

*Managing the Job &
Internship Search Process
For Ocean Discovery Institute Fellows
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Agenda

Managing the job & internship search process

Career resources

Networking & Career Exploration

Job Search
is not an isolated event –
It's a learned skill and a
lifelong process

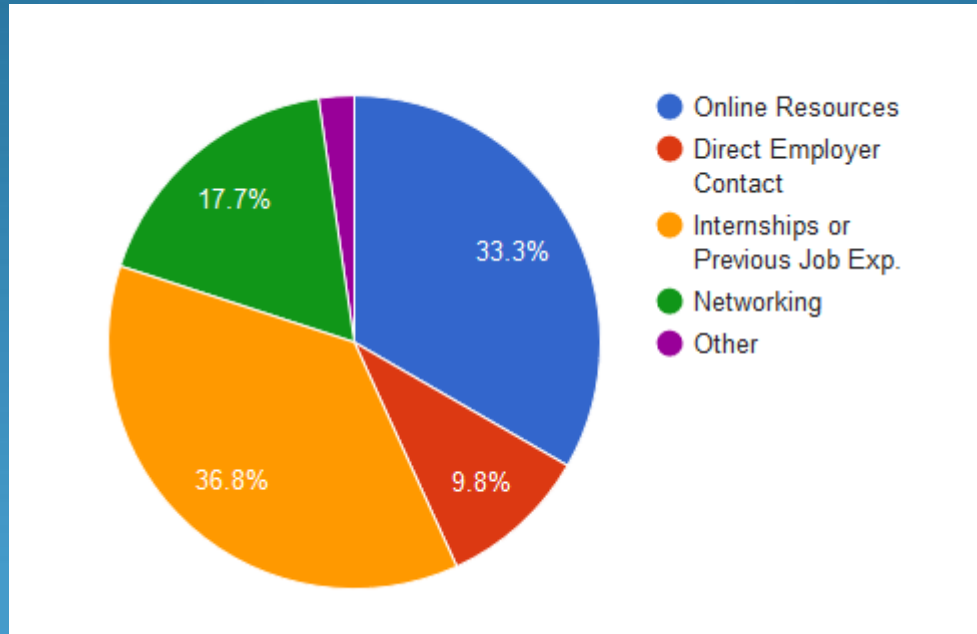
Organize and Prepare for the job search process: Prepare and Position Yourself

- Self-Knowledge: interests, abilities, values, needs
- Career-Knowledge: career options, job availability & obtainability
- Job Search Knowledge: networking, resume, interview, job resources

Understand How Organizations Recruit

- Referrals from colleagues, employees, professionals, faculty, and friends
- Full time job offers to current/former interns
- Online postings - general, specialized, or company website
- College recruiters
- Job fairs / Corporate recruiting events
- Professional association websites, meetings, conventions, mixers
- Staffing agencies
- Reviews of unsolicited applications
- Walk-ins off the street
- Executive Recruiters...

Successful job search methods for recent college graduates

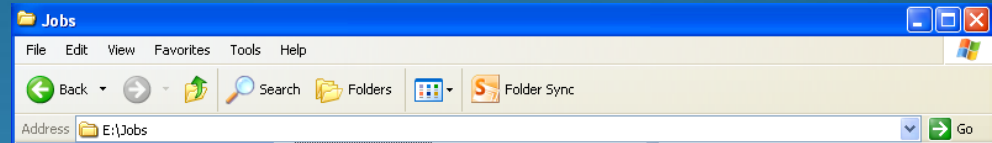


Source of information: University of California San Diego

What To Expect When You Are On The Market

- Employers typically receive many applications for each job, so be prepared to apply to many positions and receive few responses
- Know your audience: learn about your potential employers
- Keep track of your applications, clean up online presence, make professional voicemail message (Employers often check out potential candidates' Facebook profiles, etc.)
- Build and maintain your professional connections and avoid burning bridges

Some Real Samples...



A screenshot of a Microsoft Excel spreadsheet titled "jobs.xls". The spreadsheet contains a list of job applications with the following columns: Organization, Position, Status, Screening Interview, and Campus Interview. The data is as follows:

Organization	Position	Status	Screening Interview	Campus Interview
1. Barni University	Career Counselor	applied		Offer
2. Billore College	Career Services Specialist	applied		
3. Brooks Institute	associate director career services	applied		
4. Brown University	Career Counselor	applied		
5. Bucknell U	Asst. Director Campus Activities	applied		
6. Cal Poly Pomona	Asst. Res. Director	applied		
7. Cal Poly San Luis Obispo CD	Career Services Coordinator	priority		
8. Cal Poly San Luis Obispo COP	COP Advisor	priority		
9. Cornell College	Asst. Director Career Engagement	others selected	2nd TPE interview	
10. IT	Academic Advisor	others selected		
11. Miami State	Diversity Officer	applied	1st TPE interview	
12. Jacksonville U	Career Advisor	applied		
13. Kentall University	Academic Advisor	applied		
14. LA college international	academic advisor	applied		
15. Ringlin U	Student Activities Coordinator	applied		
16. Seattle University	Asst. Director Student Activities	others selected		
17. Stevenson U	Career/Internship Advisor	applied		
18. Tri-AMM	Career Advisor	applied		
19. Tri-AMM	Career Advisor/Outreach Coordinator	others selected	2nd phone interview	
20. U at Buffalo	Leadership Programming Coord.	applied		
21. U of Miami	Student Activities Coordinator	others selected		
22. U of North Carolina Charlotte	Asst. Director Career Services	others selected	1st phone interview	
23. U of Pacific	Student Activities Coordinator	others selected		
24. U of Tampa	Student Activities Coordinator	others selected		
25. U of Virginia	Reslife Coordinator	priority		
26. UC Riverside	Engineering Advisor	priority		
27. UC Riverside	Career Counselor/Employer Specialist	others selected		Campus Interview
28. UC Santa Cruz	Undergraduate advisor chemistry	applied		
29. UC Santa Cruz	Career Advisor	applied		
30. UCLA	Asst. Res. Director	applied		
31. University of Arizona	Academic advisor	others selected		
32. University of Oregon	academic advisor, AA	others selected		
33. University of Oregon	academic advisor, multicultural	expired		
34. University of San Diego	Career Counselor	applied	1st phone interview	Campus Interview Offer accepted
35. USC	Program advisor	expired		
36. USC	Career Counselor	applied		
37. USC	Career Counselor	applied		
38. Western Oregon University	educational advisor	don't know ASL		

- (applied) Jacksonville U
- (applied - no interview spot) bucknell U student activities
- (applied) Barry University
- (applied) Cal Poly Pomona
- (applied) Cornell Career Engagement
- (applied) Illinois State U
- (applied) kendall academic advisor
- (applied) Ringlin U Student Develop
- (applied) stevenson U
- (applied) TXAM
- (applied) TXAM Kingsville
- (applied) UCR Career Advisor
- (applied) UNCC career services
- (applied) USC Career Counselor
- (applying before 3_15) U of Virginia Reslife
- (applying) Art Institute
- (applying) Art institute San Diego
- (applying) Belloeue college 1
- (applying) Belloeue college 2
- (applying) Brown University
- (applying) SDSU res life
- (applying) U of Pacific SACL
- (applying) U of Tampa Student Activities
- (applying) UCLA res life
- (applying) UCSC
- (others better fit) IIT academic advisor
- (others better fit) Seattle University

- jobs.xls
- References_Alex_Lo.doc
- Resume_Alex_Lo.doc
- Resume_Alex_Lo_ARP623.doc
- Resume_Career_Counselor_Alex_Lo.doc
- Resume_Res_Life_Alex_Lo.doc
- TPE_Binder_Resume_Alex_Lo.doc
- TPE_Resume_Alex_Lo.doc

Navigating Uncertainties

- Focus on the big picture
- Understand the numbers behind hiring
- Keep a positive attitude and a level mood
- Build a system to log your job search progress
- The outcomes DO NOT reflect your worth!!!

Career Resources

- [Resources by industry: “What Can I Do with This Major?”](#)
- www.Higheredjobs.com
- www.indeed.com
- www.linkedin.com

Job Searching Through Networking

- People you already know
- People you do not know, but need to connect
www.linkedin.com/alumni
- Informational Interview: first step to establish connections
<https://www.sandiego.edu/careers/documents/tcg-networking-informational-interviews.pdf>

Follow Up

- Thank-you card/LinkedIn Message
- Email/call employers for updates
- Maintain appropriate connections even if you do not get the job

Job Search Checklist

Self Knowledge

Evaluate interests, skills, values, and needs, write them down and revisit them periodically

Identify your marketable skills, knowledge, and experience, and create a personal marketing pitch

Industry Knowledge

Research targeted function areas; build a list of ideal geographic locations and employers of interest

Conduct information interviews with at least 3 alumni or industry professionals

Job Search

Meet with a career counselor to work on: resume, cover letter, interview preparation, and networking

Ensure professional online, phone, and email presence

Bookmark a list of posted job resources such as higherjobs.com or indeed.com Check them daily

Build a list of employers that you are particularly interested in and bookmark their job sites

Create a LinkedIn profile, a networking card, and consider a new email address for your job search

Build a networking list: people you already know and potential networking contacts you wish to connect

Build a system to organize your job search materials and to record your job search process

Daily, Weekly and Monthly to-do list

Daily: Check bookmarked job sites for updates; aim to apply to 3 jobs a day. Reach out to professional contacts

Daily: Record any job search progress

Weekly: Aim to establish 3 new professional contacts and conduct information interviews

Monthly: Review job search progress and re-evaluate your goals. Touch base with networking contacts and employers

Questions?