HOW TO SEARCH FOR INTERNSHIPS AND JOBS

Whether you are seeking an internship to gain career-related experience before graduation or searching for a professional job for after graduation, a job search requires considerable planning. To prepare for your job or internship search, we recommend several steps:

Assess what you want and develop a focus for your job search.
- Evaluate your skills, interests, values, competencies, background...
- What motivates you? What type of experience interests you?
- What types of skills would you like to use and develop?
- What do you want from an internship or career job?

Consider your interests, skills and career goals when conducting your job search.
- Prepare well-written resumes and cover letters.
- Develop your introduction and polish your interviewing skills.
- Network and continue to expand your professional network.
- Research employers, participate in campus interviewing and attend career fairs.
- Identify resources to help you find potential employers you can contact directly.

Set your job search strategies in motion and keep searching until you reach your goal.
- Research all the employers of interest to you. Prioritize your list of employers to target. Pick out your top 25 organizations. Identify open jobs and apply. If your top choices do not pan out, move down your list to your next 25 potential employers.

- Keep your search organized. Keep notes on your employer research. Track each job you apply to and keep copies of your submitted resumes and applications.

- Maintain a professional social media presence appropriate for any employer to view.

- Proofread your resume carefully and write a specific letter for each job by highlighting your qualifications. Have your materials critiqued by others. Target specific positions.

- Learn to interview well. Strategize about what you will say. Practice in a mock interview. Dress professionally. Send thank-you letters. Follow up with employers after interviews.

- Evaluate offers and make informed decisions about an organization and a job offer.

- Obtain assistance from Career Services. Searching for internships and jobs can be challenging. We provide job search resources and offer career counseling to help you assess your career issues and develop strategies for accomplishing your career goals.

- All services, resources and events are described online: http://www.career.arizona.edu/
DETERMINE WHAT YOU WANT

Begin by reviewing your interests, skills and values. Career Services provides extensive online resources with information on occupations, majors related to careers, salary data, interviewing guidelines, resume examples and guidelines, graduate schools, internships, jobs, and labor market forecasts.

- **CareerBeam** provides career information and assessments with a database of millions of companies: [http://www.career.arizona.edu/webresources/online-resources/careerbeam](http://www.career.arizona.edu/webresources/online-resources/careerbeam)

- **Arizona Career Information System** (AzCIS) has occupational profiles and career assessments: [http://www.career.arizona.edu/webresources/online-resources/arizona-career-information-system](http://www.career.arizona.edu/webresources/online-resources/arizona-career-information-system)

- **What Can I Do With This Major/Degree?** lists career information related to academic majors with career development strategies for each academic focus and career related options: [http://www.career.arizona.edu/webresources/career-major-exploration-resources/what-can-i-do-with-this-major-degree](http://www.career.arizona.edu/webresources/career-major-exploration-resources/what-can-i-do-with-this-major-degree)

- **Ferguson’s Career Guidance Center** provides career profiles for 3300 occupations and 94 industries: [http://www.career.arizona.edu/webresources/online-resources/ferguson's-career-guidance-center](http://www.career.arizona.edu/webresources/online-resources/ferguson's-career-guidance-center)


- **Campus and Community Involvement** provides opportunities for professional connections and skill development through academic programs, student clubs, student government, and leadership programs:
  - Campus involvement opportunities: [http://www.arizona.edu/getting-involved](http://www.arizona.edu/getting-involved)
  - ASUA Student Government: [http://asua.arizona.edu/ASUASite/ASUA.html](http://asua.arizona.edu/ASUASite/ASUA.html)
  - Career Services has directories of non-profit and social service organizations in Arizona

- **Research Experience**: There are many opportunities for students to be involved with UA research:
  - [http://www.arizona.edu/research-innovation](http://www.arizona.edu/research-innovation)
  - [http://www.arizona.edu/research-centers](http://www.arizona.edu/research-centers)
  - [http://www.arizona.edu/undergraduate-research-opportunities](http://www.arizona.edu/undergraduate-research-opportunities)
  - [http://grad.arizona.edu/uroc](http://grad.arizona.edu/uroc)
  - [http://www.arizona.edu/graduate-research-opportunities](http://www.arizona.edu/graduate-research-opportunities)

Career Services offers **career and job search counseling** to help you with your career exploration and job search strategies.

- Career Counseling is available for all UA students and also for UA alumni for one year after graduation. You might talk with a counselor about career exploration, job search assistance, graduate school planning, resume checks and interviewing preparation through a mock interview.

- Counseling appointments may be scheduled by calling 520.621.2546 or stopping by the Career Services Reception Desk in the Student Union Suite 411.

- Counselors are also available for quick questions during the daily Career Services Walk-In Hours. Hours vary so please check the daily calendar: [https://arizona-csm.symplicity.com/calendar/](https://arizona-csm.symplicity.com/calendar/)
RESEARCH EMPLOYERS AND JOB OPPORTUNITIES

Researching employers will help you prepare to talk with employers during interviews and at career fairs, to answer questions such as: What do you know about us? How are you qualified for this job? Research will help you prepare to ask questions as you determine how the positions you seek relate to the criteria important to you in a job and employer.

Employers seek to connect with students through UA Career Services by conducting interviews on campus, posting jobs, requesting resumes and meeting students during career fairs, employer panels and information sessions. Students also contact employers directly.

Research an organization’s products, services, mission, ownership (public/private), competitors, size, compensation, benefits, training programs, news items, current trends and issues, management, reputation, industry, organizational and financial structure. Study job descriptions to determine the required skills and experience, to understand what you would be doing if offered this position, and to anticipate potential interview questions.

- National employers recruit UA students for internships and full-time career jobs through our Campus Interviewing Program. Employers seek students from all majors who are looking for career experience through internships and summer jobs, and career jobs near graduation: http://www.career.arizona.edu/student/finding-a-job-after-graduation/campus-interviewing

- Employer Information Sessions provide opportunities for students to meet national employer representatives and learn about internship and job opportunities with their organizations: https://arizona-csm.symplicity.com/calendar/

- Career Fairs provide opportunities to meet national employers and talk about career opportunities: http://www.career.arizona.edu/events/upcoming-ua-career-fairs

- Wildcat Joblink lists student employment, summer jobs, internships and career job listings across the U.S. with links to over 13,000 employer sites: http://www.career.arizona.edu/joblink

- CareerBeam provides career information and assessments, job search strategies, job postings, and a database of millions of companies searchable by industry, size and location: http://www.career.arizona.edu/webresources/online-resources/careerbeam

- NACE Salary Survey published 4 times a year, in print on reserve in SUMC411 library

- NACE Salary Calculator provides an online salary calculator by career field, degree level, and city http://www.jobsearchintelligence.com/NACE/salary-calculator-intro/

- Salary information is also available from a variety of additional resources: http://www.career.arizona.edu/webresources/career-major-exploration-resources/salary-information

- Ferguson’s Career Guidance Center provides profiles of 3300 careers and 94 industries: http://www.career.arizona.edu/webresources/online-resources/ferguson’s-career-guidance-center

- GoingGlobal.com provides country and industry guides with international job listings: http://www.career.arizona.edu/webresources/online-resources/goingglobal

- Job Choices magazines from NACE have profiles of national employers and excellent articles on interviewing, resumes, and job search: http://www.jobchoicesonline.com/
INTERVIEW PREPARATION RESOURCES

Career Services counselors are available by appointment to discuss interviewing strategies and assist students with preparation for interviews. Please stop by Career Services during Walk-In Hours for quick questions, or call 520.621.2588 to arrange career counseling appointments and mock interviews.

- **Mock Interviews** are offered all year to provide an opportunity to practice interviewing with professional guidance: [http://www.career.arizona.edu/student/interviewing/mock-interview](http://www.career.arizona.edu/student/interviewing/mock-interview)
- **UA Interview Prep** is an interactive program to help you practice interviewing using a web cam: [http://www.career.arizona.edu/student/interviewing/ua-interview-prep](http://www.career.arizona.edu/student/interviewing/ua-interview-prep)

RESUMES AND COVER LETTER RESOURCES

When creating resumes, emphasize the skills employers seek from all candidates: academic excellence, communication, interpersonal, leadership, teamwork, problem-solving in addition your education and career-related experience. Send original cover letters, tailored to each job description. Career Services professional counselors are available for resume, CV and job search letter critiques during Walk-In Hours or you may call 520.621.2588 to schedule a counseling appointment.

- **Resume Guidelines** with information on content, skills assessment, and formats for resumes, cover and thank you letters, and references: [http://www.career.arizona.edu/student/resumes](http://www.career.arizona.edu/student/resumes)
- **UA Resume Builder** is a professional resume creation system provided through a partnership with the UA Library. [http://www.career.arizona.edu/student/resumes/ua-resume-builder](http://www.career.arizona.edu/student/resumes/ua-resume-builder)
- Resume, letter and CV resources are available in the Career Services library and online: [http://www.career.arizona.edu/webresources/job-search-tools-strategies/resume-and-cv-web-resources](http://www.career.arizona.edu/webresources/job-search-tools-strategies/resume-and-cv-web-resources)

INFORMATIONAL INTERVIEWS

In an informational interview, you gather occupational and career information by talking to people who work in your area of career interest. You can learn the details about a specific job in a particular organization and develop contacts with professionals.

Identify possible contacts in your professional and personal network. Call and introduce yourself. Explain how you obtained their name and why you are contacting them. Ask for an appointment to meet in person or to arrange a phone interview. Most informational interviews take about 15-20 minutes. Be respectful of their time. Arrive on time and dress professionally.

Prepare a list of questions **before** your meeting. In informational interviews, you are the interviewer, so be prepared. Decide what you want to find out and prepare to ask specific questions. Use your employer research to create your questions. For example: What are the responsibilities and skills of your job? What kind of education and skills are important for this type of work? Would you describe the types of things you do in a typical day or week? What do you like best about your work? What advice do you have for someone interested in your career field? Are there other people you could recommend that I talk to in your field? Create your own questions – what do you want to know?

At the end of the informational interview, shake hands and thank the person for taking the time to meet with you and sharing their insights into the career field. Send a thank-you letter, always!
NETWORKING

Networking is the active process of developing and maintaining professional contacts through professional, academic and social connections. More than just posting resumes, professional development and job searching require connecting with professionals in your career field and talking with colleagues to keep current on news and issues in the career field. There are many ways to expand your professional network. Always be prepared to introduce yourself to others and talk about what you offer and what you are seeking. Make it easy for others to assist you and respect their time.

- **When job searching, you should always be networking.** You never know who might have or be a contact for you, either now or later. Assess what you want to know before you ask someone for assistance. Practice talking about your skills, background, and what you are looking for; use excellent manners and represent your intentions honestly.

- **Tell people you know that you are looking** for a job, internship or career information. All of the people you already know and people you have yet to meet, are potential members of your professional network. **Your network may include** current or past employers, classmates, alumni, friends, relatives, student club colleagues, community associations, faculty, co-workers, advisors, professional organization members, neighbors, and mentors.

- **Social Media:** The benefits of social technology include networking, researching employers, finding job opportunities, and creating a professional presence employers can view. Consider establishing a professional social media account with LinkedIn to connect with employers and other career professionals in your field. Research LinkedIn and Facebook pages for employers of interest to you. Please keep your social media presence professional and appropriate for current or potential employers to view, including LinkedIn, Facebook, Twitter, blogs, YouTube, etc. Savvy job seekers incorporate social media into their job search strategies. Assume that what you share online will be evaluated by employers and others. Effectively develop and monitor your online brand.

  *LinkedIn* is a professional networking tool you might use to enhance your job search by establishing your online presence and increasing your connections with professionals. Complete a profile, the professional summary, include your resume, and add a professional photograph. This tool lets you research employers, find job leads, connect with UA alumni and professional groups.

- **Professional associations and organizations** related to your career field offer discount rates for student memberships. Attend national conferences and regional meetings associated to meet other professionals and expand your network of contacts. Internships and jobs are often found through contacts within professional organizations.

- **Meet employers when they come to campus** through career fairs, information sessions, and other career events. Dress professionally, bring your resume, and practice effective conversational skills.

- **Help other professionals and students as you build your career.** Become someone others turn to for assistance. Help others when they ask you for assistance. Maintain your professional network even when you are not in the job search mode and continue to keep in touch with your contacts.

- **UA Career Network** of employed alumni in partnership with the UA Alumni Association provides an opportunity for students and alumni to network with UA alumni in a variety of career fields. Search this database for UA alumni by career field, major, degree, industry or location by state: [http://www.career.arizona.edu/alum/networking/ua-career-network](http://www.career.arizona.edu/alum/networking/ua-career-network)
SALARY

As a general rule, don’t bring up compensation and benefits until employers extend you a job offer or the interviewers bring up the topic. In preparation for your interviews, we recommend that you do your research in order to determine the fair market value of your skills and experience along with the salary range for employers within this industry (for geographic region where position is located).

Not all students negotiate salaries as many employers offer new college graduates a fair starting salary and expect to base future raises on performance. If you choose to negotiate, the negotiation process should be cooperative, never confrontational or adversarial. It is OK for you to ask if there is room to negotiate, for the employer to say no, and for you to still accept the job offer. Always show that you are interested in the employer and enthusiastic about the job offer.

The Career Services print library has the NACE Salary Survey and books on negotiating salary and cost of living indexes.

NACE Salary Calculator provides an online salary calculator by career field, degree level, and city: http://www.jobsearchintelligence.com/NACE/salary-calculator-intro/

Salary information is included in many resources, including the Occupational Outlook Handbook, O*NET, Arizona Career Information System, Ferguson’s Career Guidance System and CareerBeam.

Career Services has a variety of links to salary information also: http://www.career.arizona.edu/webresources/career-major-exploration-resources/salary-information

A salary and job offer negotiation tutorial is available online with Quintessential Careers at: http://www.quintcareers.com/job-offer-tutorial/

Do your research, practice what you will say, and know ahead of the negotiation what you will accept.

If you are asked about salary before a job offer is extended, you may:

- Give a reasonable and broad salary range (e.g. “With my background and qualifications I hope to be making somewhere in the mid-to-upper 30s/40s/50s/60s/70s/80s, etc...”).
- Salary range you give should be realistic and at the fair market value based upon your research of salaries in the industry, relative to your degree, level of experience and skills.
- Politely postpone answering (e.g. “I am sure that if you make me an offer it will be commensurate with my qualifications and the salary structure of your industry.”).

Once you receive a job offer, it is appropriate to ask about salary and benefits (in addition to start dates, signing bonuses, insurance, retirement, stock options, relocation/moving expenses, flex time, performance bonuses, vacation and sick leave, etc.).

If you are pleased with the offer, then you might accept it as is. If you choose to negotiate the salary, the appropriate time to negotiate is after a job offer is extended, but before you accept.

You are welcome to meet with a Career Services counselor for assistance in preparing for salary negotiations and evaluating your job offers. (please call 520.621.2546 to schedule appointments)