

SLP-CF graduates who have successfully secured employment (CF) within 3 months:

- **Start their job search planning/activities EARLY** in their program at IHP.
- **Have a clinical rotation, part time position or volunteer within their target organization**, for example in “partners” so that they are considered “internal” applicant when applying after graduation. A “TA” or “GA” position is great as it gives you internal status!
- **Usually have some paid or volunteer “relevant” experience represented on their resume/application:** working with relevant populations, within relevant industry, and/or bearing a relevant title.
- **Work just as hard** at looking for a job as preparing for their CCC’s.
- **Have a professional and polished resume** (and personalized cover letters) that demonstrate RELEVANT value and is designed for both human eyes and computer scanners that screen resumes.
- **Get at the hiring manager or internal influencers** before jobs are even posted, or VERY soon after applying.
- **Have great interview skills** - are PRACTICED and PREPARED. They have requested video-taped mock interviews with the career counselor.
- **Are effective networkers** – create opportunities by asking colleagues, professors, friends, and family for referrals and “informational interviews.” They see the “possibility” in each new introduction, and realize they are only 1 or 2 people away from a job offer!
- **Utilize social media** to expand their network of influence. Use Facebook and LinkedIn tools to identify the “right” people in their desired target companies.
- **Secure great references /recommendations** and demonstrate **effective “follow-up”** to keep their advocates/mentors in the loop regarding their job search.
- **Treat all student clinical placements like interviews**, establishes alliances, make oneself memorable, be gracious and keep in touch.
- **Establish a “70-30” game plan:** since more than 70% of jobs are never published (or are published too late for outside applicants) more than anything else, this is a PEOPLE SEARCH and therefore 70% of time and energy is spent on PEOPLE while 30% on the traditional online job applications.
- **Create a 3 months job search plan before graduation:** (Month 1) Resume/cover letter and Job search strategy (networking 70%) + online 30%), (Month 2) Interview prep., (Month 3) Job Search plan activation.

A comprehensive Job Search includes....

- * **Internet:** setting up email job alerts from job boards like indeed.com; saving company career pages in favorites/bookmarks; posting resume on job boards like CareerBuilder, indeed, and monster; doing targeted “advanced searches” on large aggregate websites like Indeed.com, SimplyHired.com, on local sites like craigslist, and on healthcare sites like healthcaresource.com.
- * **A Networking plan**.....utilizing social media like LinkedIn, Facebook, local meet-up groups, healthcare fairs/events, association meetings - and asking for referrals and informational interviews. Starting with one’s “inner circle” and branching out. See webinar at bit.ly/1nGu24q
- * **Align job search with company’s recruiting process** – since companies often hire from within or through good referrals FIRST, consider part time, per diem, volunteer work at your top companies.
- * **Investigating some effective healthcare recruiters** who may be able to help put you in a Per Diem, Part time or Temp role toward become permanent.
- * **Creating a list of companies** for whom you’d like to work, and thinking through a systematic approach for reaching out to people within those organizations for “informational interviews” and referral meetings.
- * **Making phone calls** to employers and asking directly about future openings.
- * **Mailing/faxing/emailing** letters of interest to targeted employers.
- * **Get a group together to job search for each other**

- **Create balance** and spend the most time on the strategies that work for them.
- **Realize that this is more of a “people search”** than a job search –We already know the person, who knows the person who will help me get my next job!

The first secret to finding job opportunities and eventually getting hired is to connect with the people who will help you find the job you want. This starts with a strong foundation – your “inner circle.”

Here’s the second secret: a successful job search is more like a marketing campaign than it is an actual search. The traditional picture of job seeking is that you look for open positions that have been posted somewhere and follow a formal application procedure to be considered for them. But if 74% to 85% of positions are never advertised, how effective can this be? And with thousands of job-seekers applying for only those positions that are advertised, the competition can be overwhelming.

While a portion of your job search may be devoted to locating posted position, the only way to beat the odds and the competition is to market yourself actively and locate positions before they are advertised.

Most Effective Job Search Approaches:

- 1. Networking and Referral-Building; 2. Contacting Potential Employers/recruiters; 3. Informational Interviewing; 4. Employing Recruiters and Agencies; 5. Searching Specialized Job Listings; 6. Internet Job Boards

Each of the top three approaches can produce:

- **Contacts.** An increased number of people in your network helping you seek out opportunities.
- **Referral.** Introductions to new people for your network or people with the power to hire you.
- **Leads.** Information about open positions or companies that might have opportunities for you.

Networking Tools:

Use the power of your network to get at “hidden” jobs. Start with your “inner circle” and then expand out, gaining key referrals along the way.

“How can I connect/find alumni or connections working in my field or company target?”

A FEW WAYS TO CONNECT WITH ALUMNI:

- (1) IHP’s LinkedIn alumni group – 1,700 members: [HERE](#)
- (2) LinkedIn “Find Alumni” tool – located under the “connections” tab in toolbar.
- (3) Facebook MGH IHP groups : [HERE](#)
- (4) Facebook Graph Search: explained on previous page
- (5) Could try to contact our alumni office to see if they have resources to connect with targeted alumni.

TWO TOOLS TO FIND CONNECTIONS:

- **FACEBOOK GRAPH SEARCH**

<http://jobsearch.about.com/od/facebookjobsearchgroups/qt/facebook-graph-search.htm> This is an article that talks about a Facebook search feature that allows you to search for Alumni, friends, and “friends” and “friends-of-friends” who work at a company of interest! Use the powerful search feature to see just how large your network is! Here are just a few search phrases you can use in your search bar on Facebook:

- people who attend mgh institute and are interested in Speech
- people who attended mgh institute and are interested in Speech
- People who went to mgh institute of health profesions and currently work at xxxx company
- Friends (or friends of my friends) who work at (company)
- Friends (or friends of my friends) who work at _____ (insert company name) and live in _____ (insert location)
- Friends (or friends of friends) who are _____ (insert job title)
- Friends (or friends of friends) who are recruiters
- people who work at (company) who live in (location)
- people who work at (company) who went to (school)
- Friends (or friends of my friends) who have worked at _____ (insert company name)

****** Facebook Simple Search Tool:** Log into your Facebook account on google chrome, click - [this tool](#) (or copy/paste <http://www.intel-sw.com/blog/facebook-search/>) . **See Pic Below!!!!**

Facebook Search

Posted on January 6, 2015 by shane — 30 Comments ↓

Before using this tool it is recommended that you change your language settings in Facebook to English (US) as we've been told some other language options do not support searching.

This is my Facebook search tool, please let me know what you think and share it on Social Media. This has been developed with inspiration and support from Balazs Paroczay. The ideas behind this tool are documented on Balazs [blog](#).

NB. Your browser may need to be logged into Facebook for this to work. If there is a problem log into Facebook and try again.

Find People on Facebook whose

Education ▼	MGH Institute of Health Profi	AND
Current Job ▼	Speech and Language	AND

Networking Tools, Continued:

- **LINKEDIN GROUPS, ALUMNI, AND COMPANY CONNECTIONS**

<http://www.linkedin.com/groups?mostPopular=&gid=1466707>

IHP's official Student and Alumni Networking Group on LinkedIn. Puts you in contact with 1,700+ other IHP grads. Think of it as an alumni database, but even better because you can see their professional profiles!

- Once into the "members" tab (click the tab "members" or click the actual number), use the "search" box to hunt for relevant people according to where they are working. You can search on locations, job titles, people's names, and companies.
- Be sure to join your undergrad alumni group(s) and perform the same search!
- Under the "connections" tab in your main header, click the last option - "find alumni" to access an easy to use filter for finding relevant alumni in your location and company of interest.
- Use the main search bar up top to hunt for target companies of interest. Simply put the company name in the box and search. The company page on LinkedIn will reveal how you are connected in the upper right side of the screen!
- Join groups of people with common interests! You can use the main search bar to search for various nursing groups nationwide. Try "speech and language" as search phrase.
- Research profiles of professionals who do what you want to do at "target companies" to see the "kinds" of people that company liked to hire!

*****LinkedIn Search Tool** – [Click Here](#) and see pic below:

Search LinkedIn

Posted on March 30, 2015 by shane — 6 Comments

Find People on LinkedIn whose

Location is ▼ boston AND / OR

Current Job ▼ Speech and Language AND/OR

Keyword Search: MGH Institute of Health Professions

Search LinkedIn

Testimonial from student 10/15/2014:

“Hi Russell,

I hope all is well with you. I took your advice and reached out to several Facebook and LinkedIn friends with great results. A friend's aunt who is the V.P. of Operations at a XXXX clinic referred me to the Director who is looking for a full time CF at the clinic. **The position isn't even listed publicly yet.** They called today and asked me to come in for an interview tomorrow afternoon. I'm very excited and glad I did what you said.”

Sincerely, Cara

MGH IHP Job Boards

Jobs that are specifically posted for IHP students and graduates from local employers be sure to check out:

- <http://www.linkedin.com/groups?mostPopular=&gid=1466707>
- This is our IHP Networking Group on LinkedIn. Once a member, enter the group page and click the “jobs” tab and then the “job discussions” link on the left hand side of the page to see all job postings sent in by employers around the country – looking specifically for IHP students/grads.
- <https://www.facebook.com/MghIhpJobNetwork>
-MGH IHP Jobs Network Page on Facebook - "follow" or "like" the page to have job postings come into your homepage feed. Check the page regularly and “like” things once in a while or the update will disappear from your active “home page” feed.
- <https://www.facebook.com/groups/groupsatmgh/>
-MGH IHP “Student Groups” page – from here join “JOBS AND INTERNSHIPS” groups for Jobs.

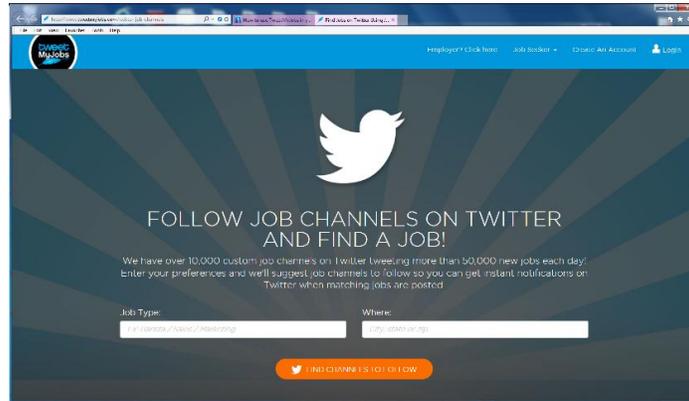
Other Recommended Job Boards

- <http://www.asha.org/certification/Clinical-Fellowship.htm> - ASHA’s info on CF’s, also some good career resources on their job search pages.
- <http://www.schoolspring.com/> - THE site for jobs in schools. Be sure to create a complete profile!
- www.indeed.com
THE search “aggregator” that will search thousands of websites on the web. This should be you’re “bread & Butter” for the job search. Try phrases like “speech clinical fellow” or “Speech CF” in the general search box.
 - Be sure to try the “advanced search” filters like searching “with these words in the title.”
In the “With these words in the title” filter, try different strings to cut down on time, like:
 - Speech or "clinical fellowship" or "CF" or SLP or "SLP_CF" or CFY
 - You can try the filters “With the exact phrase” box with something like “new graduate” or “new grad” or “cf”
 - You can set up “email job alerts” so the new jobs based on your criteria are emailed to you each day!
 - You can sort jobs by “salary range” which could help you zone in on entry-level/little to no experience positions. This filter on the left side of your screen once you conduct a search.
 - Here is a good article on using indeed.com - <http://www.brazencareerist.com/blog/2014/07/30/10-hacks-using-indeed-com-job-search/>

Other Recommended Job Boards, Continued...

HOW TO USE TWEETMYJOBS IN YOUR CAREER SEARCH

- Go to <http://tweetmyjobs.com/quicksuscribe>



It's helpful to **think of TweetMyJobs as a TV**. Instead of choosing between basic or expanded cable, this screen is where you pick each individual channel you want to watch. On TMJ, these “channels” are really just Twitter accounts that tweet *specific types of jobs* that are being posted in a *specific area*: For example, **Speech** jobs in the **Springfield, IL** area. Just pick a job type and a location, hit “follow” on the channel you want to get updates from, and you’re good to go.

- <https://boston.craigslist.org/search/jji>
A really good job search resource for smaller clinics, outpatient locations, private practice - usually needing to fill positions quickly, and locally. Usually very easy to apply and often goes directly to a real person, rather than a computer.
 - Click the “search title” filter to hunt for relevant jobs much easier.
- <http://jobs.healthcaresource.com/> - healthcare recruiting and job search tool used by over 2,300 facilities nationwide. Search by job titles, keywords, and geography. Over 38,000 jobs listed!
- <http://jobs.mshahearsay.org/jobseeker/search/results/> Massachusetts Speech-Language Association job board. I suggest concentrating on the internal “job listings” which show up at the top, rather than the ones “from the web.” Most of the Web listings are from recruiters and found on indeed.com anyway. No need to post your resume here, nor any website other than schoolspring. Posting your resume for public access opens you up to a lot of irrelevant calls from recruiters who are likely merely “fishing.”
- <http://www.speechpathology.com/slp-jobs/> - many recruiters and employers on this website. You can post your resume here as well and likely get calls from different agencies around the country.
- <http://www.slpjobs.com/> - allows you to filter by CFY
- <http://www.ebshealthcare.com/speech-language-pathology-jobs> - EBS healthcare offers a number of nationwide SLP and CF opportunities.
- JobsSLP.com - Nationwide Speech Therapy Employment Opportunities

Additional Resources/Articles:

- www.glassdoor.com
Great website to research companies: see company reviews, see interview questions, & get real salary information. They also have this free tool then let's see where most of your jobs are, in the country:
- <http://www.bbb.org/>
Use to research companies and or staffing/recruiting agencies.
- <http://www.mghihp.edu/current-students/osa/career-services/networking/default.aspx>
IHP webinar on how to network effectively.
- <http://health.usnews.com/best-hospitals>
U.S. news and World report hospital rankings
- <http://www.mahospitalcareers.com/>
Massachusetts Hospital Jobs Board
- <http://us.jobs/>
State Jobs as well as local companies
- <https://www.usajobs.gov/>
Government Jobs

Tips for Your Online Job Applications:

- Combine cover letter and resume into one Word document (2003 .doc is best) as some applications only let you upload ONE document. You ALWAYS want to include a personalized cover letter.
- "Upload" your resume, rather than "copy-paste."
- Be sure to treat each text box in the application as a "gate keeper." Fill everything in...do not type "see resume." Be mindful of red asterisks.
- Some applications come with "prescreening questions" – be sure you are applying for positions where you match their minimum qualifications or exceed them by a little. If you not meet even one of the prescreen questions – your application is likely to be rejected.
- Save your usernames and passwords – try to use one password that contains at least 8 characters, a capital letter, and a number.
- Be sure to include salary expectation if asked....very reasonable figure to get through the screening.
- Add an "inside referral" source if you can for the section that asks "how did you hear about the job."
- If there is an option to include "skills" or other kinds of content, maximize the space and use every character – these sections can be "searched" for keyword recognition.
- Be sure to save your work along the way - many online applications will "time out" after a while. Be sure to save before clicking to next screen.
- Call HR a few days after you submit to make sure it came through okay. Even better to get someone on "inside" to call for you to advocate for you!

- Time is of the essence....usually HR will look at applications in the order they come into the system. So earlier the better, to apply.
- If asked what schedule you are willing to work, be VERY flexible – suggest indicating you are open to ALL days and times.

Tips for Internet Job Search

- Always research who may be in your network relative to a particular position or company! Utilize social media tools and your “inner circle” to reach “insiders” at your target companies!
- Apply directly on a company website instead of third-party sites like a recruiting firm or monster. Go to the SOURCE whenever possible.
- Bookmark company career pages (favorites) so you will know immediately when new jobs are posted. Time is of the essence; most companies look at resumes in order they are submitted.
- Set up email job alerts on sites like indeed.com, so new jobs are emailed to your inbox each day.
- Ask your career counselor for a “job application log” – to make it easy to track what jobs you have applied to and people whom you’ve met.
- Utilize “title-only” search filter in the “advanced search” and include the search keyword phrases “new grad nurse,” “new graduate,” “entry level nurse,” “nurse residency”, “BSN”, “clinical nurse” ...etc.
- Try applying to various-sized companies. Mid-sized and smaller companies tend to have a more “human” recruiting process and chances are higher that human beings review your applications.

All Partners Hospitals WebSites:

- | | |
|------------------------------------------------------------|--------------------------------------------------------------------------------|
| • Brigham and Women's Hospital | • Martha Eliot Health Center (Jamaica Plain) |
| • Massachusetts General Hospital | • Mattapan Community Health Center |
| • Brigham and Women's Faulkner Hospital | • Neponset Health Center (Dorchester) |
| • Martha's Vineyard Hospital | • North End Community Health Center |
| • McLean Hospital | • Salem Family Health Center |
| • MGH Institute of Health Professions | • Peabody Family Health Center |
| • Nantucket Cottage Hospital | • South Boston Community Health Center |
| • Neighborhood Health Plan | • South End Community Health Center |
| • Newton-Wellesley Hospital | • Upham's Corner Health Center |
| • North Shore Medical Center | • Whittier Street Health Center |
| • Partners Community Healthcare, Inc. | • Asthma Center |
| • Partners HealthCare at Home | • Center for Connected Health |
| • Spaulding Rehabilitation Network | • Center for Personalized Genetic Medicine |
| • BWH Brookside Community Health Center | • Online Specialty Consultations |
| • BWH Southern Jamaica Plain Health Center | • Research Ventures and Licensing |
| • MGH Charlestown HealthCare Center | • Mongan Institute for Health Policy |
| • MGH Chelsea HealthCare Center | • Telestroke Center |
| • MGH Revere HealthCare Center | • Partners Harvard Medical International |
| • Boston Healthcare for the Homeless | • Partners International Medical Services |
| • Codman Square Health Center | • Center for Integration of Medicine and Innovative Technology |
| • Dorchester House Multi-Service Center | • Dana-Farber/Partners CancerCare |
| • East Boston Neighborhood Health Center | • Harvard Clinical Research Institute |
| • Geiger-Gibson Community Health Center | • Ragon Institute of MGH, MIT and Harvard |
| • Lynn Community Health Center | |

Advice from student SLP's on job searching:

- **Check out ASHA** They have a career finder page: <http://careers.asha.org/search.cfm> which is quite helpful. I also created a profile, posted my resume, and applied for jobs through this site. It is also possible to narrow your search to positions that are open to hiring new grads. One downside: recruiters do check through the asha website and you may receive a few extra phone calls about positions that you aren't interested in; however, they are typically very respectful, helpful, and won't call back if you don't want them too.
- **Call!** I found a few positions through ASHA or other job search websites (like Monster or CareerBuilder) and then just cold called the HR number listed. Typically they'll be quick to answer the basic questions that you need to know (Does this position accept CF applicants? Is there an SLP who could supervise me? etc...). I talked with one hospital that couldn't offer supervision but encouraged me to apply after I gain my CCCs.
- **Talk with Recruiters.** At first I found it really awkward to have these people call asking about where I wanted to work and what setting all while trying to get me to apply for a job with one of their contract placements; *however*, this is to your advantage! The recruiter is trying to find good people to fill positions- you're looking for a job: **Talk to them!!** The ones I talked with during my search included: Soliant Health ; PediaStaff; Mediscan Staffing; PPR Healthcare; ProCare Therapy; Sunbelt Staffing, and CompHealth. Each recruiter gave me some advice; however, I stuck to my goals and didn't apply for any jobs I wasn't really interested in. Also I can only vouch for CompHealth because that's how I found my job and the recruiter was a great resource and arranged a paid trip to visit the site and do the interview (I came 6 hours to work here). Some medical settings rely on recruiters to find new hires and weed out the crazies- so check them out.
- **Stay in Touch!** The people who graduated before you, graduate and undergraduate professors, clinical supervisors: all of these people can let you know when a great position opens up. They also usually know the inside scoop and can give you a good idea of what the position entails.
- **Check out the ASHA Convention!** I have to admit that I haven't been yet; however, I have a few friends from grad school that went to the convention and found their positions after talking directly with recruiters at the job fair. They came ready with resumes, bright smiles, and confidence in their abilities.
- **Be flexible.** "You will find a job- it may not be your absolute dream SLP position- but you'll have a job" This quote from a professor of mine is a good thing to remember. You're an SLP so you are probably pretty well rounded in many areas- perhaps you should apply for something that stretches you a little! I wouldn't suggest applying for any long-term care or SNF position as a CF because there can be challenging code of ethics issues that come with the mess of medicare. Other than that- go for it! Perhaps you are the perfect addition to an autism clinic- a home health program- a hospital – a small area school – whatever!

Even More Suggestions from SLP Students!

1. Call in a favor

- If you know anyone currently working there, or anyone who has worked or volunteered there, ask them to put in a good word for you. It's always excellent when your good reputation precedes you in an interview.
- Ask them for the decision maker's name and contact information. This will save you lots of time and energy.

2. Is there space on their team?

- Contact the practice, hospital, etc., to find out if they have CF openings. ASHA only allows for an SLP to carry (I believe) 3 CFs at a time.

3. Play to your strengths

- Because you are new to the field, your resume should reflect the range of clients and types of speech and language issues you've worked with. As you get more years under your belt, your resume will be more focused on the places and positions you've worked in. They will speak often for themselves.

4. Formatting

- If you are emailing your resume/CV, always put it in the most readable format. This is especially important if you are using a mac/apple computer. The best format is the Word 97–2004 Word Document (.doc) format, and not the mac/apple (.docx) format.
- To do this, got to <save as>, then select the format listed above <.doc>. Not everyone has a mac. Not everyone has the latest version of Microsoft Office. You may have a beautiful resume/cv, but if the important people can't open it, they will be irritated.

5. Keep it brief

- Try to keep it to a single page. As a new SLP, you won't have to worry about fitting 20-SLP positions into small space.
- Start with your most recent work experience and work backwards.
- If you are long winded (like us), shrink the margins on all 4-sides of the page to fit it in. You know, the opposite of what we used to do with our term papers.

6. Keep it readable

- No tiny fonts. Your future employers are awesome SLPs, but they do not have your youthful eyesight. Keep the font at 11 or 12.
- Only one style of font allowed per resume. Make your resume beautiful, not confusing.

7. Bring your team

- Include 3, recent, strong, and relevant letters of recommendation with resume and cover letter. It's always great if your future boss knows, and likes, your current mentors and cheering squad. Try to include letters from mentors who have worked in the same practice setting as the one your are applying for. For better or worse, birds of a feather flock together.
- Remember the formatting advice above.

8. Proofing, Profing, Proofing

- Yor writing skills are there first impression of yor intelligence. Have a friend with strong writing skills proof it for you. We know that you are intelligent and gifted! You've made it this far. We want the world to know too.

9. Be Honest

- Play to your strengths, but do not lie.
- If you are expecting a license or degree to clear, put in promised fulfillment date (i.e., graduation date) or write in the filed on date.

10. Follow up

- After you've submitted your cover letter, CV/resume, and letters of recommendation, follow up with a polite and enthusiastic phone call or email. This may give you an idea of your chances of landing the position. The employer will appreciate your professionalism.

WHAT TO DO FIRST?

Here is what I did do very early on that seemed to be the best use of my time. Start doing these as soon as possible.

- Write your resume. Do this as soon as possible so you can take your time and do it right. Nothing is as frustrating as seeing a job opening and not being able to apply right away because you don't have a resume yet. I used this [article](#) from ASHA as well as a bunch of sample resumes like [this](#) one to get started. The sample resumes helped me the most, and there are tons of others. Just use search words like "slp," "cfy," "resume," "example," "sample," "template," or anything along those lines.
- Get your professional references lined up. I already had a good idea of who I wanted to use as my references, but you need to start thinking about it early on. Go ahead and get their permission. I used people who spent a good deal of time with me and knew me pretty well. For my list of references I found examples online like [this](#) one and modified it to fit my needs. One thing I did differently was list their professional title as well as their professional relationship to me. (ex. Professional title: Associate Professor, Professional relationship to me: Thesis Advisor)
- Get your priorities straight. Start figuring out what you want in a job. Here are some things to think about: setting, location, age group, schedule, flexibility, work environment, salary, benefits. This will be different for everyone, but I started out with a very open mind as far as setting goes. I was willing to work with kids or adults, in-patient, out-patient, whatever. I was open to working in a school, but really as a last resort. (The schools in my area actually pay SLPs relatively well compared to other schools, but not compared to other settings). I knew the level of supervision was important to me, and I wanted to have my CFY supervisor available on-site. My biggest priority was location. I wanted a job along the Gulf Coast, preferably in my home town. As you start really getting into the interview process and comparing different companies, more of your priorities will become apparent.
- Get a game plan. Here is where I think a lot of people get frustrated with the job search. They get on the computer and only type "slp JOBS" into Google. After doing that over and over again, I decided to change my tactics. I started searching for SLPs or speech therapy in the area as if I was a parent or patient looking for a place to get therapy. I went online and made a list of all the facilities in the area that employed SLPs and their contact information. Another great place to look for facilities is in the yellow pages of the phonebook under "speech-language pathology," "speech therapy," or "rehabilitation centers." Honestly, I found the facility that hired me from the phonebook. You can also just look for facilities as you are driving around town. It's amazing the places you don't notice until you are looking for them. Make a list and keep it handy for later.

STARTING THE JOB SEARCH

Ok, so as graduation starts getting closer and closer you can really kick the job search into high gear. Positions are going to be available, and employers are going to be looking to hire you. Here are some tips:

- You know that list of facilities you made. Call them. Who cares if they don't have listed a job opening online. Call them and ask to speak to the therapy director. If no one answers leave a message (I hate leaving messages). It got to the point where I had this little speech I said over and over again: "Hi, my name is Haley Bee, and I am going to be graduating in May as a speech therapist. I am looking for a CFY and I was wondering if there will be any job openings at your facility." If I had to make an estimate I heard back from about 3 out of every 5 facilities I called and about 2 out of those 3 were looking to hire someone.
- Staffing Agencies. They sure are annoying aren't they? Don't get me wrong, some of the people I talked to were very nice and helpful, but others gave me a bad feeling. One I talked to tried to get me to tell her all of the other companies I was in contact with. Maybe that's normal, but I didn't have a good feeling about

it, so I lied to her and told her no one. I called a few agencies when I saw some job openings online, but by the time I got to them the jobs were never available anymore. They always had wonderful opportunities available halfway across the country. I would be extra cautious with all of these agencies because when it comes down to it, they are trying to make money by hiring you. Now here I go being a hypocrite. I was hired through a staffing agency. Here's the difference though; most SNFs use an agency to hire therapists. I contacted the SNF first, knew that I liked it, and then was sent to the agency for that specific job.

- Just to be extra thorough, keep an eye open for job postings online. I bookmarked the [ASHA career center](#) and [therapyjobs.com](#) and checked them periodically. Here is why this is not my number one recommendation for job searching. For almost every job you apply for, you have to set up a profile and fill out a long application. And all of this, just so someone can call you to tell you the job you wanted isn't available and to harass you about taking a job 1000 miles away. This seemed like the biggest waste of time for me. You may want to have a cover letter template ready, because a lot of the online applications required one.

INTERVIEW TIPS

So, you found an opening, applied for a job, and heard back with good news...they want to interview you! While I was job searching I had a couple different types of interview experiences: phone interview, long drawn out direct hire interview, and SNF interview through a staffing agency. The most important thing I did for interviews was make a list of questions for employers. During each interview I looked at this list to make sure they told me everything I needed to know. Then when they asked for questions from me I was prepared. That's what I started with, but of course I asked more questions based on what they told me. Here is my list:

1. What's the typical caseload? (# patients, types of patients)
2. How much of the day would I spend doing therapy vs. evaluations?
3. What are the typical hours?
4. What happens if a client does not show up for their appointment? Do therapists still get paid for time?
5. Is there a productivity standard? If so, what is it?
6. What paperwork/documentation am I expected to complete on a regular basis?
7. Is there time dedicated to paperwork?
8. What technology resources are available to me here? (ex: laptop, AAC devices, iTouch, iPad, etc.)
9. What type of support will be available to me as a CFY?
10. Do you have a CFY mentor available for me? Have they had a CFY before?
11. How many other therapists work here?
12. What types of support for continuing education do you offer (Does the company pay for CEUs)?
13. What opportunities would I have to become specialized in something such as FEES, Vitalstim etc.?
14. What about license/ASHA reimbursement?
15. Therapy materials?
16. How does time off work? Do you offer paid time off?
17. If I completed my CFY here, would I be able to continue working afterward?
18. At what point in the interview process do we talk about salary? What is the salary range?
19. I don't graduate until May. What is an estimated start date?
20. How often can a therapist expect a raise, and how much would it be?
21. Benefits package?
22. What do you feel is the biggest benefit for working for your company?

Also as you leave, be sure to ask when you should expect to hear back from them.

As for questions all the interviewers asked me, they were pretty straightforward. They didn't ask me any hard questions (no one in any of my interviews quizzed me on speech pathology). Just the usual strengths and weaknesses questions, describe your experiences, what population do you want to work with the most? Basically I just repeated my resume to them with more detail.

- Phone Interview. I had one phone interview while I was job searching. It was for a small private practice pediatric therapy center about 2 hours from where I live. Overall the interview went well (they liked me and wanted me to come tour the facility), but I ended up stopping the process because it was too far away, and the salary and benefits just didn't compare to the other places I was looking. They contacted me and scheduled when they would call me for the interview. I read a little bit about preparing for a phone interview online, but did not follow any advice. I mean it just seemed a little ridiculous to "dress professionally" when talking on the phone. I think I was wearing workout clothes, but I was able to turn my "professional voice" on just fine. (To be honest I make professional calls in my pajamas all the time. No one can tell.) I was super nervous that I was going to forget about the call, so I taped a giant sign in my room with "PHONE INTERVIEW @ 5:30 on THURSDAY" written on it. I had my laptop opened up to a word document so I could write down important information. I also had my giant list of interview questions for them pulled up on my computer. When they called, I was on speakerphone talking to the two owners and therapists. I have never talked on a conference call, so it was a little weird to get used to. Overall it was a great interview. I preferred the other interviews where I met people face to face and got to tour the facility right away though.
- Long, Drawn out, Direct Hire Interview. This interview was all kinds of ridiculous, but I really liked the facility and therapists. They emailed me to schedule the interview, and included a questionnaire. I thought the questionnaire was kind of redundant to my resume, but whatever. They wanted it, so I did it. I was also an over-achiever and printed out samples of evaluation reports and therapy plans I had written. They liked that, but I wouldn't say it was necessary. The interview went well, but it was really long. Like 2 hours long. I got to meet all the therapists and they seemed like a great group of people. Again I asked my long list of questions. They told me they had a lot of other people to interview, but I should be able to hear back from them after the first round of interviews at the beginning of the next month. Next month rolled around, and I got a second interview. This one was a lunch interview with all the therapists. I dressed professionally as usual, but lunch included sitting on the floor of the therapy gym, eating barbecue, and chatting with the therapists about The Hunger Games. It was a nice time, but totally not what I was expecting. Afterward, I got to ask the therapists a bunch of questions about working there, before meeting with the owner again. I only talked with her for a few minutes, but she told me I could expect to hear back from her by the next Wednesday. Well next Wednesday rolls around, and I get a text from a friend from my program who I knew was also applying for the job asking me what I wore. She had an interview that day! I was a little confused. Later that evening I got an email from the facility telling me interviews were taking longer than expected, and I should hear back from them by the following Wednesday. Well I didn't hear anything from them on that Wednesday either. By the time they got back to me (about a month and a half later), I had already accepted the job I have now.
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- SNF Interview. I had two interviews with SNFs, but the process was similar for both. The interview was scheduled through the staffing agency. I showed up dressed professionally. Got a tour of the facility. Then we went to the therapy office and they asked me the typical questions and answered all of my questions. Easy as pie. The only thing different about SNFs is that the interviewers can't answer questions about salary and benefits. That is all answered by the staffing agency. I left the interview and called the staffing lady to tell her I liked the facility. She contacted the therapy director and made sure they liked me. Then she called me back the same day with an offer. There is usually some time frame to accept the offer.

One of the main issues all of my classmates struggled with during interviews was negotiating salary. Salary is a big secret that no one will talk about. It's very frustrating. Obviously I am not going to post my salary online, but it wouldn't really mean much to you unless you were looking for a job in my same geographic area and in my same setting. I wish I could give you really great advice about this, but this is all I have.

- Talk with a few of your closest friends about what they have heard is a typical starting salary, what they are asking for, what they are expecting. Don't put people on the spot. It makes people very uncomfortable. When classmates hear that someone else has been given a higher wage than them they start to get secretive because it really stinks to hear that someone with the exact same qualifications as you is going to get paid more than you.

- I had very specific criteria for my first job. I had to realize that it doesn't matter that that one classmate got paid a few extra dollars an hour to take a job 4 states away. I needed a job in my hometown. You can't compare salaries from 2 different geographic areas or even across settings. If you want to work for the school system it really stinks hearing people working in SNFs talk about salary because you will make less. Take a job that fits your needs and is what you want to do.
- You are worth more than you think you are, and more than companies will make you think you are. (This may not be true, but this is what I have gathered from my work experience.) Don't think of yourself as less qualified just because you are a CFY. Most places really prefer a CFY. Do you know why? You are green. You can be taught to do the job exactly how they want it done. You are not set in your ways. AND you are cheaper labor than someone who has been working for 10 years. Companies want to make money and Medicare pays the same amount for therapy from a 30 year veteran SLP or a newbie graduate CFY.
- To share my own experience, I had two interviews for different SNFs on the same day. I was negotiating salary back and forth, and I was open and honest about having another offer on the table. Company A offered what I thought was a good hourly rate with a sign on bonus. Company B offered me the same rate with a higher sign on bonus. Both companies had very similar benefits packages. Out of the blue, Company B contacted me and offered me \$5 more an hour. It was an offer I couldn't refuse and that was the job I currently have.
- Make sure you know if you will get a raise after completing your CFY. I think you should, but I did not. In my situation I got the higher rate, and an opportunity for a raise after 12 months instead of 9 months which was more ideal for me.

ACCEPTING A JOB

Hopefully all of this advice pays off and you will be accepting a job in no time. My biggest advice for immediately after you accept a job is to apply for your state licensure as soon as you can. It's different in every state, but in Florida I had to have a provisional speech-language pathology license before I could start work. I waited until after I graduated to apply and that was unnecessary. I could have gotten the process started much sooner. Waiting resulted in me not starting work until the middle of June after graduating at the beginning of May. (It was actually kind of nice having time off. Consider it.) Other classmates started the day after graduation.

Nothing's working!?! Keep Reading - Adapted from blog by Robert Hellmann

It can be tempting to attribute a long job search to factors beyond your control. The factors that I hear jobseekers mention include age, experience (i.e. over- or under-qualified), resume gaps, weight, ethnic background, gender, or some other physical feature. While, at times, these factors and biases do cause problems for job-seekers, nine times out of ten I see that the problem is actually in their job-search strategy or execution.

So, here's a checklist of 10 questions to ask yourself first, before attributing a long search to factors beyond your control. Your answers will help to put you back in the driver's seat and on the road to the job you want.

1. Are you positioning yourself effectively? In your resume, LinkedIn profile, pitch, and emails, you should be focusing on your target audience's number-one question, "How can you help me?" This means dropping the jargon that is only relevant to your current or last job, and using the language of your next.

2. Are you taking a "targeted" approach? Trying to be all things to all people is a tempting strategy because this way you don't rule anything out. The problem with this approach, however, is that people are not going to take the time to figure out how you can help them. Or, they will put you in a place you don't want to be.

Having a specific resume and pitch for each **job target** (that is, each combination of position/job description and industry/organization-type) is the way to go.

3. Are you prioritizing your job targets, instead of going for "everything" at once? As tempting as it is to take the kitchen-sink approach to your outreach, it really helps to prioritize and focus on one thing at a time, with some overlap. You want to be perceived as an "insider" in the industry or profession you are targeting; to do that you need to focus, build your network within your target, practice your pitch and learn more about your target as you go. Reaching out to multiple job targets at once makes attaining insider status in any one of these targets much harder to achieve.

4. Are you going out and getting what you want, or just waiting for the ad to show up or the headhunter to call? The most successful job hunters know how to build and leverage their network and contact "strangers" directly to get meetings. LinkedIn can be of great help with these two approaches. Don't just passively drift around in the currents hoping they'll take you to the island of your dreams. "Actively" seek out that island and then swim to it! That is, spend 80% of your time actively networking and contacting strangers directly who you want to meet, and just 20% on ads and recruiting firms.

5. Are you being proactive at all stages of your job search? Being proactive means you need to be following up, and keeping in touch, with people in your network or people with whom you've met. Don't let these contacts disappear into a black hole! Clients who know how to network often keep in touch with a simple "Hello and update" email. Remember, only 50% of successful networking is actually meeting people. The other 50% is keeping in touch to build real relationships.

A client illustrated the "proactive" approach by following up on an email to a hiring manager with roughly two dozen phone calls (note: he left only one or two messages). He finally got the person on the phone; they thanked him for being so persistent and gave him an interview!

6. Are you communicating effectively? Is your "message" getting lost because of poor delivery? Get feedback from someone on how you come across in all your communications channels – resumes, emails, phone-calls, cover letters, and in-person meetings and interviews.

7. Are you meeting with both the right people, and enough of the right people? At the Five O'Clock Club, we say that you must have six to 10 "things" (i.e. conversations) in the works with people who are in a position to hire you, because five of those six things will fall away through no fault of your own. Don't just hang all your hopes on that one position for which you are interviewing! Building up enough volume is key to success. Even if you are doing everything right, it's still a numbers game.

8. Are you targeting enough positions? If you have only 10 companies that you are going for, each with two positions that would be suitable for you (regardless of whether the position is open or filled), that means only 20 positions exist for your job target. It will thus take you forever to get a job because you have to wait for one of the 20 people to leave (or for a new job to be created). The Five O'Clock Club recommends as a rule of thumb to shoot for 200 positions that exist (i.e. open or filled) across all your job targets. Again, it's a numbers game.

9. Are you spending at least 35 hours a week on your search if you are unemployed, and 15-plus if you are employed? I tell unemployed clients to treat their job search like a full time job. Get to your desk at 9am and leave at 5pm. If you can only spend one hour a day on your job search, you are in for a long search.

One client told me "there are no jobs." I said well what did you do yesterday? He said, "oh, I spent an hour on my search, and then I had to take my kid to the doctor." "How about the day before that?" He said "We had family in town so I spent maybe one or two hours on my search." How about the one before that? "It was my wife's birthday so I really didn't get to do much..." He wasn't seriously looking!

10. Are you having fun? Take breaks from your search and do what you enjoy doing! If you're not taking care of yourself, it will come through in your interactions with potential employers. Spend at least a couple of hours a day doing something you enjoy. If you are unemployed and make your search your 9-to-5 "job" as I recommend, then when 5pm comes along, let it go. You've put in a good day's work. Tomorrow is another day.