Continue informational interviews with people at companies of interest.
- CAPD.mit.edu -> Search: <u>Informational Interviews</u>

02 Apply to jobs of interest by tailoring your resume and cover letter
- <u>Keep track</u> of materials and job postings to put your best foot forward

03 Prepare answers for job interviews
- Use the <u>STAR approach</u> for answering common interview questions

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- Use the STAR approach for answering common interview questions

IMPLEMENT

STAR Model

Description and examples
1. **S**ituation
2. **T**ask
3. **A**ction
4. **R**esult

"Tell me about a time when you....."

Independent Working Time: Write an answer to this example behavioral interview question using the STAR Model

"Tell me about a time when you encountered a technical challenge on a project you were working on."

Situation Task Action Result

MAINTAIN

Track your progress

_✓_ Update your Job Search database at every step of the way

_✓_ Tailor application materials with the help of CAPD and **SUBMIT**

_✓_ Contact your connection at the company (check MIT networks!)

_✓_ Maintain prompt, clear & polite communication throughout the process (respond to interview invites)

_✓_ Write thank you email to all interviewers

_✓_ Prepare to negotiate offer with the help of CAPD

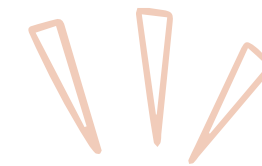# Some next steps as you tidy up your job search

CLARIFY

Deep-dive into Ikigai concept and Values Card Sort

ARRANGE
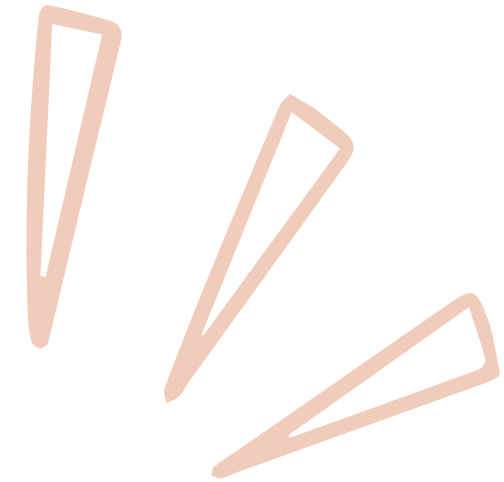
Set up your job search database

IMPLEMENT

Set 1 small, SMART goal for yourself (Ex: Set up an informational interview with 1 person next week)

Thank you!
Questions?

Contact us:

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