Finding a Job or Internship

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Today you’ll learn:

- strategies for finding a job or internship
- resources for finding a job or internship
- how to follow up on your application
- how to partner with Career Services on all your job and internship search activities
Things to keep in mind

- workers change jobs 12 – 15 times in the course of their lives
- the average person will have five or more career changes
- 20 – 25% of the workforce changes jobs in a given year
- your major or program may guide your career direction, but it should not limit it
- your first job will not be your last job!
- not all internships require credit, so there may be some you want to pursue even if you don’t get credit
- employers seldom guarantee that an internship will become a full-time job, but working hard will still be advantageous
Today’s job market

- Employers are being very cautious, but there are opportunities for new graduates who work the job search process.

- Searches are taking longer to conclude for both organizations and candidates.

- Being focused, but flexible, is vital to success.

- Networking, always an important tool in the internship and job search process, is even more important now.

- You need to learn the job/internship search process, work the process, and trust the process.
Six steps to an effective job or internship search

• assessing yourself: knowing what you want to do
• exploring careers: knowing where what you want to do is done in the world of work
• preparing your self-marketing materials: resumes, cover letters, portfolios, elevator pitches, wardrobe, etc.
• developing your job or internship search plan: identifying resources, strategies, and tactics
• implementing your job or internship plan: working your plan
• following through and following up: working your plan

To be successful in your efforts, you must complete all steps thoroughly!
Developing your job or internship search plan - overview

In today’s hyper-competitive market you MUST pursue both published and unpublished opportunities

- published (announced) opportunities

- unpublished (hidden) opportunities

- an estimated 80% of all jobs (and most probably internships) are found through some form of networking, so 80% of your time should be spent there
  - networking is critical to success for both published and unpublished opportunities
Published opportunities: sources and resources

- job and internship databases
  - General: monster.com, wetfeet.com
  - Geography, function, industry, or demographic-specific sites
  - College Central Network (CCN) – Morrisville
  - CCN – Morrisville, general, and specific databases relevant to Morrisville students are on “Job & Internship Search Databases” on the Career Services website

- print and on-line advertisements in newspapers, trade associations, LinkedIn, etc.
- postings from faculty
- job and internship career fairs
Published opportunities: CCN- Morrisville

- jobs and internships portal for Morrisville students

- Career Services webpage, “Jobs & Internship Resources”
  - click on “College Central Network” for instructions on registering for an account
  - three different databases: “Search for Opportunities Posted to My School”, “Search over 500,000 Jobs”, “Search over 25,000 Internships”
  - you do not need to upload a resume to the site apply
    - if you want to upload your resume for approved employers to review, you will need to have it reviewed by Career Services
  - use the job agent to be alerted of new jobs and internships matching your search criteria
Published opportunities: tactics and strategies

- check directly on the employer website to make sure the position is still open for opportunities found through other published sources
- for openings with no known deadline, submit your application as soon as you can compile a solid application
- tailor your cover letter and your resume, if applicable, for the specific position and employer
- reach out to your network to see if you can speak with any in or familiar with the employer for insight into the position and organization
- submit all of the requested documents
- follow up, follow up, follow up – before the deadline
Unpublished opportunities: sources and resources

- informational interviewing and networking
- direct approach (canvassing)
- volunteering
- paid or unpaid interning (for job search)
- temporary agencies
- headhunters or executive recruiters
Unpublished opportunities: tactics and strategies

**informational interviewing and networking**

- process involves soliciting information, guidance, strategies, feedback, etc., but NOT a job or internship itself

- networking has always been important in job and internship searches, but is even more so given the state of the economy

- learning this life skill at such an early point in your career development will benefit you in both the short- and long-run

- potential contacts: everyone you know, and anyone you meet!
Unpublished opportunities: tactics and strategies

**direct approach**

- involves reaching out to organizations you would like to work with when there is no advertised position that fits your profile

- you MUST be able to define the specific areas and ways in which you can contribute that you believe would be beneficial to the employer

- process generally requires a series of informational interviews with different individuals before an opportunity develops
  - persistent follow-through and follow-up is required
  - may result initially in a volunteer, unpaid, or short-term assignment before developing into a full-time position
Unpublished opportunities: tactics and strategies

volunteering, paid/unpaid internships, and temporary agencies

- aka “the longest interview” because employer really gets to see what you have to offer
- even if opportunity does not translate into employment, growing your network and experience can lead directly to it
- these types of opportunities are highly-competitive, so you have to make as thorough an effort as you would a permanent job or paid internship
Unpublished opportunities: tactics and strategies

*executive recruiters, aka “headhunters”*

- third-party service contracted by employer to find qualified candidates

- generally not a strong option for entry-level candidates except in high-demand and/or highly-specialized fields

- specialize by industry and/or function

- work on behalf of their client – the employer – not you
Following up and following through

- always follow up on your application
  - indicate in your cover letter or e-mail that you will follow up since then you obligate yourself to do so
  - employers see your follow up as an indication of your interest, initiative, and motivation

- always follow through on the advice provided by your contacts, and follow up to let them know you’ve done so
  - “closing the loop” is especially important if you are referred to speak with a contact’s contact

- be patient, but persistent – the recruiter or your contact may be working under a different schedule than you
Tips for success

- learn the job/internship search process, work the process, and trust the process
- look at your internship or job search as an additional class, and commit the required time to it
- identify as specifically as possible what you want to do, why you want to do it, and what you have to offer who
  - be focused, but flexible
- share your goals with everyone you know
- do not depend any one job or internship search method
- network, network, network, then network some more
- follow up, follow up, follow up
- partner with Career Services on your efforts
Partnering with Career Services

Career Services can assist you in:

- identifying your top strengths, values, and interests, and what type of positions might be your best fit
- learning more about potential career options
- preparing your self-marketing materials (resumes, cover letters, portfolios, elevator pitches, wardrobe, etc.)
- developing and implementing your job or internship search plan
- conducting effective informational interviews
- expanding and maintaining your network
- developing and implementing your job or internship plan
- negotiating and evaluating your job or internship offers
How to connect with Career Services

308 Whipple Administration Building (next to the Registrar)
315.684.6615 • robackba@morrisville.edu
www.morrisville.edu/careerplanning
read your e-mails!

Individual advising appointments daily:
call 315.684.6615 to schedule an appointment

Advising Express (10 – 15 minute sessions):
Tuesdays, 10:00 am to 12:00 pm
Wednesdays, 9:00 am to 11:00 am
Thursdays, 2:00 pm to 4:00 pm

Programs
see Career Services calendar on website