HIRE ME! ACADEMY

OVERVIEW:

Two-day intensive series geared toward supporting Aggies in becoming job search pros

Aggies are welcome to attend all Hire Me! Academy workshops/events/sessions, or simply pick and choose

UCDAVIS
INTERNSHIP AND CAREER CENTER
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TO MORROW, JUNE 17

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LAUNCH AN EFFECTIVE JOB SEARCH

HIRE ME! ACADEMY

530.752.2855 | icc.ucdavis.edu | South Hall
HOUSEKEEPING

Turn off video & mute audio

Check in! Ensure your name is displayed with your first & last name

Utilize chat feature to ask questions/leave comments

Complete workshop survey

Workshop slides will be uploaded to http://icc.ucdavis.edu/hire-me-academy.htm
WORKSHOP OVERVIEW

JOB SEARCH REALITIES

PLANNING YOUR SEARCH

MULTI-PART APPROACH TO THE JOB SEARCH

- PLUS SUPPLEMENTAL APPROACHES

JOB SEARCH TIPS

UC DAVIS INTERNSHIP AND CAREER CENTER
## JOB SEARCH REALITIES & WHAT THIS MEANS FOR JOB SEEKERS

<table>
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<tr>
<th>Reality</th>
<th>Advice</th>
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<tr>
<td>On average, it can take up to 6-9 months to find and secure a job.</td>
<td>Keep in mind this typical timeframe and plan your job search accordingly.</td>
</tr>
<tr>
<td>A majority of open positions are never advertised.</td>
<td>Network, network, network! (More on this later)</td>
</tr>
<tr>
<td>It's a numbers game.</td>
<td>Cast a wide net (More on this later).</td>
</tr>
<tr>
<td>Your plan A may or may not work out.</td>
<td>Have a plan B that you can pursue in the short term if plan A doesn’t work. Having a plan B can ease anxiety.</td>
</tr>
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<td>Your first job out of college may or may not be your perfect job.</td>
<td>If you can’t find the perfect job, find an imperfect job with career-building or networking opportunities.</td>
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PLANNING YOUR SEARCH

SELF-AWARENESS

+ 

OCCUPATIONAL AWARENESS

= 

INFORMED CAREER DECISION-MAKING
KNOW THYSELF

YOUR VALUES, INTERESTS, SKILLS?

YOUR PRIORITIES & NEEDS?
- Career goal(s)
- Work environment
- Location
- Housing/Cost of living
- Salary
- Support
- Timeline
- Further education
KNOW THE WORLD OF WORK

CAREER RESEARCH RESOURCES:
- OCCUPATIONAL OUTLOOK HANDBOOK (BLS.GOV/OOH)
- O*NET ONLINE (ONETONLINE.ORG)
- CALIFORNIA CAREER ZONE (CACAREERZONE.ORG)

INFORMATIONAL INTERVIEWS

JOB SHADOWS

WORK EXPERIENCE
MULTI-PART APPROACH TO THE JOB SEARCH

- JOB BOARDS
- TARGET COMPANY WEBPAGES
- NETWORKING
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

WHAT ARE SOME JOB BOARDS YOU KNOW OF?
A SAMPLING OF JOB BOARDS

- HANDSHAKE
- LINKEDIN
- COLLEGEGRAD.COM
- INDEED
- IDEALIST.ORG
- CRAIGSLIST (USE WITH CAUTION)
- GOOGLE “JOBS IN ______”
- INDUSTRY-SPECIFIC JOB BOARDS
  - EXAMPLES: ECOJOBS.COM, AGCAREERS.COM
- GOVERNMENT
  - USAJOBS.GOV, JOBS.CA.GOV
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
CHECK OUT HANDSHAKE

https://ucdavis.joinhandshake.com/login
TIP: Complete your Handshake profile as much as possible. This is how the platform will match you to opportunities most related to your career interest(s), major(s), skillset, and more!
Remote/Virtual Work

On job boards – filter for “remote”, “virtual”, “work from home” keyword these into the search bar or filters

https://learn.joinhandshake.com/students/category/get-hired-remotely/

Note: Not all jobs will have remote work such the finance industry for security reasons.
PART 2: TARGET COMPANY WEBPAGES

SOME COMPANIES ONLY POST JOBS ON THEIR OWN WEBSITES

TO FIND JOBS 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!
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**
LOCATE OPPORTUNITIES ON EMPLOYERS’ COMPANY WEBSITES

Look for these keywords on company websites:
- Careers
- Human Resources
- Employment Opportunities
- About us
- Contact us
TARGETING COMPANY WEBSITES

STEP 2

Aim for entry-level positions to help you develop your skills for management positions later
PART 3: NETWORKING

80% OF JOBS ARE NOT ADVERTISED!

Networking is a crucial part of the job search process.
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

For more on networking, check out Hire Me Academy’s “Hacking the Hidden Job Market” workshop!
SUPPLEMENTAL APPROACHES
(OUTSIDE OF THE MULTI-PART APPROACH)

- Join ICC email listserv(s)
- Temporary work
  - Manpower.com
  - Adecco: Adeccousa.com
- Self employment
JOB SEARCH TIPS

- Set S.M.A.R.T Goals
- Cast a Wide Net
- Organize Your Job 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 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 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>
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PREPARE YOUR TOOLKIT FOR THE JOB 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…
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!
ANY QUESTIONS?

Workshop Survey
Tell us how we did at https://ucdavis.co1.qualtrics.com/jfe/form/SV_1TGTLWurnalcnNYN

For this PowerPoint
Visit: http://icc.ucdavis.edu/hire-me-academy.htm

Stay Connected
UC Davis Internship and Career Center

Appointments with Career Advisors available:
Visit https://ucdavis.joinhandshake.com/login
Join us for the next Hire Me! Academy workshop.

All workshops/sessions in Zoom.

RSVP in Handshake to reserve a spot & receive Zoom meeting details.

See you at the next one!

**TODAY, JUNE 16**

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