

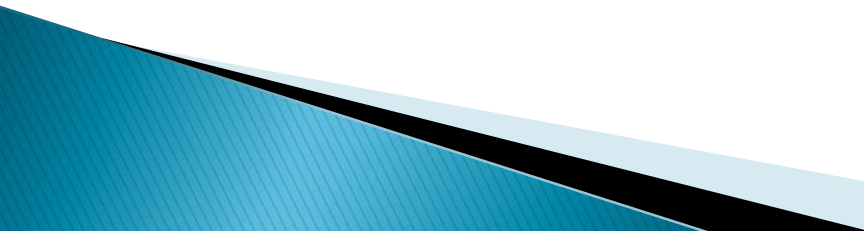
Introduction to Job Search

Goals of this session

- Present success factors and strategies
 - Understanding the basics of American job searching
 - Matching skills and experience to job
 - Talking to people—connecting
- Review job search resources
 - University Career Services resources
 - Other resources
 - How to approach the Career Fair



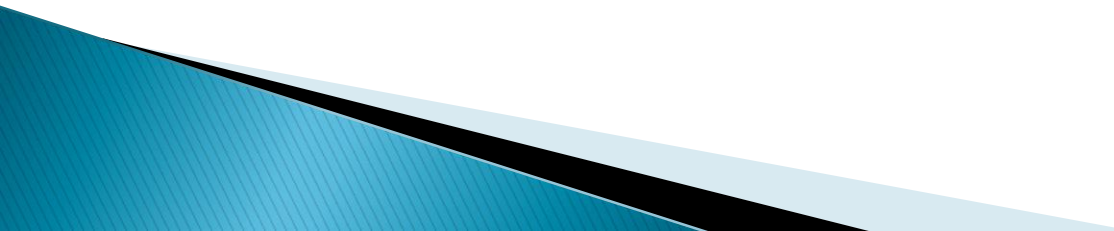
Students who do well in their job searches...

- ▶ Are comfortable and effective communicating in “everyday” English
 - ▶ Engage others in social and work relationships
 - Actively stay in touch with their network- people they have met, worked with, spoken with
 - ▶ Understand key American cultural norms
 - ▶ Can ask questions, promote their ideas (and themselves)
 - ▶ Are persistent, imaginative and thorough in their searches
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The basics: what are they?

- ▶ **Learn the relevant skills** – Read our [website](#) and all the handouts relevant to you – we will look at some
- ▶ **Prepare:** materials, research employers, learn interview skills
- ▶ **Position yourself starting now!**
 - Polish and practice your spoken English
 - Observe Americans interacting – learn nuances
 - Join student groups, professional associations, clubs
- ▶ **Use Career Services resources** to learn more: workshops, walk-ins, appointments

Matching skills and experience to the job

- ▶ Employers hire people for their skills
 - Read job descriptions carefully– make sure your resume reflects your skills accurately and that you show you have what employers want
 - If the match between your skills and experience and what “they” want is not strong, do not apply for that job
 - Focus your energy on jobs where the match is good
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Connecting with people

- ▶ This is called networking – being in touch with others
 - to increase your knowledge of your field, companies, types of jobs
 - to find out about opportunities
 - to get referrals, in some cases
- ▶ Who is in your network?
- ▶ How do you use and expand your network?
 - Resources: handouts on [Informational Interviewing](#), [Using LinkedIn](#), alumni of NU, LinkedIn Labs

Quick tips on phone interviews

- ▶ Be prepared for a call at any time
- ▶ PREPARE as for any interview – see resources
 - Practice questions
 - Speak slowly
 - Use InterviewStream for practice
- ▶ Use a land line. Ensure quiet! Turn off call waiting. Don't use speaker phone.
- ▶ Smile! Dress for success!
- ▶ Ask for clarifications – did I go far enough in my answer? Could you please repeat the question?

Job Search Resources

▶ Career Services Resources

- HuskyCareerLink – accounts coming soon!
 - On-Campus Recruiting –graduating students
 - Jobs database
 - Employer database
 - Upload resumes – publish
 - Review job descriptions – **look for visa requirements**
- Interview Stream
- Going Global
- Career Fair – list of employers, tips on website

Career Services Events /Workshops

- ▶ *Watch the calendar!*
- ▶ Career Fair October 7, 2–6
- ▶ Career Fair and Job Search Prep for International Students
 - Tuesday, 9/28
 - Thursday, 9/30 see calendar on website for details

Other Resources

- ▶ www.simplyhired.com
 - For find companies and jobs
- ▶ Industry specific job search sites
 - Jobsinthemoney.com
 - Dice.com
 - Idealist.com

Using this information

- ▶ Questions?
- ▶ Further help
 - Review website and handouts
 - Daily walk in hours 2–4 pm
 - Appointments – use myNEU, Career Services tab
 - **Please remember...**American appointments start promptly at the time of the appointment, not sometime in the time slot! At 4 pm for an appointment that goes from 4 to 5 pm.