Job and Internship Search Strategies

Career Services – UW1-160 – Student Success Center
(425) 352-3706 | career@uw.edu | www.uwb.edu/careers
According to various surveys and articles, there are three complementing strategies for job search...

Source: The Career & Internship Center, University of Washington
Job Search Strategy Action Steps

• Search by Occupation Job Titles (on campus jobs you are considering)

• Determine Industry/ies of interest (what are your career goals?)

• Search by Organization/Company (on campus departments or schools)

• Search through Network and Contacts (staff or faculty working in those departments & schools)

• Create an action plan outlining networking goals (who should you speak with to learn more about opportunities?)
Criteria for Consideration

What criteria is important to you to guide your search?

- Location
- Salary
- Hours/Flexibility
- Portfolio development & Skill building
- Culture/Mission/Values
- Mentorship
Search for On Campus Jobs

- Coming soon! Use Handshake for on-campus jobs
- If you are eligible, look for Work Study postings.
  - Work study is a need-based financial aid program that gives students the opportunity to work part-time while going to school—a letter from financial aid will determine eligibility
  - Work study students can apply for both work study and non-work study positions
- Weekly Career News email with on-, off-campus jobs and internships
Explore job postings

• Handshake
• LinkedIn

• General job sites
  o Idealist: for non-profit positions
  o Glassdoor

• Industry Specific or Professional Organization sites
  o Federal Jobs
  o Tech Jobs
  o Higher Education
The Better Business Bureau advises job hunters to be on the lookout for these red flags:

- Employer e-mails that are rife with grammatical and spelling errors.

- E-mails purporting to be from job posting websites claiming there’s a problem with a job hunter’s account.

- An employer asks for such extensive personal information as Social Security or bank account numbers.

- An employer offers the opportunity to become rich without leaving home.

- An employer asks for money upfront. The salary and benefits offered seem too good to be true.

From [Job sound too good to be true? Watch out for scams](http://www.palmbeachpost.com/job-sound-too-good-to-be-true) By Susan Salisbury / The Palm Beach Post, August 6, 2012
Search by Industries of Interest

• Puget Sound Business Journal (Career Services has free soft copies)

• LinkedIn

• Professional Organizations

• Industry Career Fairs and Networking Events
Search by Organization/Company

- LinkedIn (company pages, groups, alumni connections)
- Employer Websites
- Glassdoor.com

Note: 3rd Party Recruiting & Temp Agencies

Employment/temp agencies, search firms, contract recruiters, and professional recruiters can be effective in helping you secure employment.

- Be cautious about paying for these services – the employers who are recruiting employees usually pay the recruiting fees.
- Be sure recruiters know what types of positions interest you.
Networking is KEY!

- 80% of job positions are in the “hidden job market” and never advertised – these positions are filled by word of mouth
- Employers are more likely to bring in someone they know vs. those that they don’t
- Start building relationships now…
Employers Preferred Hiring Methods

Employers Recruitment Methods

- Promote Qualified Internal Candidates
  - Identify candidates informally through contacts, business associates, etc.
  - Recruit candidates from targeted professional organizations & schools
  - Interview candidates who made unsolicited applications
  - Employment services
  - Ads

- Contacts/Networking
  - Career fairs, unlv. career cntrs. & professional orgs.
  - Targeted job search: Actively applying directly to employers of interest
  - Private & state employment services
  - Job listings and want ads

Job Seekers’ Strategies
Conduct Informational Interviews

Informational Interviews (Career Conversations)

- Learn from someone who is doing a job that interests you or is at an organization you want to know more about
- Ask them for advice
- Do not ask for a job!
- “What advice would you have for someone like me trying to get into a job like yours?”

1 in every 200 resumes results in a job offer
1 in every 12 informational interviews results in a job offer

*http://www.quintcareers.com/information_background.html
HOW TO NETWORK

- Attend Career Fairs and Networking Mixers
- Connect with alumni, classmates, professors on LinkedIn
- Get involved in a student organization
- Join a Professional or Networking Association
- The Seattle Networking Guide lists events and mixers to connect individuals and groups based on fields of interest and goals
Utilize UWB Resources

- **Career Fairs & Events**
  Hundreds of local, regional and national employers attend UW Career Fairs and events looking to connect with the UW's talent. Be sure to check our calendar for upcoming events.

- **University of Washington Bothell LinkedIn – Students & Alumni**

- **Handshake: Jobs, internships, on-campus positions**
  Your one-stop shop for finding a wide variety of full- and part-time opportunities.
GETTING STARTED ON HANDSHAKE

- Connect to Handshake from the Career Services website

- Log-in with your NetID and create a profile
  - Tip: upload a general resume and let Handshake pull your experiences from that to complete your profile faster.

- Review what Handshake pulls from your resume, add/edit as needed and make your resume and profile public so employers can find you.
Handshake Next Steps

- Update Career Interests (under “Profile”) so Handshake can flag opportunities for you.

- Click the Jobs tab to search for jobs, internships and on-campus opportunities.
  - Additional filters like “Paid roles only” and Industry can help you narrow your results
Making the Most of Handshake

- Use filters to maximize your search results, then create a search alert so that Handshake notifies you when new opportunities are posted.

- Find employer info sessions and career fairs at UW Seattle under “Events”
  - Continue to use our Events page for UWB employer events.
MORE HANDSHAKE TIPS

Under **Jobs:**

- Track positions you applied for with “Applications” tab
- Find and favorite employers with “Employers”
  - When a favorite employer posts a position, it will show up on the “For You” tab
- Find and apply for positions that are holding interviews on campus (Bothell and/or Seattle) with “On-Campus Interviews” tab
Questions on Handshake

- For issues getting logged in and connected to UW, please contact handshake@uw.edu for assistance.
- The student/alumni Help Center (at the bottom of each page) is a great resource and has helpful 2-minute training videos.
- You can make an appointment with Career Services to review your Handshake profile and create a job search strategy.
QUESTIONS?