FINDING
JOB + INTERNSHIP
OPPORTUNITIES

LEARN HOW TO EFFECTIVELY SEARCH FOR POSITIONS

What makes a job search successful?

Many students think the best way to find opportunities is to continuously apply for many different jobs and internships over and over again. In reality, job and internship seekers should divide their time between:

60% networking with colleagues or potential employers

30% researching organizations

10% applying for opportunities

The job and internship search process is generally nonlinear and you may revisit these three steps multiple times during your search!

Schedule an appointment with your career coach today: **careers.college.indiana.edu**

THE COLLEGE OF ARTS + SCIENCES
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NETWORKING

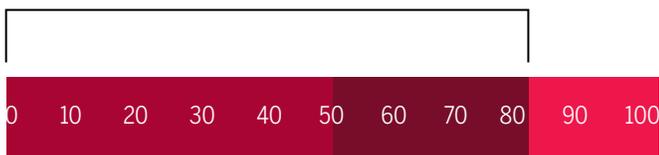## NETWORKING IS THE MOST IMPORTANT PART OF THE JOB SEARCH

What is networking?

Networking is a lifelong process of meeting people and making connections. Networking is not just about getting a job ... it can be much more. Your network can be comprised of professional friends and colleagues, former co-workers, and acquaintances you meet outside the workplace.

An example of networking in action:

Katherine is a senior Psychology major. She has been actively involved with Big Brothers Big Sisters (BBBS) as a mentor, but her long-term goal is to work for a community health organization. Alison, a professional staff member in the BBBS office, she discovered that Alison's husband is a psychiatrist at a mental health facility in town. After an informal introduction through Alison, Katherine was offered an internship with Alison's husband—a position that was created specifically for her! As you can see, Katherine's position at BBBS—and her connection to Alison—led to an opportunity that only networking could provide.

How are jobs filled?
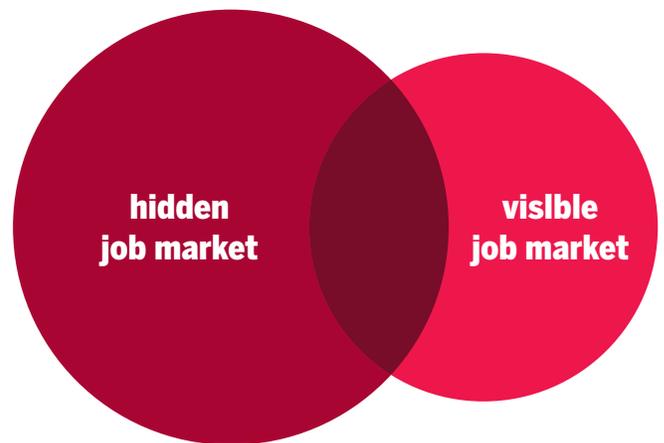
1. Hidden job market

Includes networking contacts, personal connections, and referrals.

It is estimated that **50 to 80%** of all jobs are filled this way.

2. Visible job market

Includes job postings on search engines, company websites, and social media.

It is estimated that only **20 to 50%** of all jobs are filled this way.

hidden job market

| 0 | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 |

visible job market

hidden job market

vislble job market

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RESEARCHING

RESEARCHING ORGANIZATIONS IS ANOTHER ESSENTIAL PART OF SUCCESSFULLY FINDING A JOB

Research is important for a number of reasons. Firstly, you want to make sure the organization is a good fit for your needs and experience. Secondly, organizations expect you to know all about them before you apply! Here are some suggested sites to get you started:

Official Company Websites

Most organizations have great information on their official websites. You can generally find mission statements, company statistics, current initiatives and other useful information.

Search Engines

Use search engines to look for recent articles about organizations of interest. Has the organization done anything newsworthy lately? It is important to be aware of both positive and negative news stories related to organizations.

Salary Listing Websites

It's a good idea to learn about average salaries in your industry and, if possible, your organization of interest. Sites such as O*Net Online (onetonline.org) have nationwide salary statistics and sites such as Glassdoor (glassdoor.com) have specific company statistics.

Informational Interviews

In addition to building your network, informational interviews can also help you learn about specific organizations. If you can find someone to interview in a company that posts a job you might be interested in, you can learn quite a bit more about the inner workings of the organization - and gain a contact within the company!

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APPLYING FOR JOBS

APPLYING FOR JOBS STRATEGICALLY IS ONE OF THE MOST IMPORTANT STEPS TO SECURING EMPLOYMENT AFTER GRADUATION

As you've already learned, simply applying for jobs without networking and researching won't get you results. Nor will you get results by applying for jobs on the wrong search engines and with the wrong resources.

Official Company Websites

Most organizations have a "career" or "employment" tab where they list openings within the company. If you have trouble finding the tab, you can sometimes look for the sitemap to find out where positions are posted.

Career Link

The Walter Center for Career Achievement has its own job board, called Career Link. You can search for hundreds of full-time jobs and internships across the country, as well as apply for on-campus interviews and see which employers are visiting campus.

Career Communities

The Walter Center for Career Achievement offers a number of Career Communities that allow students to engage with alumni, faculty, staff, and employers around specific industries. They communities can provide numerous internship and full-time opportunities.

LinkedIn

In addition to its networking resources, LinkedIn also features a large number of job postings from across the world. You can search by industry, location, or employer.

Walter Center for Career Achievement Website

The Walter Center for Career Achievement has many resources online to aid in your job search, including search engines, professional associations, and other helpful articles and resources.