

Job Hunting Tips and Advice

While it can be exciting, job hunting can also be stressful and emotionally exhausting. Advice can feel generic and unhelpful, especially when it ignores the unique challenges specific to the current job market, political climate, and societal context. This document outlines some specific tips below to help you navigate job hunting in the current climate.

ASSESS YOUR CAREER GOALS

Check in with yourself about what you want out of a job using the table below as guidance so you are efficient with your time and effort. It is rare a job will perfectly align with everything you want, so establishing your career goals will help narrow options down. Applying to a fewer number of jobs that align well with what you want is more important than sending out as many applications as possible.

Wants & Don't Wants

- Job duties or titles
- Specific fields within the sector
- Specific organizations
- Work culture and benefits
 - Remote, hybrid, in-person
 - Work-life balance
 - Leadership style
 - Professional development
- **Non-Negotiables:** “Wants” that you require in a job. You would not apply for or accept a job that doesn't have these.
- **Dealbreakers:** “Don't wants” that if present in a job, you would automatically not apply for it or accept it.

You can also consider more personal wants and don't wants. For example, some people prioritize a job that they are passionate about, while others prefer to choose a job they are content with. Some people want a job where they can gain new skills and be promoted quickly, while others are looking for longevity in a position.

Organization Benefits

Benefits may be listed on an organization's job posting or website. If not, you can also ask about the ones that matter most to you in an interview or before accepting a job.

These benefits can be considered especially important:

- Wellness benefits (mental health days off, professional development courses about wellness, etc.)
- Paid time off, bereavement, sick leave, and paid parental leave policies
- Holidays or organization-wide closures (Ex: 2 week Winter Break)
- Resource groups or support for specific communities (immigrant, LGBTQIA+, disabled staff, etc.)

Organization Values

Considering an organization's stance on values that matter to you can help you decide if there are any organizations you do or do not want to work for. Perusing their website, social media, and press releases can all help you determine their values.

Examples can include:

- Commitments to diversity, equity, or inclusion policies
- Stances on current socio political issues (ICE, Palestine, LGBTQIA+ rights, etc.)
- Organizational culture

BE FLEXIBLE

Job postings are not always the most accurate or up to date and qualifications listed are rarely as strict as they sound. So, it can be worth applying to a job if you feel like it's a close but not perfect match or if you meet only some of the requirements. If you get an interview, asking questions about the job will give you much more accurate information about the job duties and what qualifications matter the most to them. You may be surprised to learn that you would actually enjoy it and are more qualified than you think after interviewing.

If you find a job at an organization that is similar to, but not exactly, what you are looking for, it can also still be worth applying. If you get that job, you can make connections and learn more about how the organization functions to give you a leg up if a more closely aligned position opens up. Organizations often hire or promote internally without posting jobs publicly, so getting your foot in the door and making a positive impression means you are more likely to hear about these and be considered.

MAKE CONNECTIONS

It can be tiring to hear, but networking can be the difference between finding a job or not, especially in this job market. Though it can be exhausting (especially if you are more introverted), some ways you can network include:

- Making the most of your existing network.
 - Current colleagues you trust, mentors, professors or teachers, previous colleagues, friends, and family are all examples of people you likely already have in your network. Tell them specifics about what you are looking for and ask them if they can keep an eye out for jobs or have anyone they can connect you with.
- Meet new people.
 - You can do this by attending events, webinars, career fairs, and volunteering to meet people in your field.
- Connect one on one.
 - Reach out via email or LinkedIn and request informational interviews, job advice, or to establish a long-term mentoring relationship. Attending an event someone hosts or speaks at can be a great introduction point since it is a pre established commonality.

BE PATIENT & GRACIOUS WITH YOURSELF

- The job hunting process can be an emotional roller coaster, and it is easy to feel disheartened. It's frustrating, but expect to not hear back from the majority of applications you submit.
- Give yourself positive encouragement regularly. Celebrating your accomplishments can help with job hunting burnout, whether it's an accomplishment like submitting a job application, getting an interview, or attending a networking event.
- Decisions about who gets a job or not can be based on so many factors (including reasonable and arbitrary ones). Reminding yourself when you are rejected (despite feeling qualified) that these decisions are out of your control and are not a reflection on your personal worth can help with job hunting burnout.
- Finally, it's okay to take a break from applying to jobs. Pacing yourself is important so you don't burnout.

TAKE ADVANTAGE OF JOB BOARD FEATURES

- Apply filters when you job search to narrow down the number you have to parse through.
 - If you can filter by date posted, it is also recommended you only apply for ones posted within the last few weeks (even better, within 48 hours) to ensure the application is still open and your name doesn't get lost amongst the many applications.
- Many job boards also have notifications you can set up to email you when new jobs are posted so you don't miss any.

JOB BOARDS

Check out the [Green 2.0 Job Board](#), which shares jobs from our partners, or any of the following environmental job boards:

- [Amaru Job Board](#): Only lists jobs that meet specific requirements (minimum salaries, professional growth opportunities, etc).
- [BlackOak Collective Jobs Board](#): Shares jobs from Black Oak partners.
- [Conservation Job Board](#): Conservation specific jobs.
- [Green Jobs Board](#): Environmental sector jobs.
- [GreenLatinos Jobs Board](#): Shares jobs from GreenLatinos partners. Requires login to view.
- [Idealist](#): Nonprofit jobs.
- [Latino Outdoors Job Board](#): Outdoor and environmental jobs.