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
# Hire Me! Academy Overview:

All workshops/sessions in Zoom

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

## Today, June 15

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
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<tbody>
<tr>
<td>9:00 AM</td>
<td>Launch an Effective Job Search</td>
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## Tomorrow, June 16

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<tr>
<td>9:00 AM</td>
<td>Ace the Interview</td>
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<td>Video Interview in Action!</td>
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<td>Negotiating an Offer</td>
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<td>1:20 PM</td>
<td>Ask a Recruiter Panel</td>
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<tr>
<td>2:30-3:30 PM</td>
<td>LinkedIn: Maximizing Your Job Search</td>
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</table>
LAUNCH AN EFFECTIVE JOB SEARCH DURING A PANDEMIC AND BEYOND
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
## JOB SEARCH REALITIES & WHAT THIS MEANS FOR JOB SEEKERS

<table>
<thead>
<tr>
<th>On Average, It Can Take Up to 6-9 Months to Find and Secure a Job.</th>
<th>Keep in mind this typical timeframe and plan your job search accordingly.</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<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>
</tr>
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</table>
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
**SEARCH HANDSHAKE**

**TIP**: Complete your Handshake profile as much as possible, and save job searches. 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 occupations can be remote due to the nature of the work.
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!
REVERSE JOB SEARCH

• **SEARCH FOR JOB TITLE** (e.g., Google “editor jobs in Sacramento” or search for job title in job board)

• **IDENTIFY WHAT COMPANIES HIRE FOR THIS POSITION.** If you qualify for a current posting, apply! If not, move on to step 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
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 newsletters
- Temporary work
  - Manpower.com
  - Adecco: Adeccousa.com
- Self employment
PANDEMIC CONSIDERATIONS

Being mindful of the current economic climate and the impact on job searching

- Flexibility & Adaptability (pivot)
- Awareness on industry trends
- Persistence
- Recognize what we can and cannot change
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...

S M A R T

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>
<th>Outcome</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_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 workshop.

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**See you at the next one!**

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