

# 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

## THE EMPLOYMENT SITUATION — MARCH 2024

Total **nonfarm payroll employment** rose by 303,000 in March, and the **unemployment rate** changed little at 3.8 percent, the U.S. Bureau of Labor Statistics reported today. Job gains occurred in health care, government, and construction.

Chart 1. Unemployment rate, seasonally adjusted, March 2022 – March 2024

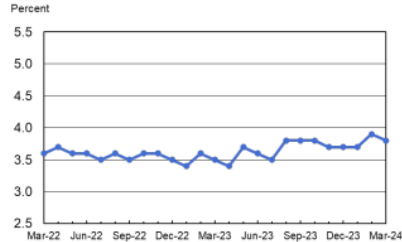
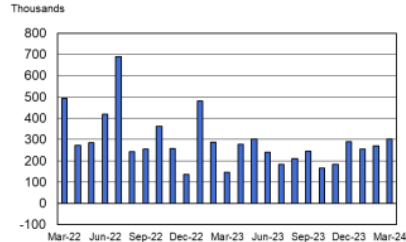


Chart 2. Nonfarm payroll employment over-the-month change, seasonally adjusted, March 2022 – March 2024



Source: Bureau of Labor Statistics  
bls.gov

- 52% job seekers believe they have upper hand in job market, 78% believe they will make more money by getting a new job
- 67% all employed workers are planning to quite their job in 2023
- 37.6% workers work remotely sometimes, 22% work remotely all the time
- 26% workers worry about their job security, 34% currently work at a company with hiring freeze. Workers in tech industry are most concerned about job security, while workers in education and healthcare are least concerned
- Source of information: Joblist survey 2023

# Organize and Prepare for the Job Search Process: Position Yourself

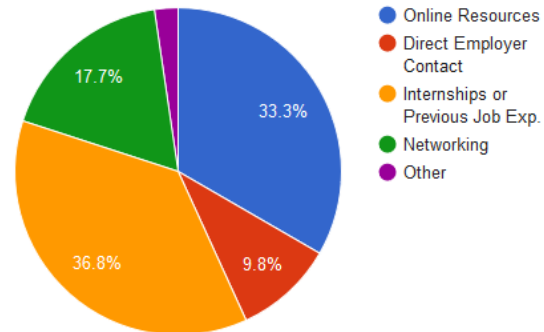
- Self-Knowledge: interests, abilities, values, needs
- Career-Knowledge: career options, industry trends, job market
- Job Search Knowledge: networking, resume, interview, job resources

# 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 displays two overlapping windows from a Windows operating system. The background window is a Microsoft Excel spreadsheet titled 'Jobs'. The foreground window is a Windows Explorer window titled 'Jobs'.

**Excel Spreadsheet Data:**

Organization	Position	Status	Screening Interview	Campus Interview	Offer
1. Barry University	Career Counselor	applied			
2. Eastern College	Career Services Specialist				
3. Brooks Institute	Associate Director Career Services	applied			
4. Brown University	Career Counselor				
5. Bucknell U	Asst. Director Campus Activities	applied			
6. Cal Poly Pomona	Asst. Res. Director	applied			
7. Cal Poly San Luis Obispo CD	Community 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. Illinois State	Diversity Officer	applied	1st TPE interview		
12. Jacksonville U	Career Advisor	applied			
13. Kendall University	Academic Advisor	applied			
14. LA college international	academic advisor	applied			
15. Ringlin U	Student Activities Coordinator	applied			
16. Ringlin U	Asst. Director Student Activities	others selected			
17. Stevenson U	Career/Internship Advisor	applied			
18. To ASU	Career Advisor	applied			
19. To ASU Kingsville	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				
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				
29. UC Santa Cruz	Career Advisor	applied			
30. UCLA	Asst. Res. Director				
31. University of Arizona	Academic advisor	others selected			
32. University of Oregon	academic advisor, AA	applied			
33. University of Oregon	academic advisor, multicultural	applied			
34. University of San Diego	Career Counselor	applied	1st phone interview	Campus Interview	Offer accepted
35. USC	Program advisor	applied			
36. USC	Career Counselor	applied			
37. USC	educational advisor	applied			
38. Western Oregon University		don't know ASL			

**Windows Explorer Window:**

- Jobs
  - (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) Bellovue college 1
  - (applying) Bellovue 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



## Some Real Samples

1	Spring 2016 Job Search Application Tracking						Downloads	Resumes	Cover Letters	References	Negotiation.HMP 620.pdf		
2	University/Department	City, State	Position Title	Source	Salary?		Devices						
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			Remote Disc						
5	University of Colorado - Colorado Sprin	Colorado Springs, CO	Career Services Specialist	HigherEd Jobs	\$40,000								
6	Washington State University	Pullman, WA	Academic & Career Advisor	HigherEd Jobs	Wanted to schedule		Tags						
7	University of California - Santa Cruz	Santa Cruz, CA	Career Advising Coordinator	Kristen Weaver	Min 19.54/hourly (l		ACUHO						
8	Colorado State University - CLA	Fort Collins, CO	Academic Success Coordinator	Steph Zee	Start at 40,000		ACPA						
9	Colorado Mesa University	Grand Junction, CO	Assistant Coordinator of Career Ser	HigherEd Jobs	???		Red						
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	???		Orange						
12	University of Miami	Coral Gables, FL	Assistant Director of Career Educat	Heatherl	???								
13	Emmanuel College	Boston, MA	Career Advisor	HERC				DONE 5/11	HR screened 5/17	Won't pay for on-campus...	<a href="#">https://emm</a>	Teach, Iias	TINY, OC not paid
14	University of California - Berkeley	Berkeley, CA	Academic & Leadership Coordinato	TPE	\$54,000			DONE 3/6 & 3/11		<a href="#">http://jobs.berkeley.edu/</a>			
15	University of California - Santa Cruz	Santa Cruz, CA	Arts & Humanities Career Adviser	TPE	\$21.60 hourly			DONE 1/18	21-Feb	<a href="#">https://jobs.ucsc.edu/appli</a>			
16	University of Minnesota - TC, College o	Saint Paul, MN	Pre-Health Career Coach	TPE	\$41,500			DONE 2/9		Rejected, 5/10			
17	University of Colorado - Boulder	Boulder, CO	Student Affairs Outreach Coordinat	Listserv/IHE	\$45,000			DONE 3/7	pb=03996&lange=en	Rejected, 5/10			
18	Milliken University	DECATUR, IL	Assistant Director of the Career Cen	TPE	?			DONE 2/25/2016		I cancelled interview			
19	Colorado State University - Dept of Bio	Fort Collins, CO	Academic Success Coordinator	TPE									
20	American University	Washington, DC	Assistant Director of Curriculum &	TPE	\$40,000-43					Phone 2/12			
21	University of South Carolina - Columbia	Columbia, SC	Assistant Director of Residential Le	TPE	\$38,000-42,000			DONE 2/23		staff openings.cfm			
22	University of Minnesota - College of B	Saint Paul, MN	Academic Advisor	TPE	\$41,500			DONE 2/25		rc=1456438847425		"Not qualified"	
23	University of Minnesota - TC, Carlson C	Minneapolis, MN	UBCC Career Counselor	HR website				DONE 2/20		YES! TPE 3/11			
24	Maryville University	St. Louis, MO	Life Coach	Facebook				DONE 1/23		No consideration - 3/12			
25	University of Northern Colorado	Greeley, CO	Career Counselor? Advisor?	HERC	42645			DONE 1/29		Not chosen interviews 4/14			
26	University of Vermont	Burlington, VT	Career Counselor	TPE	low 40's			DONE 5/13	3/28/16	Rejected 5/20	<a href="#">https://caree</a>		
27	University of California - Santa Barbara	Stana Barbara, CA	Career Counselor/Coordinator for S	FB	50100 - \$6500			DONE 3/12		Phone interview done 5/5	<a href="#">https://www.sj.stu pop, mountains</a>	east, soc media	
28								DONE 5/20		42523	<a href="#">https://jobs.Stu pop, Iias</a>		

# 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

# 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

# Avoid Scams

- If a job appears “too good to be true”, it probably is... (lucrative work-from-home jobs, no experience required, etc.)
- Unsolicited offers, or jobs that you never applied to
- Jobs require financial commitment, personal info, or purchasing of materials
- Recruiters using generic emails
- Always research the company

# Optimize Resume for AI

- Tailor your resume for each job to match the keywords/key skills on job descriptions
- Use clear and standard section headings such as “Education”, “Skills”, “Professional Experience”, etc.
- Cite quantifiable accomplishments
- Use a simple format, avoid images, tables, textboxes, etc. Avoid online resume templates
- Test it out with ChatGPT



# 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/](https://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](mailto:careers@sandiego.edu)  
619-260-4654  
[sandiego.edu/careers](https://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/](https://sandiego.edu/careers/covid19/)

 Handshake

Thousands of job and internship postings

 T.E.A.M.

Flash mentorship and networking with Toreros

careers*shift*

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