

FINDING JOBS & INTERNSHIPS

Hiring trends and timelines

The job market is different for every industry and it is important to understand what employers in your field are seeking. However, there are **3 main strategies** outlined below to use in any job or internship search that will both speed up the process and lead to greatest success.

Job and internship search strategies

1. NETWORKING

Employers like to hire based on recommendations or referrals. Various research on this topic indicates that lots of people get their jobs through contacts.

A first step in using networking to job search is to spread the word! **Let people know that you are looking and what you are seeking.** Ask advice

from professionals, or request to have a career conversation (page 19). There are many approaches and styles of networking. *For more detail, see page 18.* To build new relationships, look for interest or community groups, and consider attending networking events, professional meetings, info sessions, career fairs or the University of Washington page on LinkedIn and the UW Alumni Association.

2. TARGETED RESEARCH

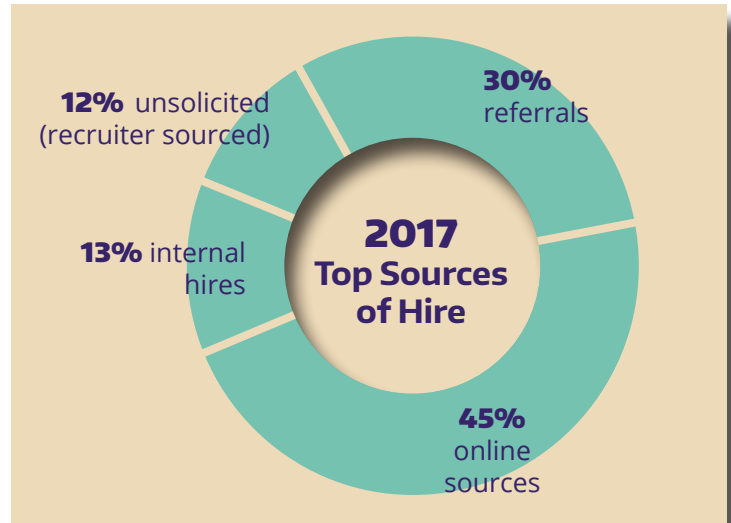
Think about who you might like to work for. Compile a list of target employers so that you can methodically visit their websites to find open positions or information about their hiring. This is more proactive than relying on job boards because you are actively seeking opportunities with organizations that fit with your skills and interests. **See page 17 for more tips to begin crafting your own target list.**

3. ONLINE JOB POSTINGS

Online job searching is still a major way job seekers find and apply for new opportunities. Job search engines are aggregators that search the web and pull job postings from other job boards and company websites onto their site.

- **Job Search Engines:** Indeed.com, LinkUp.com
- **Job Boards:** Careers.uw.edu, uw hires.admin.washington.edu, CareerBuilder.com, LinkedIn.com, Idealist.org (nonprofits), Dice.com (tech jobs), USAjobs.gov (federal government), Monster.com, Glassdoor.com

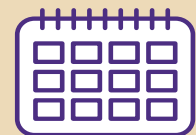
See additional online career exploration resources on page 11.



6 mo. after graduation,
83% of employed
2017 UW grads were in a
career-related position

Top employers of UW recent graduates

- [1] University of Washington
- [2] Americorps
- [3] Amazon
- [4] Microsoft
- [5] Seattle Children's Hospital
- [6] Google
- [7] U.S. Armed Forces
- [8] Boeing
- [9] U.S. Government
- [10] UW Medical Center



9.1 WEEKS
is the average
search time of
UW grads for
employment

ONLINE JOB SEARCHING

Using keywords on job boards

Job sites may have positions of all types and levels on one website or be industry-specific and targeted toward certain types of candidates. One way to find those targeted and industry-specific job boards is by using keywords to conduct an interest search (ex. "communications job board Seattle").

An effective method for using job boards includes searching by keyword to find positions requiring certain skills and tasks. Many companies are open to hiring a wide variety of majors, and job titles vary between companies, so keyword searches open new possibilities.

Strategies for targeted online research

To create a **target list** of employers, you should conduct research to discover who exists in the marketplace. Community resources like Chambers of Commerce and location-specific or industry-specific news publications (newspapers, newsletters, social area-groups) are good ways to identify large employers and players. Social media, product reviews and information about competitors can also be helpful methods.

You might also visit the job boards and websites of professional associations in your field to see member organizations. LinkedIn or the UW Alumni Association are good places to see where other Husky graduates have gone to work.

Some UW departments maintain email listservs or departmental job boards on their websites that may direct you to local employers with partnerships with the department.

2017 Top online sites for hires

1. Indeed - 65%
2. CareerBuilder - 11%
3. LinkedIn - 8%
4. Craigslist - 4%
5. Monster - 2%
6. Glassdoor - 2%

Creating my keyword list:

Brainstorm tasks you would specifically enjoy (ex. writing press releases, analyzing data sets and identifying trends, creating graphics, designing visuals, etc.).

Look at a few job descriptions and highlight the items you are most excited about doing. Write them here and use the keywords they used to find other jobs doing similar things.

Categories of keywords

- Target job title
- Current and previous job titles
- Current or target city, state
- Current or target region
- Skills (for the job you want)
- Job-specific, profession-specific and industry-specific tools
- Software relevant to target job
- Hardware relevant to target job
- Relevant industry and professional organizations
- Categories of employers
- Applicable education or licenses

My target employer list:

One or two companies I admire:

Companies that are similar (Tips: look at "related companies" on company pages on LinkedIn, search by industry for your geographic area, look at iloveseatle.org to see the industry list, see the Chamber of Commerce for other companies in the same industry):

NETWORKING

What is it?

Networking is a rewarding, lifelong activity that is about building relationships with others to share and gain information.

You can use networking as a way to seek or give advice, learn more about a profession, industry or company, meet like-minded individuals, learn of new opportunities and gain referrals. One of the main strategies for building connections is to maintain an openness and awareness of people you encounter in your daily activities including professors, co-workers, peers and family.

Different types and styles

Networking in-person takes place everywhere! Each person you meet is an opportunity to build a relationship and learn more. Formal opportunities include career fairs, employer information sessions and networking events.

Online networking offers exponential access to individuals whose paths you might never cross in real life. Use LinkedIn (page 20) and other social media to locate and initiate connections. Follow up on online conversations with in-person meetings or chats. If that is not possible, try to schedule a phone or Skype call.

Networking advice

- Reach outside of your industry or major to broaden opportunities.
- Ask open-ended questions.
- Before networking, know who you want to talk to and what topics you want to discuss.
- Be open and listen to what your networking contact is saying.
- Always follow up! It shows an interest in an ongoing relationship.

Introduction or elevator pitch:

(a) What is your name and what are you studying or interested in pursuing?

(b) What is important to know about you—interests, strengths, experiences?

(c) What do you know about this company or what question do you have?

Building your network:

Start with who you know. Brainstorm and create a list of people already in your network who would be open to helping you.

Expand your contacts. Where are you involved (or can get involved) and meet new people? Consider group projects, committees, lab groups, volunteer projects, clubs, local events, workout classes, etc.

The most common introduction question at a career fair is, **“What are you looking for here at the job fair?”**

Career Fair Tips

1. A good first impression is a lasting one. Don't forget to smile, make eye contact, and give a firm handshake.
2. Study the employer list in advance and research the organizations of most interest.
3. Bring copies of your resume.
4. Know your strengths, interests and goals so when an employer asks, you are prepared to answer!
5. Be memorable - before you leave the fair, return to your top choice employer to thank them and let them know you plan to follow up.
6. Be ready to ask questions

MY NEXT STEPS

Plan your next steps by considering the possible activities below or adding in something you want to try for each of the three main job and internship search strategies.

1. STRATEGY 1: Networking

- 2-3 people in my life I can reach out to for advice, support and/or connections
- 2-3 questions I want to ask as I'm gaining information about a career field
- 1 "stretch" activity that will help me expand my current network

UW grads who actively engaged in career exploration & planning during their last 6 months were more likely to be in a career-related position 6 months after graduation

2. STRATEGY 2: Targeted research

- Start a list detailing my target research areas (geographic location, industry, types/sizes of companies, etc.)
- 2-3 news sources or professional organizations related to the focus above to find and use
- A creative way I can use social media to help in my research

3. STRATEGY 3: Online job or internship boards

- Job or internship boards my friends or I have used
- Creative keyword searches to use on search engines to identify new, targeted job boards