

# 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](http://www.bls.gov/ooh) | [online.onetcenter.org](http://online.onetcenter.org)
2. Research the employment outlooks
3. Determine the salary range ([salary.com](http://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](http://ocnetworkingdirectory.com)), Campus Organizations ([campusorgs.uci.edu](http://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](http://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](http://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](http://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*