

JOB SEARCH STRATEGIES



Assessing Your Job Search Knowledge

The Process

- Not always straight forward
- Treat it as a job so make time for the process
- Break it down by doing something every day

On average, it can take 4-6 months to land a full time job



Preparation

Focus your search

- What kind of work are you looking for?
- Is there a specific industry or position you have in mind?
- Is there a specific company that you want to work for? Create a target list
- Is there a specific geographic location?

SHOW YOU ARE CAREER READY

Teamwork

Technology

Leadership

Professionalism

Critical Thinking

Career & Self-Development

Communication

Equity & Inclusion

These are eight key competencies employers are looking for identified by the National Association of Colleges and Employers (NACE)

Preparation

- Resume
- Cover Letter
- List of References vs Letter of Recommendations
- Interview preparation

How Employers Fill Positions

- Advertisements: Company website, Online job boards such as Handshake
- Internal Postings: Employees who work at the company
- Referrals: Networking
- Social Media: LinkedIn, Facebook
- Job Fairs: Local and DCP hosted Career Fairs
- Employment Agencies

Research

- Top companies/organizations in your field of interest – use [LinkedIn](#), [Vault.com](#), [Buzzfile](#), [Company Website](#), [Glassdoor.com](#), etc.
- Job Market/Trends: O-Net – www.onetonline.org
- Training/Education Required: O-Net – www.onetonline.org
- [Salary](#): [Salary.com](#), [Glassdoor.com](#)

Networking

- Social Media, i.e. [LinkedIn](#), Facebook, Twitter
- People you know, i.e. faculty, alumni, staff, family friends, etc. and set up [Informational Interviews](#)
- [Professional Associations](#) – look under “More Info” tab for each occupation
- [Career Discovery Series](#) - Winter Quarter
- [Anteater Network](#)

Only 10% - 20% of jobs are ever published – which means 80% to 90% of jobs remain hidden in the job market

Jobs

- [Handshake](#) - UCI's Job Board for Students
- Company websites
- [LinkedIn](#) + see any connections who work there
- Niche Job Boards. For example:
 - [Idealist.org](#) – non-profit
 - [HigherEdJobs.com](#), [Jobs at UCI](#) – higher education
 - Going Global (via Handshake) – international
- [Career Fairs](#)
- [Additional career resources](#)

Before Accepting an Offer

- Ask companies for time to consider before making a decision
- Avoid accepting the offer immediately
- Have open communication when interviewing with multiple employers
- Do not begin negotiations until you are ready to accept. Once you enter into negotiations, the company will expect you to accept the offer once you have agreed on the terms.
- Once you accept an offer, you have made a **commitment** to work for that company and you should **STOP** interviewing at other companies

Ethical Considerations

- Consider **your professional brand** - network of professionals in the industry can be small
- Consider **your peers** to lose future recruiting opportunities
- Consider **alumni** who may have advocated for their companies to recruit at UCI
- Consider **UCI** as no longer a target school for companies

Remember to...

- Research the employer
- Tailor your resume/cover letter to the job description requirements
- Keep track of who you've sent what and when
- Follow-up with employers
- Dress professionally when meeting new contacts

And Remember...

- Start early
- Focus your job search
- Be persistent/proactive, follow-up with employers
- Assemble a support system and stay positive

For Additional Support

- **Resources on DCP website:** www.career.uci.edu
- **Virtual Career Planning Appointments:** 30-minute appointments to discuss career exploration, job/internship search, graduate school planning, etc. Book in [Handshake](#)