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

Meet with an ICC advisor to discuss career exploration
INCREASE OCCUPATIONAL AWARENESS – RESEARCH CAREERS

OCCUPATIONAL OUTLOOK HANDBOOK (BLS.GOV/OOH)

O*NET ONLINE (ONETONLINE.ORG)

CALIFORNIA CAREER ZONE (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**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Department</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SerDes Circuit Design Engineer</td>
<td>Hardware Engineering</td>
<td>Austin</td>
<td>Jun. 11, 2018</td>
</tr>
<tr>
<td>Senior Consolidations Analyst</td>
<td>Finance</td>
<td>Austin</td>
<td>Oct. 2, 2018</td>
</tr>
<tr>
<td>Senior Developer</td>
<td>Information Systems and Technology</td>
<td>Austin</td>
<td>Oct. 5, 2018</td>
</tr>
<tr>
<td>Finance Project Team Manager</td>
<td>Finance</td>
<td>Austin</td>
<td>Aug. 16, 2018</td>
</tr>
<tr>
<td><strong>Internal Auditor</strong></td>
<td>Finance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Scientist</td>
<td>Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linux System Administrator - SRE</td>
<td>Hardware Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal Audit Manager</td>
<td>Finance</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reporting Analyst</strong></td>
<td>Finance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
“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
  - Adecco: Adeccousa.com

▪ Self employment
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...

SMART

SPECIFIC | MEASURABLE | 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)

<table>
<thead>
<tr>
<th>Company/Department</th>
<th>Position Title</th>
<th>Date Applied</th>
<th>Application Process (call/email/in person)</th>
<th>Contact Name</th>
<th>Date of Follow-up</th>
<th>Method of Follow Up (call/email/in person)</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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