

Managing the Job and Internship Search Process

Ocean Discovery Institute



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AGENDA

Job Search Overview

- Prepare and position yourself
- Manage and organize the process
- Job search and networking resources

Job Search Overview

- “*Hope grounded in realism*”
- Overall unemployment rate:
 - 3.6% in April 2022
 - 5.2 % in August 2021
 - 6.2% in February 2021
 - 8.4% in September 2020
 - 15% in April 2020

Chart 1. Unemployment rate, seasonally adjusted, April 2019 – April 2022

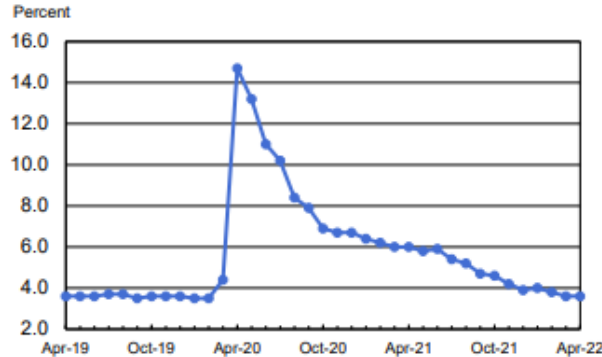
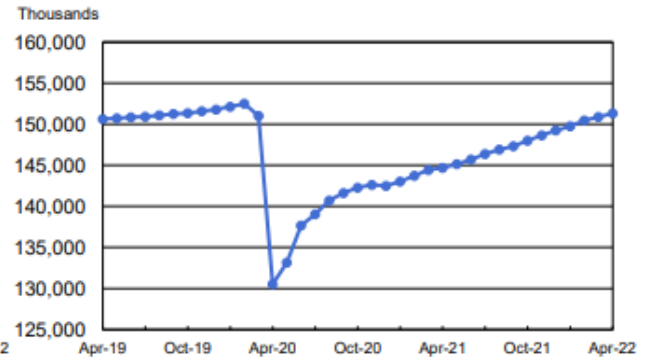


Chart 2. Nonfarm payroll employment, seasonally adjusted, April 2019 – April 2022



- 68% all employed workers are planning to quite their job in 2022 (joblist survey)
- 37.6% workers work remotely sometimes, 22% work remotely all the time (joblist survey)
- 80% job seekers believe employers need to re-evaluate the benefit they offer post pademic
- Growing emphasis on diversity, equity, and inclusion. “*the frequency with which CEOs talk about issues of equity, fairness and inclusion on [S&P500 Earning Calls] has increased by 658% since 2018*” (Harvard Business Review)

Organize and Prepare for the Job Search Process: Position Yourself

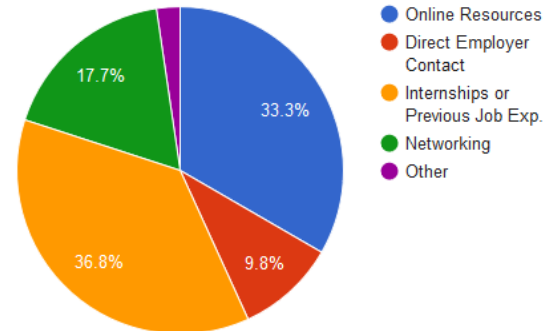
- Self-Knowledge: interests, abilities, values, needs
- Career-Knowledge: career options, industry trends, job market
- Job Search Knowledge: networking, resume, interview, job resources

Set Your Priorities

- MUST HAVE(S) WOULD BE NICE(S)
- ABSOLUTELY NOT(S)
- Priorities can shift & guide your search
- Job function, location, salary, professional development and advancement opportunities, environment, etc.

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...
- *Illustration: UC San Diego Alumni Survey



What To Expect During the Job Search

- Employers typically receive many applications for each job, so be prepared to apply to many positions and receive few responses
- 250 applicants per job listing -> 2% get interviews -> 1 person gets hired*
- 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
- Focus on the big picture, keep a positive attitude and a level mood, and do not take the outcomes personal

- *Jobscan.com

Some Real Samples

The image shows a Windows desktop environment with two primary windows open.

Microsoft Excel Window: The spreadsheet displays a list of job opportunities with columns for Organization, Position, Status, Screening Interview, and Campus Interview. The data is as follows:

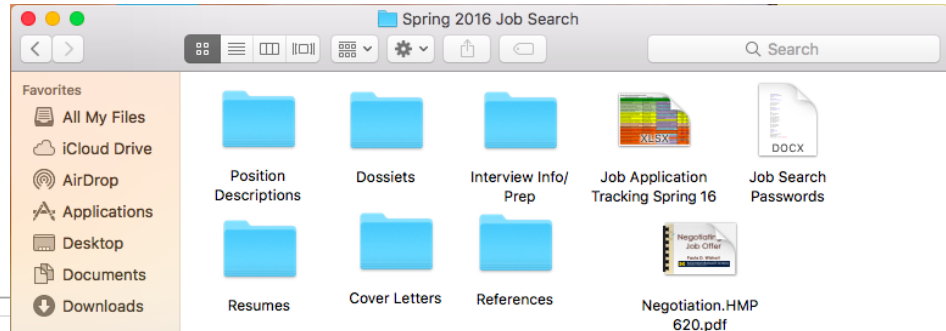
Organization	Position	Status	Screening Interview	Campus Interview	Offer
1. Barns University	Career Counselor	applied			
3. Eastern College	Career Services Specialist	applied			
4. Brooks Institute	assistant director career services	applied			
5. Bowie University	Career Counselor				
6. Bucknell U	Assist.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

Windows Explorer Window: The file tree shows a folder structure for job listings. The files listed are:

- 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

Some Real Samples

1	Spring 2016 Job Search Application Tracking				
2	University/Department	City, State	Position Title	Source	Salary?
3	University of San Diego	San Diego, CA	Career Counselor- College of Arts &	Abbey Racelis	Negotiable!
4	Roosevelt University	Chicago, IL	Career Counselor	HR website	
5	University of Colorado - Colorado Spring	Colorado Springs, CO	Career Services Specialist	HigherEd Jobs	\$40,000
6	Washington State University	Pullman, WA	Academic & Career Advisor	HigherEd Jobs	Wanted to schedule
7	University of California - Santa Cruz	Santa Cruz, CA	Career Advising Coordinator	Kristen Weaver	Min 19.54/hourly (td
8	Colorado State University - CLA	Fort Collins, CO	Academic Success Coordinator	Steph Zee	Start at 40,000
9	Colorado Mesa University	Grand Junction, CO	Assistant Coordinator of Career Ser	HigherEd Jobs	???
10	University of California - Berkeley	Berkeley, CA	Career Counselor- Colleges of Envir	HERC	\$62,000 - \$72,000
11	University of Washington Tacoma	Tacoma, WA	Academic Counselor - SENIOR	HERC	???
12	University of Miami	Coral Gables, FL	Assistant Director of Career Educat	Heather!	???
13	Emmanuel College	Boston, MA	Career Advisor	HERC	
14	University of California - Berkeley	Berkeley, CA	Academic & Leadership Coordinato	TPE	\$54,000
15	University of California - Santa Cruz	Santa Cruz, CA	Arts & Humanities Career Adviser	TPE	\$21.60 hourly
16	University of Minnesota - TC, College of	Saint Paul, MN	Pre-Health Career Coach	TPE	\$41,500
17	University of Colorado - Boulder	Boulder, CO	Student Affairs Outreach Coordinat	Listserv/IHE	\$45,000
18	Milliken University	DECATUR, IL	Assistant Director of the Career Ce	TPE	?
19	Colorado State University - Dept of Biol	Fort Collins, CO	Academic Success Coordinator	TPE	
20	American University	Washington, DC	Assistant Director of Curriculum &	TPE	\$40,000-43
21	University of South Carolina - Columbia	Columbia, SC	Assistant Director of Residential Le	TPE	\$38,000-42,000
22	University of Minnesota - College of Bi	Saint Paul, MN	Academic Advisor	TPE	\$41,500
23	University of Minnesota - TC, Carlson C	Minneapolis, MN	UBCC Career Counselor	HR website	
24	Maryville University	St. Louis, MO	Life Coach	Facebook	
25	University of Northern Colorado	Greeley, CO	Career Counselor? Advisor?	HERC	42645
26	University of Vermont	Burlington, VT	Career Counselor	TPE	low 40's
27	University of California - Santa Barbara	Stana Barbara, CA	Career Counselor/Coordinator for S	FB	50100 - 56500
28					



DONE 5/11	HR screened 5/17	Won't pay for on-campus...	https://emm	Teach, lias	TINY, OC not paid
DONE 3/6 & 3/11		http://jobs.berkeley.edu/			
DONE 1/18	21-Feb	https://jobs.ucsc.edu/applic			
DONE 2/9		Rebecca Diaz		Rejected, 5/10	
DONE 3/7	bb=03996&lang=en	Kristin William		Rejected, 5/10	
DONE 2/25/2016		Pam Folger		I cancelled interview	
	http://job_applications	Joe Von Fische		Phone 2/12	
DONE 2/23	staff.openings.cfm	?		???	
DONE 2/25	re=7456458847426			"Not qualified"	
DONE 2/20		Stefanie Wieser		YES! TPE 3/11	
DONE 1/23	www/index.html	All references		No consideration - 3/12	
DONE 1/29	http://job_applications			Not chosen interviews 4/14	
DONE 5/13	3/28/16			Rejected 5/20	https://caree
DONE 3/12		Holly Wilkinso		Phone interview done 5/5	https://www.sj.stu pop, mountains
DONE 5/20	42523			Went with others	https://jobs.stu pop, lias

Job Search Resources

- Online ([Indeed](#), [LinkedIn](#), university job sites such as Handshake)
- Resources by industry: “[What Can I Do with This Major](#)”
- Professional Associations
- Career fairs
- Networking (i.e., Alumni, LinkedIn, Faculty)
- Some [online resources](#) such as resume, cover letter, and interview guides

Networking

- [Using LinkedIn to network with alumni](#)
- Connections through internships, volunteer work, career events and workshops
- [Information interviews](#)

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 To-Do List

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 and job titles; build a list of ideal geographic locations and employers of interest
- Research industries, companies, and jobs that are thriving right now
- Conduct information interviews with at least 3 alumni or industry professionals

Job Search

- Meet with a career counselor from your university to work on: resume, cover letter, interview preparation, and networking
- Create a LinkedIn profile if you have not done so
- Ensure professional online, phone, and email presence
- Bookmark a list of posted job resources such as linkedin.com or indeed.com Check them daily
- 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

YOUR CAREER. LET'S DO THIS!

1:1 APPOINTMENTS

Our Career Counselors are available to meet virtually. Students receive free access for the first year after graduation and then three appointments per year as alumni. Make an appointment on Handshake today.

sandiego.edu/careers/handshake/undergraduate/

CDEV CAREER DEVELOPMENT CENTER

The Career Development Center (CDev) is committed to supporting both students and alumni as they explore their next career step.

Manchester 101
careers@sandiego.edu
619-260-4654
sandiego.edu/careers



@USDCAREERS

ONLINE RESOURCES

There are many ways to connect virtually using your USDOne login. These digital resources are available 24/7 at no cost to you. sandiego.edu/careers/covid19/

 Handshake

Thousands of job and internship postings

 T.E.A.M.

Flash mentorship and networking with Toreros

careershift

Search job boards for key contact information

 interviewstream

Online mock interview platform

 ROADTRIP NATION

Watch stories for advice in a variety of job fields

 FOCUS 2

Self-paced assessment to shed light on careers

 Interstride

Visa info and jobs for international students

 GoInGlobal

Country guides and job options to work abroad