

How to Navigate the Job or Internship Search Process

1) Set reasonable expectations and plan ahead

- It takes on average 3-6 months to find a job- start early, be patient and persistent

2) Identify Target Employers

- Don't rely only on searching job listings- be proactive to see where you would love to work
- Example Resources
 - [CareerOneStop](#) – Search by industry, business name or occupation and region
 - [Business Journals Local Business Directories](#) – Directory for over 43 metro areas
 - [LinkedIn](#)
 - [GlassDoor 2018 Best Places to Work](#)
 - [Idealist.org](#) – non-profits
 - [Companies by Industry](#)
 - Top companies for [diversity](#)
 - Identify top employers in your industry by networking

3) Research Your Target List

- Identify who in your network can help you get connected to your target employers and begin reaching out for informational interviews to learn about company culture and tips for navigating the job search at that company
- [LinkedIn](#)
- [Glassdoor](#) – company reviews, interview information, salary information
- Subscribe to industry news at [Smartbrief.com](#)
- Salary information
 - [Indeed.com/salaries](#)
 - [Job Search Intelligence](#)
 - [Salary.Com](#)
 - [Onet.org](#)

4) Develop your messaging

- Refine your [elevator pitch](#) to use when connecting with people to get introduced to your target companies.
- See tips on how to prepare for and effectively conduct [an informational interview](#)

5) Tailor and proofread your job search materials

- Make sure you have strong, tailored versions of your resume and cover letter and that your LinkedIn profile is strong

6) Confirm and communicate with your references

- Identify 3 references and request permission to use them for your job search. Keep them informed of your progress. If you are a finalist in a search and the company has asked for references, share that information along with key application materials with each person so that they are prepared to represent you well

7) Submit applications

- It can be helpful to set a goal to hold yourself accountable. Reserve 1-2 hours a day (or whatever is possible with your schedule) to check out job boards and apply to new openings. You typically have a higher chance of having your application reviewed if you apply soon after (within a few days) of a job being posted. Job posting websites vary by industry (see separate handout for example job sites by industry), here are some example more general job sites:
 - Indeed.com
 - LinkedIn.com (see students.linkedin.com for student specific jobs)
 - Simplyhired.com
 - Snagajob.com
 - Dice.com
 - Usajobs.gov
 - Idealist.org (for non-profits)
 - Elevatedcareers.com
 - Careerbuilder.com
 - Craigslist.com
 - Simplyhired.com
 - Internship specific sites:
 - Internmatch.com
 - Internships.com

8) Track the progress of your applications

- Use our sample template or download an app like <https://huntr.co/> to track the status of your applications