

JOB AND INTERNSHIP SEARCH

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Steps for a Successful Job or Internship Search

Prepare and Plan

1. Assessment

*Self assessment (ask yourself the following questions):

- What have I enjoyed doing in the past?
- Who have I enjoyed working with in the past?
- What skills and qualifications do I have to offer?

*Goal assessment

- What are my overall career goals?
- What do I want to learn or gain from this next experience?
- What is essential for me to achieve my goals or what am I willing to give up?
- What do I want to accomplish at the end of my search?

2. See a Career Advisor

Career counselors at Career Services and the Albers Placement Center are available to meet with you one-on-one to help and support you in your job or internship search. Career Services serves all majors and the Albers Placement Center serves business majors. Career advisors can review your resume and cover letter. They can also do mock interviews with you to help you prepare for the interview process. You can also talk with a career advisor about your goals and plans and they will be happy to provide you with more information or advice to help you get off to a great start with your search. Career Services and the Albers Placement Center both have libraries with resources on resume writing, job searching, and information on various industries. A career advisor can also tell you more about the Redhawk Network database which will be explained in the next section. Call Career Services at 206.296.6080 or the Albers Placement Center (for business majors) at 206.296.5687 to set up an appointment with a career advisor.

3. Select your Search Methods

The following sections in this guide describe various job and internship search methods you can use. Plan which ones you think will be most useful for you and which ones you want to put in the most time utilizing. Keep in mind that building connections with others through networking and informational interviewing are usually the most effective. See the Networking and Informational Interviewing Guide to learn more about these strategies.

4. Make a Schedule

It is recommended that you begin your job or internship a significant amount of time ahead from when you plan to start the position. Job and internship searching can be challenging and might take some time so it is best not to wait until the last minute. Establish a routine to be checking jobs and internships regularly as well as keeping in touch with network contacts on a regular basis. Generally how much time you spend on the job search directly influences how quickly you will see results.

5. Develop a Record Keeping System

Create a system for keeping track of your job and internship process. Who have you contacted? Which positions have you

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applied for? Where is your resume posted? Which search methods have you not yet utilized? It might be helpful to create a spreadsheet to keep track of this information.

Search

1. Search for Job or Internship Opportunities

There are several methods for searching for employment opportunities. Keep in mind that approximately 75% of jobs and internships are obtained through career services, professors, friends and family—or in other words through networking. The following is a list of suggested search methods:

- Redhawk Network

Redhawk Network is an online database of full time job and internship opportunities. Only Seattle University students have the ability to access this program. This is a great search tool because employers have to contact Seattle University to post their positions which means they are actively seeking SU students! To access the Redhawk Network, go to www.seattleu.edu/RedhawkNetwork.

- Check with your major department or professors

Major departments and professors often know about job opportunities because of their contacts with external organizations. Check your major department website to see if any opportunities are listed.

- Talk with family and friends

Notify people you know that you are looking for a job or internship. They might know of opportunities at their own workplaces or might be able to connect you to people who have open opportunities. Utilize your network contacts!

- Stay in touch with your student organizations

Many times employers will come present at student organization meetings which provide a great opportunity for you to introduce yourself and find out what openings they might have at their company. Some student organizations also receive information from employers about opportunities and send them out over the student organization list serv.

- Internet resources

Regularly check internet sources to find job and internship postings. Some good resources include:

- ◇ www.indeed.com
- ◇ www.monster.com
- ◇ www.careerbuilder.com
- ◇ www.craigslist.com
- ◇ www.quintcareers.com
- ◇ check websites of professional associations related to your field of interest
- ◇ check the websites of companies you're interested in working for to see if they have employment opportunities

- Want ads in newspapers

Although these type of search methods are becoming less common, they might still be helpful to your search. You never know what opportunity might come from them.

- On-Campus Interviews

Throughout the academic year, employers from various companies come to Seattle University's campus to recruit employees and interns. These interviews are usually set up through Career Services or the Albers Placement Center. You typically have to apply to a position via the Redhawk Network to be able to participate in on-campus interviews. Check with Career Services or the Albers Placement Center for more information.

- Career and Job Fairs

In the spring, Seattle University conducts the Career Expo. Over 100 employers attend the Expo and are interested in collecting students' resumes and talking with you about potential opportunities at their companies. This is a great way to get in contact with recruiters, get their business card and be able to follow up with them later. Visit Career Services for more information about upcoming Career Fairs on campus at <http://www.seattleu.edu/careerservices>. The Albers Placement Center also conducts a Business Career Fair for business majors in the fall quarter. Visit the APC website for more information at www.seattleu.edu/asbe/apc. Check your community events calendar because often times there are Job Fairs in the region that are open to the general public.

- Third Party Recruiters or Headhunters

Some companies hire professional services to help them find employees. You can contact a third party recruiter or headhunter to gain assistance in your job search. Keep in mind that a fee may be involved depending on the company and the process by which the professional service helps you find a job. If you are unsure about this option, visit Career Services or the Albers Placement Center for advice.

- Temporary Job Agencies

If you are not having success with your job or internship search, sometimes it is beneficial to be a "temp." This offers you the chance to try out different jobs for a shorter period of time. Sometimes there might be a job opportunity that arises from it as well.

2. **Follow the explicit instructions of the company or employer when applying for jobs based on the information included in the job posting.**

3. **Stick to your schedule and keep your records up to date**

4. **Make all of your communications as personable as possible**

Take advantage of every opportunity you have to meet with an employer or have direct contact with an employer. Be sure to mention the name of the person who referred you to the contact. Try to personalize all correspondence instead of sending generic resumes and cover letters. The more you can be face-to-face with employers, the more likely they will remember you and consider you for the position.

Follow up and Reevaluate

1. **Follow-up with employers and network contacts.**

Don't just simply send in your resume and cover letter to apply for jobs, try to follow up to make sure they received your documents and to learn more about their hiring process. Following up reminds them of who you are and shows that you are really interested in the position.

2. **Send thank you notes to whomever you speak**

This is an important element of job searching etiquette. Be sure to send thank you notes to people with whom you interview or with whom you network. This is an action that again reminds the employer about you and can set you apart from other applicants.

3. **Evaluate offers**

Remember to evaluate an offer when you receive it and compare it to the goals you set at the beginning—will this position help you reach your goals and does it fit with your initial plan?

Top Skills & Qualities Companies Are Looking For

Communication skills (verbal and written)

Honesty/Integrity

Teamwork skills

Strong work ethic

Analytical skills

Flexibility/adaptability

Interpersonal skills

Motivation/initiative

Computer skills

Detail-oriented

Organizational skills

Leadership skills

Self-confidence

Source: *Job Outlook 2006*, National Association of Colleges and Employers