

Job Search Strategies

www.career.uci.edu

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

1

Networking

- Discuss career goals with people you know
- Discuss career goals with faculty
- Conduct informational interviews
- Attend panels at the Division of Career Pathways
- 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)

2

Internships

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

3

Internet Postings

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

Recommended Resources: Handshake (uci.joinhandshake.com)

4

On Campus Recruiting

- Participate in the On-Campus Interview Program (OCI)
- Attend employer information sessions

Recommended Resources: Handshake (uci.joinhandshake.com)

5

Career Fairs

- 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

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Additional considerations:

Do

- Start early
- Tailor your resume / cover letter
- Exhaust all of your resources
- Research employers
- Keep track of your correspondence
- Dress professionally
- Consider employment agencies
- Be open to small companies
- Wait to discuss salary with the offer

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

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 workshops at the UCI Division of Career Pathways (register on Handshake at uci.joinhandshake.com)
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 – 20% of jobs are ever published, which means 80 – 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

- **HANSHAKE** (online job and internship listings)
- **NETWORKING CONTACTS** (UCI alumni, former supervisors, professors, family, friends, etc.)
- **INTERNET JOB LISTINGS**
- **CAREER FAIRS**
- **DIRECT INQUIRY** (contact employers you would like to work for)
- **TEMPORARY / EMPLOYMENT AGENCIES**

For more...

- Attend a Job Search Strategies workshop at the Division of Career Pathways (check Handshake for times and details)
- Make an appointment with a career counselor – they will have resources pertaining specifically to your area of interest!