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
APPLYING FOR THE JOB

Job Search Strategies

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

Do

- Start early
- Tailor your resume / cover letter
- Exhaust all of your resources
- Research employers
- Keep track of your correspondence

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!

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

Job Preparation

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)

DETERMINE WHAT KIND OF WORK YOU ARE LOOKING FOR:

1. Industries
2. Functions
3. Job Titles

RESEARCH THE JOB MARKET:

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

Additional considerations:

Job Search Strategies

- HANDSHAKE (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

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.

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

UCI DIVISION OF CAREER PATHWAYS | 100 STUDENT SERVICES 1 | (949) 824-6881 | CAREER.UCI.EDU | REVISED: JUL 2018