

Job Search Strategies

Job Preparation

Determine what kind of work you are looking for

1. Industries
2. Functions
3. Job titles

Identify where you want to work

1. Company
2. Work setting
3. Location

Prepare your resume

1. Attend a *Resume Writing Workshop* at the UCI Division of Career Pathways (RSVP on Handshake at career.uci.edu)
2. Have your resume reviewed during Drop-In Advising hours (Mon - Fri | 11 AM - 3 PM)

Research the job market

1. www.bls.gov/ooh | online.onetcenter.org
2. Research the employment outlooks
3. Determine the salary range (salary.com)

Keep in mind...

The average job search takes about six months!

Only 10% to 20% of jobs are ever published, which means 80% to 90% of jobs remain hidden in the job market.

Using multiple job search strategies will yield better results.

Obtaining a job is a process. Don't get discouraged if you don't get an interview for every application.



Job Search Strategies

- ✓ Handshake (Online job and internship listings)
- ✓ Networking contacts (UCI alumni, former supervisors, professors, family, friends, etc.)
- ✓ On-Campus Interview Program (OCI)
- ✓ Internet job listings
- ✓ Career Fairs
- ✓ Directories (Online & at the Division of Career Pathways)
- ✓ Direct inquiry (Contact employers you would like to work for)
- ✓ Temporary/Employment agencies

For more job search help...

- Attend a *Job Search Strategies Workshop* at the Division of Career Pathways
- Make an appointment with a career counselor, they will have resources pertaining specifically to your area of interest!

5 Job and Internship Search Strategies

A successful job or internship search will utilize several of these strategies:

Networking

1

- Discuss career goals with people you know
- Discuss career goals with faculty
- Conduct informational interviews
- Attend the Career Discovery Series (Winter Quarter)
- Join professional organizations
- Inquire directly with employers
- Join and actively use LinkedIn

Recommended Resources: UCI Division of Career Pathways LinkedIn Group, OC Networking Directory (ocnetworkingdirectory.com), Campus Organizations (campusorgs.uci.edu)

Internships

2

- Attend “How to Get an Internship” and “Internship 101” workshops
- Search for internships on Handshake
- Visit the Internship Coordinator at the Division of Career Pathways

Recommended Resources: Handshake (career.uci.edu)

Internet Postings

3

- Search Handshake
- Review company and employment postings
- Search job boards specific to your field

Recommended Resources: Handshake (career.uci.edu)

On Campus Recruiting

4

- Participate in the On-Campus Interview Program (OCI)
- Attend Employer Information Sessions

Recommended Resources: Handshake (career.uci.edu)

Career Fairs

5

- Attend Career Fairs
 - ▶ The Division of Career Pathways holds fairs in fall, winter, and spring quarters
 - ▶ Check out fairs in the community

Recommended Resources: Career Fairs, Events

Do

- ✓ Tailor your resume/cover letter
- ✓ Exhaust all of your resources
 - ✓ Research employers
- ✓ Keep track of your correspondence
 - ✓ Dress professionally
- ✓ Consider employment agencies

Don't

- ✗ Forget the small companies
- ✗ Discuss salary before the offer
- ✗ Apply to any and every job
 - ✗ Procrastinate
- ✗ Get discouraged

For more advice, stop by Drop-In Advising or make an appointment with a Career Counselor