

FIND A JOB OR INTERNSHIP

Internship and Career Center
South Hall, 2nd Floor | 530.752.2855 | icc.ucdavis.edu

WORKSHOP OVERVIEW



PLANNING YOUR SEARCH

MULTI-PART APPROACH TO JOB/INTERNSHIP SEARCH

- PLUS SUPPLEMENTAL APPROACHES

OPTIONS TO FORMALIZE AN INTERNSHIP

JOB/INTERNSHIP SEARCH TIPS

PLANNING YOUR SEARCH



SELF-AWARENESS + **OCCUPATIONAL AWARENESS** = **INFORMED CAREER DECISION-MAKING**
(KNOWLEDGE OF YOUR INTERESTS, VALUES, SKILLS, PERSONALITY)

Meet with an ICC advisor to discuss career exploration

INCREASE OCCUPATIONAL AWARENESS – RESEARCH CAREERS



OCCUPATIONAL OUTLOOK HANDBOOK
([BLS.GOV/OOH](https://www.bls.gov/oooh))

O*NET ONLINE
([ONETONLINE.ORG](https://www.onetonline.org))

CALIFORNIA CAREER ZONE
([CACAREERZONE.ORG](https://www.cacareerzone.org))

GOOGLE “JOBS FOR _____ MAJORS”

GAIN EXPERIENCE

IT'S IMPORTANT TO GAIN EXPERIENCE OUTSIDE OF ACADEMICS TO BE COMPETITIVE FOR A CAREER POSITION!

WHAT ARE SOME WAYS YOU CAN GAIN EXPERIENCE?

- Internships
- Student jobs
- Volunteering
- Leadership
- Campus organizations

- Center for Student Involvement: csi.ucdavis.edu

INTERNSHIP AT UC DAVIS DEFINED



- Working-learning experience that supports:
 - Career exploration
 - Academic/career goals
 - Skills development
 - Building a network
- Supervised & evaluated by professional
- Vary from 4 to 40 hours per week
- May range from 10 weeks to 12 months
- Voluntary or paid

TYPICAL TIMEFRAME FOR THE JOB/INTERNSHIP SEARCH



HOW LONG DOES IT *REALLY* TAKE
TO FIND & SECURE...

AN INTERNSHIP?

TYPICALLY 3 MONTHS

(BUT SOME EMPLOYERS RECRUIT A
YEAR IN ADVANCE)

A CAREER POSITION?

3-9 MONTHS

MULTI-PART APPROACH



JOB BOARDS



**TARGET
COMPANY
WEBPAGES**



NETWORKING



**SELF-DEVELOP
(INTERNSHIPS)**

PART 1: JOB BOARDS



PATH OF LEAST RESISTANCE

- *But* more competition

NOT ALL COMPANIES USE THEM

- Sometimes cost associated with them
- May not post entry-level jobs

A SAMPLING OF JOB/INTERNSHIP BOARDS

- HANDSHAKE
- LINKEDIN
- COLLEGEGRAD.COM
- INDEED
- IDEALIST.ORG
- CRAIGSLIST (USE WITH CAUTION)
- GOOGLE "JOBS/INTERNSHIPS IN
-----"
- INDUSTRY-SPECIFIC JOB BOARDS
 - EXAMPLES: ECOJOBS.COM,
AGCAREERS.COM
- GOVERNMENT
 - USAJOBS.GOV, JOBS.CA.GOV



PAID STUDENT JOB BOARDS

- HANDSHAKE
 - Use the search term “STDT”
- ASUCD:
<https://asucd.ucdavis.edu/>
- UNIVERSITY ENTERPRISES, INC. (UEI): www.ueijobs.com
 - Open to UC Davis students



HANDSHAKE



FEATURES PAID AND UNPAID, ON- AND OFF-CAMPUS OPPORTUNITIES

(Internships, student jobs, work study positions, career-level jobs)

PERSONALIZE YOUR JOB SEARCH

Handshake uses data intelligence to recommend jobs/internships just for you

NETWORKING TOOL

Network with peers and connect with employers

PART 2:

TARGET COMPANY WEBPAGES



**SOME COMPANIES ONLY POST
JOBS/ INTERNSHIPS ON THEIR OWN
WEBSITES**

TO FIND JOBS/INTERNSHIPS ON
COMPANY WEBSITES:

1. Find employers for individuals in your field
2. Locate opportunities on employers' company websites

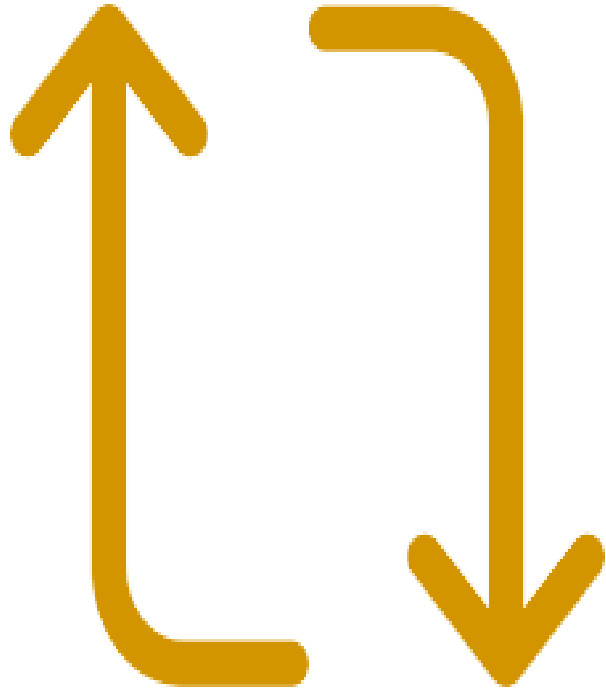
TARGETING COMPANY WEBPAGES - STEP 1

FIND EMPLOYERS FOR INDIVIDUALS IN YOUR FIELD:

- Search by geographical region
 - e.g., Google “Marketing firms Sacramento”
 - Refer to Chamber of Commerce directories
 - Yelp
- Google “_____ professional association”
- LinkedIn
- Reverse job search

Make a spreadsheet with list of target companies & check weekly!

REVERSE JOB SEARCH



1. **SEARCH FOR JOB TITLE** (e.g., Google “editor jobs in Sacramento” or search for job title in job board)
2. **IDENTIFY WHAT COMPANIES HIRE FOR THIS POSITION.** If you qualify for a current posting, apply! If not, move on to step 3.
3. **GO TO COMPANY WEBSITE TO SEE IF THEY HAVE RELATED ENTRY-LEVEL POSITIONS OR INTERNSHIPS**

TARGETING COMPANY WEBPAGES - STEP 2

LOCATE OPPORTUNITIES ON EMPLOYERS' COMPANY WEBSITES

Look for these keywords on company websites:

- Careers
- Human Resources
- Employment Opportunities
- About us
- Contact us

TARGETING COMPANY WEBPAGES - STEP 2

SerDes Circuit Design Engineer	Hardware Engineering	Austin	Jun. 11, 2018
Senior Consolidations Analyst	Finance	Austin	Oct. 2, 2018
Senior Developer	Information Systems and Technology	Austin	Oct. 5, 2018
Finance Project Team Manager	Finance	Austin	Aug. 16, 2018
Internal Auditor	Finance		
Data Scientist	Operations		
Linux System Administrator - SRE	Hardware Engineering		
Internal Audit Manager	Finance		
Reporting Analyst	Finance		

Job search results listed in a table by job title, job

Showing 41-60 of 600+ [Previous](#) [Next](#)

[a profile](#)

Aim for entry-level positions to help you develop your skills for the management position later

PART 3:

NETWORKING



80%

OF JOBS ARE NOT ADVERTISED!

NETWORKING IS A CRUCIAL PART OF
THE JOB SEARCH PROCESS

Check out the ICC's [Hack the Hidden Job Market](#) Workshop

WAYS TO NETWORK



- CONNECT WITH CURRENT NETWORK
 - family, friends, advisors, etc.
- INFORMATIONAL INTERVIEWS
- PROFESSIONAL ASSOCIATIONS
- CAREER FAIRS
- EMPLOYER INFORMATION SESSIONS
- EVENTS OR MIXERS
 - Career Chats, “Careers in” panels, etc.
- ONLINE
 - Meetup.com, LinkedIn, Handshake

CAREER FAIRS



- Opportunity to network & get face time with company representatives
- Venue for recruiters to consider students and alumni for internships, jobs & career positions
- Throughout academic year

Check out the ICC's **Prepare for the Fair** Workshop

PART 4:

SELF-DEVELOP (INTERNSHIPS)



REACH OUT TO SOMEONE WORKING IN THE AREA YOU ARE INTERESTED IN TO:

- Express your interest in the field
- Ask if this employer/individual would be willing to take on an intern

SELF-DEVELOP (INTERNSHIPS)

“Hello. I’m name and I am a student at UC Davis majoring in major. I am very interested in getting into the field of field. I found you on LinkedIn, company website, etc. and I admire your background and what your company is doing. I would love to be involved and I was wondering if you might be **willing** to take on an intern for the quarter, year.”



This approach is useful for finding research opportunities on campus that are not posted. Change to “willing to take on a research assistant.” Make sure you know the faculty’s research well. Be politely persistent.

BE PREPARED

TO EXPLAIN THIS PROCESS



IF THEY ASK “**WHAT IS INVOLVED/REQUIRED?**”

- 4 hours a week for 10 weeks (40 hours minimum)
- Related to career/educational goals
- Supervised by a professional
- 80/20 rule
- Optional: academic credit or transcript notation

IF THEY SAY “**NO**”

- Thank them for their time
- Ask if there is anyone they might refer you to that may be willing/able to take on an intern

FORMALIZE AN INTERNSHIP

You have the following options for ANY internship...

But when self-developing an internship, these options can create a connection between the university & employer!

TRANSCRIPT NOTATION (TN)

- Internship title, organization & quarter noted on transcript
- Minimum of 40 hours per quarter
- Complete online paperwork (through Handshake)

ACADEMIC CREDIT

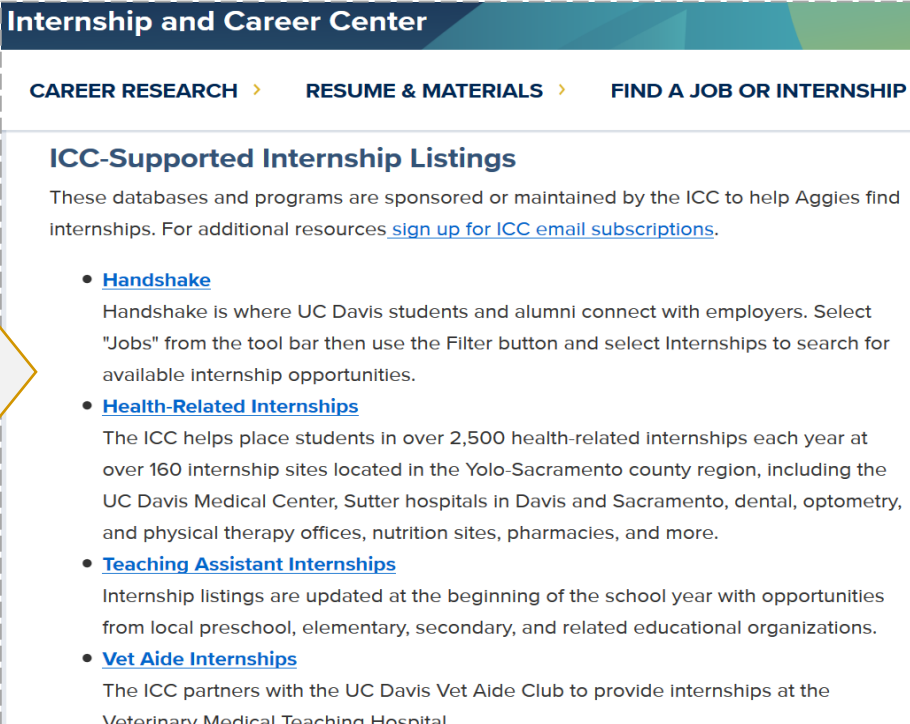
- Faculty sponsor required

PAY

- Unlikely when self-developing an internship

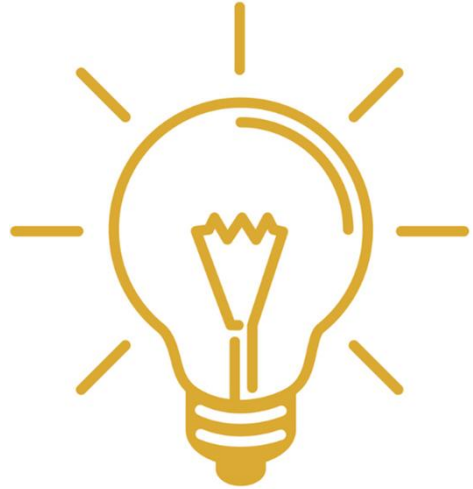
SUPPLEMENTAL APPROACHES (OUTSIDE OF THE MULTI-PART APPROACH)

- Join ICC email listserv(s)
- Community Service Resource Renter
(<https://icc-apps.Ucdavis.Edu/find/volunteer/list.Htm>)
- Special internship programs
(<https://icc.ucdavis.edu/find/internships/find>)
- Temporary work
 - [Manpower.com](https://www.manpower.com)
 - [Adecco: Adeccousa.com](https://www.aedecco.com)
- Self employment



The screenshot shows the 'Internship and Career Center' website. At the top, there are navigation links: 'CAREER RESEARCH', 'RESUME & MATERIALS', and 'FIND A JOB OR INTERNSHIP'. Below this is a section titled 'ICC-Supported Internship Listings'. The text states: 'These databases and programs are sponsored or maintained by the ICC to help Aggies find internships. For additional resources [sign up for ICC email subscriptions](#).' There are four bullet points: 1. 'Handshake' - 'Handshake is where UC Davis students and alumni connect with employers. Select "Jobs" from the tool bar then use the Filter button and select Internships to search for available internship opportunities.' 2. 'Health-Related Internships' - 'The ICC helps place students in over 2,500 health-related internships each year at over 160 internship sites located in the Yolo-Sacramento county region, including the UC Davis Medical Center, Sutter hospitals in Davis and Sacramento, dental, optometry, and physical therapy offices, nutrition sites, pharmacies, and more.' 3. 'Teaching Assistant Internships' - 'Internship listings are updated at the beginning of the school year with opportunities from local preschool, elementary, secondary, and related educational organizations.' 4. 'Vet Aide Internships' - 'The ICC partners with the UC Davis Vet Aide Club to provide internships at the Veterinary Medical Teaching Hospital.'

JOB/INTERNSHIP SEARCH TIPS



- SET S.M.A.R.T GOALS
- CAST A WIDE NET
- ORGANIZE YOUR JOB/INTERNSHIP SEARCH
- PREPARE YOUR JOB SEARCH TOOLKIT
- INCORPORATE SELF-CARE

SET GOALS THAT ARE...

S M A R T

SPECIFIC | MEASUREABLE | ATTAINABLE | RELEVANT | TIME-BOUND

EXAMPLES OF S.M.A.R.T. GOALS:

- Apply for 4 marketing-related jobs a week
- Network with 2 contacts a month in person or via phone

CAST A WIDE NET

**INCREASE THE ODDS OF A SUCCESSFUL
JOB/INTERNSHIP SEARCH BY APPLYING TO MANY
OPPORTUNITIES**

BUT STRIKE A BALANCE BETWEEN...

- ENOUGH & TOO MUCH
 - Expect 15 rejections for every 1 yes
 - Maintain quality of application materials
- OVERLY SELECTIVE & DIRECTIONLESS
 - Still be intentional, while keeping an open mind



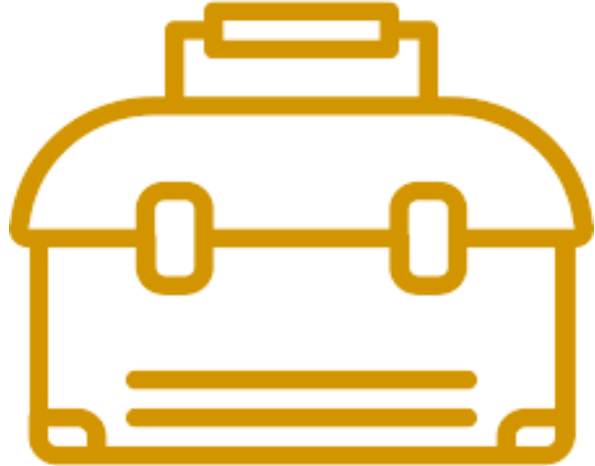
GET ORGANIZED!

**CREATE & UTILIZE
JOB/INTERNSHIP
SEARCH LOG
TO STAY ORGANIZED
THROUGHOUT YOUR
SEARCH
(TAILOR DOCUMENT
TO FIT YOUR NEEDS)**

Company/ Department	Position Title	Date Applied	Application Process (call/email/ in person)	Contact Name	Date of Follow-up	Method of Follow Up (call/email/in person)	Outcome

PREPARE YOUR TOOLKIT

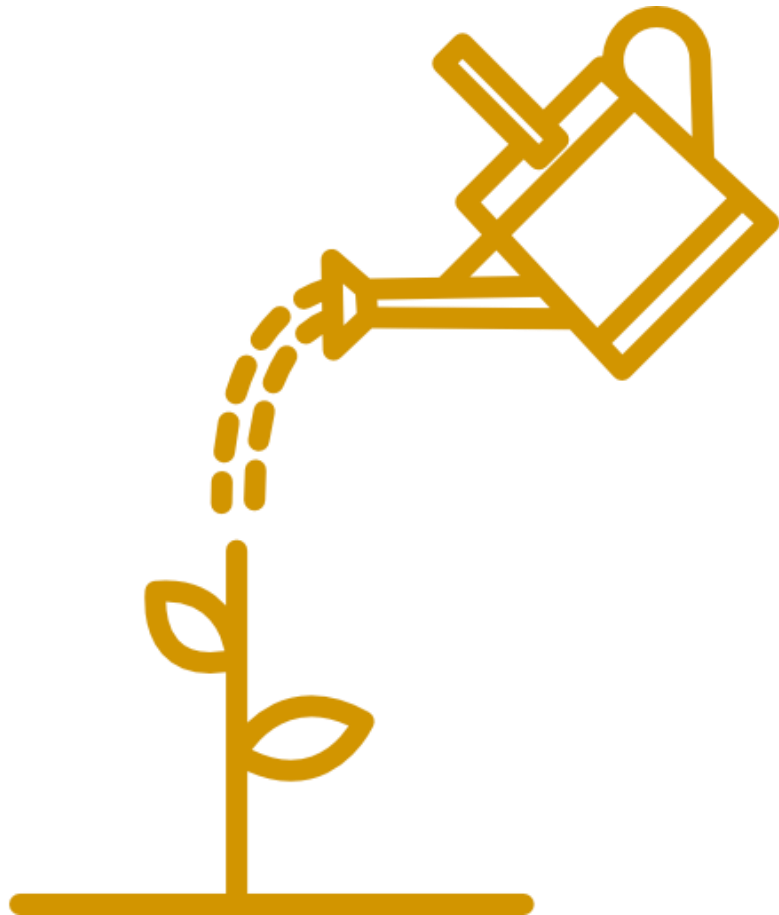
FOR THE JOB/INTERNSHIP SEARCH



- Resume
- Cover letter
- References list
- Copies of job postings + any corresponding application materials submitted
 - Refer to when preparing for interview
 - Provide this to your references
- And more...

Check out the ICC's **Resume Basics** and **Cover Letters & Professional Correspondence** Workshops

INCORPORATE SELF-CARE



TREAT YOUR JOB SEARCH LIKE A JOB.

Spend at least 30 hours a week, but give yourself lunches, breaks & weekends!

YOU MAY EXPERIENCE REJECTION.

This is part of the process. Be kind to yourself, learn & grow from it!



THANK YOU

Drop-In Advising (10-15 minute sessions)
Check website for hours

30 Minute Appointments
Schedule online:

<https://ucdavis.joinhandshake.com/login>

Call 530.752.2855
Visit us on the 2nd floor of South Hall
icc.ucdavis.edu