

OFFICE OF CAREER & LEADERSHIP DEVELOPMENT

Conducting a Long Distance Job Search

Making a geographic move should not be a challenge if you do some advanced planning. A long distance job search is the same process as a regular job search except you need to begin a little earlier. Here are some steps to consider when conducting a long-distance job search.

1. Follow the 5 Step Job Search Process (see tip sheet – *Job Search Process*) beginning with a self-appraisal to clarify your VIPS: Values & Lifestyle, Interests, Personality and Skills.

2. Learn as much as you can about the place to which you wish to relocate.

There are many resources to help you learn about a city or region:

- Search on www.amazon.com for books written about job hunting in a specific city or region (i.e. *The Phoenix Jobbank*)
- Check out online resources focused on the best places to live and work in the US
 - www.bestplaces.net – Sperling’s Best Places to Work
 - www.findyourspot.com - A website that provides a tailored list of the best cities and small towns that fit your lifestyle, interests and job focus.
- Call or write for a relocation packet from the local or state:
 - Chamber of Commerce or
 - Office for Tourism or Department of Labor
- Find out about social service organizations in the place you are relocating to. Go to www.idealists.org and/or www.govspot.com to conduct a search.
- Call the local public library reference desk and ask what resources they have on relocation to the area.

3. Create an overall plan and timeline for relocating.

- 1.) Decide on an approximate date when you'll make the move
- 2.) Determine whether you'll be able to make one or more trips to the area before you relocate. It is ideal to make two trips, one exploratory trip to expand your network, conduct informational interviews, and investigate housing and a second trip dedicated to [job interviews](#) and finalizing details.
- 3.) Develop a relocation budget including travel expenses, security deposits, rent or mortgage payments, car expenses if pertinent and incidentals.

4. Research social work job opportunities in the place to which you wish to relocate:

- Utilize online job search engines (see tip sheet - *Job Websites*)
- Contact the local NASW chapter
- Reach out to CSSW Alumni in the area
- Visit the Alumni Affairs in Room 629 to get names to contact)
- Look for jobs online in the employment section of the local newspaper(s)
- Check the local yellow pages under “Social Services”
- Find out if the agency you work at or have an interest in has a branch or “sister” relationship with an agency where you wish to move
- Go to the career-planning websites of local universities or colleges

5.) Since networking is the best way to get a job, create a plan to network in your new city.

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Start by contacting those in your current network (family, friends, current and former supervisors, professors, alumni) letting them know you are relocating and looking for a job. Join the local chapter of the NASW and get start connecting with members of the organization.

6.) Make a list of 20-30 employers to target in your new locale and identify the key person to contact. This person is usually the Hiring Manager in Human Resources or the Manger/Director of a specific area. Plan to submit a cover letter and resume to these organizations to establish a relationship and inquire about employment opportunities. Indicate in your cover letter the date when you plan to relocate. For information on writing cover letters see tip sheet – *Writing a Cover Letter*.

7.) If you plan to visit an area before moving, arrange for informational and job interviews during that time. When applying for a specific job, indicate in your cover letter the possibility of conducting a phone [interview](#) with you in advance of an in-person meeting. Some agencies may want to interview you over the phone before they arrange a face-to-face interview.