HIRE ME! ACADEMY OVERVIEW:

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

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

All workshops/sessions in Zoom

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

TODAY, JUNE 15

9:00 AM  LAUNCH AN EFFECTIVE JOB SEARCH
10:10 AM  GET YOUR RESUME NOTICED
11:20 AM  KEYS TO WRITING A WINNING COVER LETTER
1:20 PM  HACKING THE HIDDEN JOB MARKET
2:30-4:00 PM  RESUME & COVER LETTER REVIEW

TOMORROW, JUNE 16

9:00 AM  ACE THE INTERVIEW
10:10 AM  VIDEO INTERVIEW IN ACTION!
11:20 AM  NEGOTIATING AN OFFER
1:20 PM  ASK A RECRUITER PANEL
2:30-4:00 PM  LINKEDIN: MAXIMIZE YOUR JOB SEARCH
HACKING THE HIDDEN JOB MARKET
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

HIDDEN JOB MARKET DEFINED

THREE HACKS

▪ IDENTIFY PROFESSIONALS TO TALK TO
▪ ASK PROFESSIONALS QUESTIONS
▪ GET YOUR FOOT IN THE DOOR

LINKEDIN

▪ OVERVIEW & DEMO
80% of jobs are not advertised! Companies rely on their network.
HACK 1:
IDENTIFY PROFESSIONALS TO TALK TO (NETWORKING)

WHAT IS NETWORKING?
NETWORKING

- Establishing mutually beneficial relationships with people in your areas of interest
- Talking to people and building sincere relationships
- An opportunity to learn more about a profession
- Getting advice & referrals
- A way of life
WHY NETWORK

▪ HELPS CLARIFY CAREER GOALS

▪ INTRODUCES YOU TO POSSIBLE MENTORS

▪ COMPANIES RELY ON THEIR NETWORK TO FIND CANDIDATES
IDENTIFY YOUR NETWORK

WHO IS PART OF YOUR NETWORK?

- Family & friends
- Campus contacts (e.g., faculty, staff, alumni)
- Peers (e.g., classmates)
- Supervisors & coworkers from jobs/internships
- Contacts from clubs, activities, or other organizations (e.g., professional, faith-based, etc.)
EXPAND YOUR NETWORK

- CONTACT UC DAVIS STAFF & FACULTY
- ATTEND CAREER FAIRS
- JOIN CAMPUS ORGANIZATIONS OR PROFESSIONAL ASSOCIATIONS
- UTILIZE LINKEDIN & HANDSHAKE
THE ELEVATOR PITCH
– A KEY NETWORKING TOOL

▪ Introduce yourself
▪ Briefly state your professional goal(s)
▪ Describe relevant experiences and skills

Refer to page 9 in ICC’s Career Resource Manual for elevator pitch template: https://icc.ucdavis.edu/services/crm
HACK 2: ASK PROFESSIONALS QUESTIONS (INFORMATIONAL INTERVIEWS)
INFORMATIONAL INTERVIEWS

- Strategic **face-to-face** interaction with professionals in your field(s) of interest
- **15-20 minute** meeting where you ask questions about the contact’s experiences, career field & the company
- **Most contacts will be happy to help!** They get to talk about themselves for 20 minutes!
- Email, call or use LinkedIn to attempt to set up the meeting
INFORMATIONAL INTERVIEWS

INFORMATIONAL INTERVIEWS ALLOW YOU TO...

▪ Explore careers & identify goals

▪ Access the most up-to-date information related to a career path

▪ Expand your professional network

▪ Build professional social skills & confidence for job interviews
INFORMATIONAL INTERVIEW

EMAIL REQUEST

▪ State how you heard about the person
▪ Introduce yourself
  - Include your education, skills, experience, enthusiasm, and/or personal qualities
▪ Request a meeting
▪ Describe a follow up & timeframe
INFORMATIONAL INTERVIEW

PHONE REQUEST

▪ Follow same format as email request

▪ Make it clear that you are not requesting a job

▪ May need to get past the “gatekeeper”

▪ Stand out from the crowd by picking up the phone & calling!
INFORMATIONAL INTERVIEW

SAMPLE QUESTIONS

Refer to page 7 in ICC’s Career Resource Manual for sample questions: https://icc.ucdavis.edu/services/crm

Tailor your questions to organizations & industry

Two most important questions:
• May I stay in touch with you?
• Can you recommend one or two other people I could speak to for further insight on the field?
MAXIMIZE
YOUR CURRENT NETWORK

▪ Identify & connect with your existing network

▪ May take a more casual approach:
  - Ask them how they are doing first!
  - Explain what you are looking for
  - Ask for contacts
HACK 3:
GET YOUR FOOT IN THE DOOR
GET YOUR FOOT IN THE DOOR

ENGAGE IN INTERNSHIPS AS ENTRY INTO THE NETWORK

VOLUNTEER FOR ONE-TIME & LONG-TERM PROJECTS

SHADOW PROFESSIONALS FOR A DAY

PARTicipate IN CAREER TREKS

APPLY FOR SHORT-TERM/CONTRACT JOBS
REVIEW & REMINDERS

HACK #1: IDENTIFY PEOPLE TO TALK TO
HACK #2: ASK PROFESSIONALS QUESTIONS
HACK #3: GET YOUR FOOT IN THE DOOR

- Be patient! This takes time!
- Have your marketing materials ready
- Ask for additional contacts
- Stay in touch
LINKEDIN

▪ Web-based professional networking tool
▪ Find individuals you may not have access to otherwise
  - More than 610 million users!
▪ Some companies recruit exclusively with LinkedIn
▪ Search for jobs or internships

CONNECT WITH THE ICC ON LINKEDIN!
CHECK OUT THIS LINKEDIN PROFILE CHECKLIST: https://university.linkedin.com/content/dam/university/global/en_US/site/pdf/LinkedIn_Sample_Profile_on esheet-David.pdf
IDENTIFY PROFESSIONALS TO CONNECT WITH

SEARCH BY PEOPLE
IDENTIFY PROFESSIONALS TO CONNECT WITH
SEARCH BY COMPANY
IDENTIFY PROFESSIONALS TO CONNECT WITH

SEARCH BY ALUMNI
Hello, I’m Max Mustang. I am a junior majoring in Biology at UC Davis. I’m interested in learning more about careers in biological sciences. The work you have done in this field stood out to me. I was hoping we could connect on LinkedIn. Thank you.
LinkedIn Resources

LinkedIn Help:
https://www.linkedin.com/help/linkedin

LinkedIn Tips for Students:
https://university.linkedin.com/linkedin-for-students
ANY QUESTIONS?

Workshop Survey
Tell us how we did at
https://ucdavis.co1.qualtrics.com/jfe/form/SV_29vtFKeX0zw3Z4i

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** session.

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**See you at the next one!**

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