The University of Arizona

Job Search Guide
2011-2012

Job Search and Campus Interviewing
At Verizon Wireless, for every passion and pursuit, we have Leadership Development Programs designed to sharpen your skills, enhance your talents and launch you on a course to success. We know that the best way to foster talent is to develop it through experience – with chances to work hands on in the field, network with mentors and have a real impact on the business of the nation's most reliable network. We're always looking for high-performing, diverse individuals to add to our energetic environment, and we'll recognize your hard work with Total Rewards that match your accomplishments.

Visit careersatverizonwireless.com to apply today.

Careers For Everything You Are
Verizon Wireless is an equal opportunity employer m/f/d/v.

Congratulations 2012 Graduates!
GEICO HIRES WILDCATS!

We hire graduates from all majors for our Regional Tucson Office!

Take the fast-track into GEICO Management through the Supervisor Leadership Program, Emerging Leaders Program or start your career as a Liability Claims Representative!

Connect with GEICO Careers!
Learn more or apply online at geico.jobs
Dear Student:

This Job Search Guide is one of many valuable tools we offer for graduating students and students seeking internships. It includes informative articles on the job search process and tips to assist you with important steps toward a successful career path. Please take the time to read through it and take full advantage of the services we offer.

While today’s job market remains challenging and competitive, there are some bright spots on the horizon. U of A Career Services is committed to helping you pursue your passion and develop the edge to secure your professional future. The University of Arizona attracts close to 500 top employers to its on-campus interviewing and career fair venues seeking talented students and graduates.

UA Career Services can help you professionally prepare and navigate the job search process in ways that meet your unique needs. Whether it’s maximizing the on-campus interviewing program, customizing your job search through networking opportunities, or polishing your resume and interviewing skills, we assist students with opportunities that best meet their goals.

Career Counselors are ready to help you through individual appointments and you may also check out the many online resources available to you on our website at www.career.arizona.edu. I would like to offer a special thanks for both the Student Services fee and the Excelencia in Education grant that sponsored several of our student resources this year. In addition to extensive online support, we have a convenient Career Information Center (CIC) that includes an up-to-date computer lab with staff eager to help. Software programs you may find especially helpful are:

- **Wildcat JobLink**, a job listing site and campus interviewing opportunities (including a resume referral service).
- **UA Resume Builder**, an online professional resume creation system.
- **Internships.com**, an online internship listing with over 60,000 positions listed nationwide.
- **Career Search**, a powerful online employment research tool with a database of over 2 million national employers from every major sector of the business and academic world.
- **Going Global**, a website designed for the international job seeker with more than 35,000 resources for finding international employment at home and abroad.

We look forward to working with you and hope that you will engage with us as you start down the path to an exciting professional future! Congratulations to those of you who are graduating and best wishes for a successful year.

Sincerely,

Eileen McGarry
Director, Career Services
The University of Arizona Career Services provides you with the programs and services you need to succeed with your career. Join the thousands of UA students and alumni who have made UA Career Services a key part of their learning experience at UA and their professional success beyond.

UA Career Services can help you with…

- Looking for a part-time or full-time job on or off campus.
- Exploring career options/possibilities for your specific major or degree.
- General confusion about the whole “college-to-career” thing.
- Seeking a career-related summer job or internship.
- Graduate school options and planning.
- Creating a professional-quality resume and/or cover letter.
- Learning and practicing professional interviewing skills.
- Landing that first job beyond graduation.
- Alternatives to traditional “work or graduate school” beyond graduation.

Call 520.621.2546 for more information or to schedule an appointment to meet with a career counselor.

OR

VISIT US ONLINE AT: WWW.CAREER.ARIZONA.EDU

The Personal Touch

1-on-1 Career Counseling
Whether you are choosing a major (or minor), exploring career options for your major/degree, creating a resume, or hoping to land a great internship or job, UA Career Counselors can help you sort through the confusion and put together a solid plan of action. Not sure what your goal is or where to start? No problem. Meet with a UA Career Counselor and talk it over. Call 520/621-2546 to schedule an appointment.

Quick Walk-In Career Advising
Got a quick question about your career planning? Want to brush-up the old resume? Not sure where to start? Career Services holds daily walk-in hours Monday through Friday during fall and spring semesters. Hours vary from day to day, so check the online calendar and then…drop by and see us!

50-Minute Professional Development Seminars
Career Services’ state-of-the-art career skill development sessions cover job and internship search strategies, interview preparation, resume writing and many other career topics. Written guidelines and additional resources will be provided at each workshop. Best of all they are FREE to UA students and alumni. To reserve a seat for a workshop, go to the UA Career Services website and RSVP. Also, feel free to encourage a friend to attend.

Life After UA—EDL 272: Professional Development and Leadership Course
This popular course, informally titled, “Life After UA” is offered through a partnership between Career Services and The Center for Student Involvement and Leadership each spring semester. Topics include self and career exploration, goal setting, resume and cover letter writing, professional networking, leadership, personal finance and current events. Seats are limited, so register early!
SPECIAL NOTE TO OUR STUDENTS WITH DISABILITIES

UA Career Services welcomes and strongly encourages students with disabilities to take advantage of ALL services. Please be sure to consult with the Disability Resource Center at Highland Commons (next to the Campus Health Service) for more information about access to assistive technology/resources. You can also check out specific career resources for students with disabilities under the “Information Stop” section of the Career Services website. Click on “Career Web Resources” and then “Students with Disabilities.” If you require assistance in using any of the programs and services, please let us know. Contact UA Career Services by telephone: 520/621-2546 or by email at: career.services@arizona.edu.

SPECIAL NOTE TO OUR INTERNATIONAL STUDENTS

UA Career Services welcomes and strongly encourages international students to take advantage of ALL services. Please be sure to consult with the Office of International Student Programs and Services for specific information about your visa status and work authorization issues. It is important that you understand the limitations of your specific work authorization before applying for jobs/internships in the United States. You can also check out specific resources for international students under the “Student Populations” section of the Career Services website.

SPECIAL NOTE TO OUR HONORED ALUMNI

UA Career Services welcomes UA alumni to utilize a range of services including: campus career fairs, career workshops, online job listings, and our powerful array of online resources. For alumni within one year of graduation, career counseling is also available at no charge. For recent alumni who still wish to participate in Campus Interviewing after graduation, a $50 fee is assessed per year of access (up to a maximum of two years post-graduation). For more information about services for alumni, visit the “Alumni” section of the UA Career Services website.

Career Development Certificate Program

The University of Arizona Career Services Career Development Certificate Program gives you a flexible game-plan for exploring, creating and implementing your career plans. Online exercises combined with face-to-face meetings with a UA Career Counselor, make this certificate program the perfect option for career-minded students of all majors. More information is available on the Career Services website.

Campus Career Fairs

Campus career fairs are a great opportunity for students at any stage in their career planning. If you are just interested to see “what’s out there” in terms of jobs and internships, you can speak directly with the employers with opportunities. What are they looking for? What are they offering? You’ll never know unless you ask. For students looking for a job or internship, career fairs are an important addition to your overall search plan. For a complete list of career fairs happening on campus, see “Career Fairs and Events” on the Career Services website.

Mock Interviews With Feedback

Mock interviews are a “safe” place to get some practice and feedback on your interviewing skills. Each fall and spring semester, Career Services hosts a mock interview event. See the online calendar for dates and times. You can sign up for your mock interview at the front desk of Career Services. NOTE: Also see UA Interview Prep within this publication for a great online interview practice tool.

Campus Interviewing

Campus Interviewing brings top employers from around the country right to the UA campus to recruit students and recent alumni (within two years after graduation) for jobs and internships. Employers come from nearly all industries and economic sectors including large corporations, government agencies, and nonprofit organizations. See “How to Register for Campus Interviews” and “How to Sign Up for a Campus Interview” in the next section of this Guide.

Career Information Center

More than just a collection of the latest books and publications on a variety of career topics, the Career Information Center boasts a full-service computer lab with printing available. The CIC is wireless connected and a generally safe and quiet area for students to work on projects or papers. Feel free to stop by and hang out in front of the big screen TV!

Online Resources

Through the generous support of the Student Services fee which sponsors Wildcat JobLink, DISCOVER, Internships.com, Career Search, Going Global and Vault Online Career Libraries, we are able to provide these important online resources to UA students.

Wildcat JobLink

Looking for a job or internship? On-campus and off-campus job and internship listings are here! Wildcat JobLink is a job and internship listing system designed specifically for UA students. Every listing on Wildcat JobLink, whether a campus work-study job, or a professional internship with a top company/organization, was listed by an employer specifically interested in recruiting UA students! All personal student information is confidential and secure. Click “Wildcat JobLink” on the UA Career Services website.
DISCOVER

DISCOVER is a web-based, self- and career-assessment tool designed for self-exploration, career exploration, educational planning, as well as preparing for a job or internship search. It is available online and FREE for UA students on the Career Services website. There is a quick login/password procedure that is explained on the DISCOVER web page. Find DISCOVER under the “Career Options” section of the Career Services website.

Going Global / Vault Guides / Career Search...more, more, more

Your UA Career Services strives to find and offer the latest, state-of-the-art web resources to UA students and alumni. Going Global is a resource for students interested in working abroad. Vault Guides offer the “inside scoop” on industries and specific employers. Career Search provides up-to-date information on potential employers and contacts in a wide range of industries and fields nationally. Career Services offers you the tools and information that can help give you the edge in the professional world. The more you dig into the Career Services website, the more treasure you will find! You will find Going Global, the Vault Guides and many other excellent resources under the “Information Stop” section of the Career Services website.

UA Career Network

What if you could contact UA alumni from years past to gain their insight and insider perspective on the professional world? What if hundreds of UA alumni actually volunteered to serve as this kind of a resource for students and fellow alumni? Wonder no more! Login to Wildcat JobLink and select the UA Career Network tab and start your professional networking today.

What Can I Do With This Major/Degree?

If you are choosing between several academic majors, or just want to explore options with the major you have chosen, “What Can I Do With This Major/Degree?” offers great career options with tips on getting into specific careers. Check it out under the “Career Options” section of the Career Services website.

UA Resume Builder

A professional quality resume and cover letter are essential in establishing yourself as a professional for jobs, internships, scholarships or graduate programs. An amateurish resume won’t cut it in the professional world. UA Resume Builder will help you step-by-step through the process of creating a polished and professional resume. Find it under the “Resumes” section of the Career Services website.

UA Interview Prep

Interview Prep is an interview practice tool that allows you to select different interviewers, different questions and scenarios, and then actually records your interview responses via your computer’s web cam. You can then review and critique your performance. Don’t have a web cam? Stop by Career Services and use ours! Find UA Interview Prep under the “Jobs” section of the UA Career Services website.

Wildcat eFolio

The Wildcat eFolio system is a personal online database to document your academic, internship and other related experiences while attending the University of Arizona. The system allows you to record and evaluate the skills you have gained both inside and outside of the classroom. Wildcat eFolio organizes your achievements in a clear, professional format that can be shared with potential employers for job applications, or graduate school applications as well. Check out Wildcat eFolio under the “Information Stop” section of the Career Services website.

Interfolio—Credential File and Document Service

Interfolio is the easiest and most affordable way for a graduating Ph.D. to send academic credentials to a search committee, a future doctor to apply to medical school, an undergraduate to send application materials to graduate and professional schools, or a teacher to apply for a teaching position. Interfolio allows you to create an electronic portfolio so you can manage your important credentials and documents online. Your portfolio can include confidential letters of recommendation, curriculum vitae, writing samples, dissertation abstracts, teaching certifications, student evaluations, and more. There is a modest fee for this service, payable to Interfolio. Find the link under the “Jobs” section of the Career Services website.

Creative Testing Solutions

Inventing the Future

We offer positions that will provide:

- Technical/analytical focus
- Defined policies and procedures
- Cooperative team
- Challenging opportunities

Minimum Requirements:

- BS Degree in a Biological Science including...
  - Microbiology
  - Chemistry
  - Biochemistry
  - Biology

We are looking for:

- A skilled communicator
- Problem Solver
- Team Builder

Creative Testing Solutions, formerly Blood Systems Laboratories specializes in high-volume blood donor testing and infectious disease reference work. Our three national laboratories in Phoenix, Dallas, and Tampa test more than 3.5 million blood donations each year for more than 100 blood and tissue collection sites.

Visit our booth at the Career Fair
The Campus Interviewing Program at The University of Arizona

Campus Interviewing is for any UA student seeking internships before graduation, or full-time professional employment beyond graduation. ALL STUDENTS AND RECENT ALUMNI (up to two years post-graduation) ARE ELIGIBLE!

Campus Interviewing is FREE for students seeking internships. When you are within two semesters prior to graduation you will need to pay a one-time non-refundable $25 fee to continue in the Campus Interviewing Program to access interviews for full-time professional jobs beyond graduation. This fee covers students through graduation. UA alumni are eligible to participate in Campus Interviewing for up to two years after graduation for a non-refundable annual fee of $50. See the Alumni section of the Career Services website for more information and access to the Alumni Campus Interviewing Orientation online.

NOTE: You first need to register for Premium Access to the Wildcat JobLink system to have Campus Interviews. If you have not yet registered for Premium Access, then go to the Career Services website and follow the Campus Interviewing instructions.

How to Get a Campus Interview

1. Login to the Wildcat JobLink system.

2. Click on “Jobs” and select “Jobs and Campus Interviews” from the drop-down menu.

3. Click on “Show Me” and select either “All Interviews” or “Interviews I Qualify For.”

4. Select an opportunity of interest by clicking on the “Job Title.”

5. In the upper right hand corner of the job listing you should see a box entitled “Application Status” where you will be able to select and submit your resume for the opportunity.

   a. If the resume submission deadline has passed, you will not be able to submit your resume through this system. Contact the recruiter directly to determine whether they will allow you to apply or not.

   b. When an employer collects and reviews resumes selecting only the most qualified to interview, this is called a “pre-select” interview schedule.

6. Monitor the status of your application through the “Interviews” section of the system. This will tell you whether your resume is still “pending” (under review), has been accepted for an interview, or rejected. If accepted, you will be able to sign up for an interview time slot from this screen.

   a. In a very few cases employers agree to interview any qualified candidate. Here you would simply submit your resume and then you would immediately see a screen allowing you to choose an interview day/time. This is called an “Open” interview schedule and again, it is rare.

IMPORTANT: If you do not meet ALL of the qualifying criteria for an opportunity (major, graduation date, etc.), as pre-set by the employer, the system will NOT let you apply online. You may still be able to apply by contacting the recruiter directly to explain how you are qualified and why you should be considered. Recruiter contact information is sometimes found in the job listing. If not, you may need to contact the employer directly and ask for a referral to the recruiter who will be coming to the University of Arizona. The individual recruiters make all decisions regarding their interview schedules. UA Career Services cannot “add” students for interviews without an employer request.
Screen-By-Screen Campus Interview Sign-Up

1. Click on Jobs on the upper toolbar. Select Jobs and Campus Interviews from the drop-down menu.

2. On the “job postings” screen, find the Show Me drop-down menu and select either Interviews I Qualify For or All Interviews and click Search.

3. Select opportunities of interest by clicking on the Job Title of the listing.

4. If you meet all of the employer’s screening criteria and resume submissions are still being accepted (check the dates) you should be allowed to submit your resume as shown.

5. Check the status of your application by clicking Interviews on the top toolbar, then selecting the Interview Requests tab. On the day Sign-Ups begin, your status will change from Pending to Invited or Not Invited. If invited to interview, you will see the Schedule Interview button. **Click this button only if you wish to interview with this employer; otherwise, click Decline Interview to allow consideration of other applicants.**
How to Cancel a Campus Interview to Avoid a “No-Show”

What Is a No-Show?
A no-show occurs when a student fails to show up for a scheduled campus interview AND has not properly cancelled the interview at least two (2) business days in advance. There are serious consequences for student no-shows.

Cancel a Campus Interview WITHOUT a No-Show
• You can complete this cancellation procedure up to two (2) business days prior to the scheduled interview without incurring a no-show.
• Login to the Wildcat JobLink system and click on “Interviews”.
• Click on the “Scheduled Interviews” tab.
• Click on the interview that you wish to cancel.
• Click “Withdraw”.

Cancel a Campus Interview WITH a No-Show Penalty
• If you must cancel a campus interview with less than two (2) business days’ notice you will incur a no-show.
• Call Career Services at 520/621-4517 immediately so that we can notify the recruiter of your cancellation. Yes, this is still a no-show situation, but you will have demonstrated professionalism in communicating your situation to the recruiter.
• Follow these procedures to deal with a no-show:

First-Time No-Show
For a first-time no-show, your access to Wildcat JobLink is immediately blocked. You are required to write a formal letter of apology to the recruiter explaining the circumstances that led to the no-show. A hard copy of the letter must be presented at UA Career Services as soon as possible after the no-show occurs. After your apology letter is shown at Career Services, your access to Wildcat JobLink and Campus Interviewing will be restored.

Second-Time No-Show
For a second-time no-show, your access to Wildcat JobLink is immediately blocked. You are required to write a formal letter of apology to the recruiter explaining the circumstances that led to the no-show. A hard copy of the letter must be presented at UA Career Services as soon as possible after the no-show occurs. PLUS, you will need to schedule a meeting with the Assistant Director of Career Services, to discuss your no-show situation. Your future status in Campus Interviewing will be determined at this meeting.

If you have any questions about how to cancel an interview or the no-show policy and procedures please call 520/621-4517.
Accepting an Offer of Employment

Accepting an offer of employment should be done IN GOOD FAITH. If you are fortunate enough to be extended an offer, or even multiple offers of employment through Campus Interviewing, congratulations! It is expected that you will consider all offers carefully; however, professional ethics suggest that once you formally accept a particular offer that you will cancel all future employment interviews and inform UA Career Services and competing employers of your decision. “IN GOOD FAITH” applies to employers as well. If you feel that a legitimate offer of employment was withdrawn inappropriately, or if you simply have questions about how your application was handled, please notify UA Career Services as soon as possible. Contact UA Career Services by telephone: 520/621-2546 or by email at: careerservices@arizona.edu.

Campus Interviewing User Agreement

STUDENTS AND ALUMNI PLEASE READ!!!

Career Services offers Campus Interviewing and Resume Referral services to qualifying students and alumni. Career Services, employers recruiting students and UA students and alumni have responsibilities regarding the use of these services as outlined below:

UA Career Services Responsibilities
- To promote a recruitment process that is fair and equitable to all students and alumni.
- To assist students and employers with the recruitment process.
- To keep student/alumni data confidential and only report aggregate information in usage reports.
- To keep student/alumni information confidential except for the release of resumes per employer request or at the initiative of the Career Services office for student/alumni employment purposes.

Employer Responsibilities
- To provide accurate information about their organization and employment opportunities.
- To avoid discrimination in their recruitment activities and follow equal employment opportunity and affirmative action principles.

- Abide and adhere to all applicable federal laws and regulations regarding hiring and recruiting practices.

Student/Alumni Responsibilities
- To provide accurate information about yourself (including your academics and experience) in your profile, resume and any supporting documents. Knowingly or unknowingly furnishing false information to the University or University officials is a violation of the Code of Conduct and could result in suspension from Career Services programs/services and/or the University.
- To appear for all interviews you schedule.
- To cancel any interviews at least two (2) business days before the interview time.
- To familiarize yourself with the Interview Cancellation and No-Show Policy on page 8 of this publication.
- Once you formally accept a job or internship offer, that you will discontinue interviewing and inform UA Career Services and all competing employers of your decision.

NOTE: This serves as a reminder to you of a similar agreement that you electronically signed in order to complete the online Campus Interviewing orientation.
The Top Ten Pitfalls of Resume Writing

1. **Too long.** Most new graduates should restrict their resumes to one page. If you have trouble condensing, get help from a technical or business writer or a career center professional.

2. **Typographical, grammatical or spelling errors.** These errors suggest carelessness, poor education and/or lack of intelligence. Have at least two people proofread your resume. Don’t rely on your computer’s spell-checkers or grammar-checkers.

3. **Hard to read.** A poorly typed or copied resume looks unprofessional. Use a plain typeface, no smaller than a 12-point font. Asterisks, bullets, underlining, boldface type and italics should be used only to make the document easier to read, not fancier. Again, ask a professional’s opinion.

4. **Too verbose.** Do not use complete sentences or paragraphs. Say as much as possible with as few words as possible. *A, an and the* can almost always be left out. Be careful in your use of jargon and avoid slang.

5. **Too sparse.** Give more than the bare essentials, especially when describing related work experience, skills, accomplishments, activities, interests and club memberships that will give employers important information. Including membership in the Society of Women Engineers, for example, would be helpful to employers who wish to hire more women, yet cannot ask for that information.

6. **Irrelevant information.** Customize each resume to each position you seek (when possible). Of course, include all education and work experience, but emphasize only relevant experience, skills, accomplishments, activities and hobbies. Do not include marital status, age, sex, children, height, weight, health, church membership, etc.

7. **Obviously generic.** Too many resumes scream, “I need a job—any job!” The employer needs to feel that you are interested in that particular position with his or her particular company.

8. **Too snazzy.** Of course, use good quality bond paper, but avoid exotic types, colored paper, photographs, binders and graphics. Electronic resumes should include appropriate industry keywords and use a font size between 10 and 14 points. Avoid underlining, italics or graphics.

9. **Boring.** Make your resume as dynamic as possible. Begin every statement with an action verb. Use active verbs to describe what you have accomplished in past jobs. Take advantage of your rich vocabulary and avoid repeating words, especially the first word in a section.

10. **Too modest.** The resume showcases your qualifications in competition with the other applicants. Put your best foot forward without misrepresentation, falsification or arrogance.

The Three Rs

The three Rs of resume writing are **Research, Research, Research.** You must know what the prospective company does, what the position involves and whether you will be a fit, before submitting your resume. And that means doing research—about the company, about the position and about the type of employee the company typically hires.

**Research the position.** The more you know about the position, the better able you will be to sell yourself and to target your resume to that position. If possible, interview someone who does that same job. In addition to finding out the duties, ask if there is on-the-job training, whether they value education over experience (or vice versa) and what kind of turnover the department experiences. Ask what they like about the position and the company; more important, ask what they don’t like about it.

**Finally, research yourself.** Your goal is not just to get a job. Your goal is to get a job that you will enjoy. After you find out all you can about the company and the position, ask yourself honestly whether this is what you really want to do and where you really want to be. The odds are overwhelming that you will not hold this position for more than two or three years, so it’s not a lifetime commitment; however, this first job will be the base of your lifetime career. You must start successfully so that future recommendations will always be positive. Furthermore, three years is a long time to spend doing something you don’t like, working in a position that isn’t challenging or living somewhere you don’t want to live.

One last word of advice: Before you go to the interview, review the version of your resume that you submitted to this employer. The resume can only get you the interview; the interview gets you the job.
**Tapping the Hidden Job Market**

Your off-campus job search should neither begin nor end with the help wanted ads. Studies have shown that only 15 percent of available jobs are ever advertised. It takes much more than merely perusing the classifieds. By employing a number of methods, you constantly increase your chances of landing a job. Some techniques you might use:

**Networking.** Probably the most effective way to meet potential employers and learn about possible jobs is to tap into your personal network of contacts. You might think it’s too early to have professional contacts, but think about everyone you know—family members and their friends/co-workers, professors, past employers, neighbors and even your dentist. Don’t be afraid to inform them of your career interests and let them know that you are looking for work. They will likely be happy to help you and refer you to any professionals they think can be of assistance.

**Informational interviewing.** This approach allows you to learn more about your field by setting up interviews with professionals. The purpose of these interviews is to meet professionals, gather career information and investigate career options, get advice on job search techniques and get referrals to other professionals. When setting up these interviews, either by phone or letter, make it clear to the employer that you have no job expectations and are seeking information only. Interviewing also familiarizes you to employers, and you may be remembered when a company has a vacant position.

**Temporary work.** As more companies employ the services of temporary or contract workers, new graduates are discovering that such work is a good opportunity to gain experience in their fields. Temporary workers can explore various jobs and get an inside look at different companies without the commitment of a permanent job. Also, if a company decides to make a position permanent, these “temps” already have made good impressions and often are given first consideration.

**Electronic job search.** One source of jobs may be as close as a personal computer. Various online resume services let you input your resume into a database, which then can be accessed by companies searching for applicants who meet their criteria. Companies also post job listings on websites to which students can directly respond by sending their resumes and cover letters.

Persistence is the key to cracking the hidden job market. Attend meetings of professional associations and become an active member. After you begin the above processes, and your network base expands, your search will be made easier. Employers will appreciate your resourcefulness—and view you as a viable candidate.

---

**Qualities Desired in New College Graduates**

**By Businesses, Industries and Government Agencies**

<table>
<thead>
<tr>
<th>Energy, Drive, Enthusiasm and Initiative</th>
<th>Open-minded, willing to try new things</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hard-working, disciplined and dependable</td>
<td>Knowledge of Computers</td>
</tr>
<tr>
<td>Eager, professional and positive attitude</td>
<td>Established word processing, spreadsheet, database and presentation software skills</td>
</tr>
<tr>
<td>Strong self-motivation and high self-esteem</td>
<td>Excellent computer literacy</td>
</tr>
<tr>
<td>Confident and assertive, yet diplomatic and flexible</td>
<td>Communications Skills</td>
</tr>
<tr>
<td>Sincere and preserves integrity</td>
<td>Good writing skills</td>
</tr>
<tr>
<td>Ambitious and takes risks</td>
<td>Excellent oral communication skills</td>
</tr>
<tr>
<td>Uses common sense</td>
<td>Listens well; compassionate and empathetic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adapts Textbook Learning to the Working World</th>
<th>Leadership Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick learner</td>
<td>Organizational skills and attention to detail</td>
</tr>
<tr>
<td>Asks questions</td>
<td>Accepts and handles responsibilities</td>
</tr>
<tr>
<td>Analytical; independent thinker</td>
<td></td>
</tr>
<tr>
<td>Willing to continue education and growth</td>
<td></td>
</tr>
<tr>
<td>Committed to excellence</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action-oriented and results-driven</th>
<th>Oriented to Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loyal to employers</td>
<td>Acceptance of an entry-level position; doesn’t view required tasks as “menial”</td>
</tr>
<tr>
<td>Customer-focused</td>
<td>Academic excellence in field of study</td>
</tr>
<tr>
<td>Team-spirited; understands group dynamics</td>
<td>Views the organization’s total picture, not just one area of specialization</td>
</tr>
<tr>
<td>Always willing to help others</td>
<td>Willing to accomplish more than required</td>
</tr>
<tr>
<td>Mature, poised and personable</td>
<td>Diversity aware; treats others with respect and dignity</td>
</tr>
</tbody>
</table>

International Students and the Job Search

Looking for a job is seldom easy for any student. For you, the international student, the job search process can be especially confusing. You may lack an understanding of U.S. employment regulations, or perhaps you are unaware of the impact your career choice has on your job search. You may also be unsure about your role as the job-seeker and the resources used by American employers to find candidates.

The following is an overview of the issues most relevant to international students in developing a job search strategy. Additional information about the employment process and related topics can be found through your career center and on the Internet.

Bureau of U.S. Citizenship and Immigration Services Regulations

As an international student, you should only obtain employment-related information from an experienced immigration attorney or your campus USCIS representative. Advice from any other resource may be inaccurate. Once you have decided to remain in the United States to work, contact the international student services office or the office of human resources on your campus and make an appointment with your USCIS representative. In addition to helping you fill out necessary forms, the USCIS representative will inform you of the costs associated with working in the United States.

Importance of Skills and Career Field

Find out if your degree and skills-set are currently in demand in the U.S. job market. An advanced degree, highly marketable skills or extensive experience will all make your job search easier. Find out what region of the United States holds the majority of the jobs in your field; you may need to relocate in order to find the job you want. Learn all you can about your targeted career field by talking to professors, reading industry publications and attending professional meetings and regional conferences.

Role of Employers

It is the employer’s responsibility to find the right people for his or her company—not to help you find a job. The interview is successful when both of you see a match between the employer’s needs and your interest and ability to do the job.

The employer (through hiring managers, human resources staff or employment agencies) will most likely use several resources to find workers, including:

- College recruiting
- Campus or community job fairs
- Posting jobs on the company website or on national job posting sites on the Internet
- Posting jobs in major newspapers or trade publications
- Posting jobs with professional associations
- Resume searches on national online services
- Employee referrals
- Regional and national conferences
- Employment agencies (“headhunters”)

Are you accessible to employers through at least some of the above strategies? If not, develop a plan to make sure your credentials are widely circulated. Notify as many people as possible in your field about your job search.

Strong Communication Skills

You can help the employer make an informed hiring decision if you:

- Provide a well-prepared resume that includes desirable skills and relevant employment experiences.
- Clearly convey your interests and ability to do the job in an interview.
- Understand English when spoken to you and can effectively express your thoughts in English.

It’s important to be able to positively promote yourself and talk with confidence about your education, relevant skills and related experiences. Self-promotion is rarely easy for anyone. But, it can be especially difficult for individuals from cultures where talking about yourself is considered inappropriate. When interviewing in the United States, however, you are expected to be able to explain your credentials and why you are suitable for the position.

Be sensitive to the interviewer’s verbal and nonverbal cues. Some international students may not realize when their accent is causing them to be misunderstood. Interviewers are sometimes too embarrassed or impatient to ask for clarification, so be on the lookout for nonverbal clues, such as follow-up questions that don’t match your responses or sudden disinterest on the part of the interviewer. Also, make sure you express proper nonverbal communication; always look directly at the employer in order to portray confidence and honesty.

If your English language skills need some work, get involved with campus and community activities. These events will allow you to practice speaking English. The more you use the language, the more proficient you will become. These activities are also a great way to make networking contacts.

Career Center

The career center can be a valuable resource in your job search. Be aware, however, that some employers using the career center won’t interview students who are not U.S. citizens. Though this may limit your ability to participate in some campus interviews, there are numerous ways to benefit from the campus career center:

- Attend sessions on job search strategies and related topics.
- Work with the career services staff to develop your job search strategy.
- Attend campus career fairs and company information sessions to inquire about employment opportunities and to practice your networking skills.

It’s a good idea to get advice from other international students who have successfully found employment in this country and to start your job search early. Create and follow a detailed plan of action that will lead you to a great job you can write home about.

Written by Rosita Smith.
As liberal arts graduates enter the job market, their direction may not be as obvious as that of their technically trained counterparts. For the most part, engineering or computer science majors know exactly where to target their efforts.

Liberal arts majors are less fortunate in that regard—such a heading cannot be found in the want ads. Yet if they learn to target their aptitudes, they have as good a chance as anyone to find meaningful work.

Students are no longer necessarily hired just because they have a particular degree. Math and physics majors are getting engineering jobs and liberal arts majors are getting accounting jobs. The reason new graduates are being hired is because they have specific skills that meet the needs of the employer.

No one is more suited to this approach than the liberal arts major. What you need to do, explains one career advisor, is to find out what you really want to do—regardless of your major. “Students often ask, ‘What can I do with a major in philosophy?’ But that’s the wrong question. The real questions are, ‘What fascinates me? How can I connect my interests with a job? What do I really want to be doing in 20 years?’”

Once you’ve taken the time to determine your real interests and have set some long-term goals, map out a plan—long- and short-term—on how to get there. Resources are plentiful—from the Occupational Outlook Handbook or Dictionary of Occupational Titles to numerous general job search books, as well as those dealing with specific topics such as What to Do with a Degree in Psychology, The Business of Show Business, etc.

Your liberal arts education has equipped you to take a broad topic and research it. Use those skills to make the connection between what you want and what companies need. Once you find job descriptions that match your long-term interests, set about shaping your resume and, if need be, getting the additional specific skills, training or certification to get that first job.

Your first job may not match your long-term goal. But it’s the first step. And that, at this point, is the all-important one.

**What Liberal Arts Graduates Are Doing**

A sampling of the wide range of positions filled by liberal arts graduates:

- Accountant
- Administrative assistant
- Advertising account executive
- Air traffic controller
- Artist
- Auditor
- Bank manager
- Business systems analyst
- Buyer
- Child support enforcement officer
- Claims examiner
- Communications specialist
- Computer specialist
- Copywriter
- Counselor
- Customer service representative
- Editor
- Employee relations specialist
- Engineering planner
- Financial consultant
- Graphic designer
- Hotel manager
- Human resource specialist
- Industrial designer
- Interpreter/translator
- Journalist
- Librarian
- Management consultant
- Marketing representative
- Medical/dental assistant
- Museum coordinator
- Office administrator
- Outpatient therapist
- Paralegal
- Photographer
- Probation officer
- Product specialist
- Psychologist
- Public relations specialist
- Quality engineer
- Recreation administrator
- Research analyst
- Restaurant manager
- Retail manager
- Sales representative
- Social worker
- Speech pathologist
- Stockbroker
- Systems analyst
- Tax consultant
- Teacher
- Technical writer
- Transportation specialist
- Underwriter
- Urban planner
- Writer
# Job Search Strategies: Pros and Cons

There are many ways to look for a job, some of which are better than others. Presented below are some of the most popular ways, as well as helpful hints and pros and cons of each.

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Tools</th>
<th>Pros</th>
<th>Cons</th>
<th>Helpful Hints</th>
</tr>
</thead>
</table>
| WANT ADS | • Newspapers  
Scan want ads. Mail resume with cover letter tailored to specific job qualifications. | Involves minimal investment of time in identifying companies. Resume and cover letter are sent for actual job opening. | Resume and cover letter will compete with large number of others. Ads follow job market; least effective in times of economic downturn. | • Use as a meter on the job market in a certain career field.  
• Try to get your materials in as early as possible. |
| EMPLOYMENT AGENCIES | • Resumes  
• Business attire  
Respond to employment agency ads in newspapers; check phone book for names of agencies to contact. | Fee-paid jobs for graduates in technical fields or those with marketable experience. | May be less help to non-technical/inexperienced graduates. Be wary if you, instead of the employer, have to pay a fee. | • Identify agencies that specialize in your field.  
• Make frequent contact with your counselor to obtain better service. |
| INTERNET | • Access to the Web  
• Electronic resume  
Search online job banks and company websites. Submit resume online/post on job boards. | Actual job openings. Many employers use a wide variety of job listing services. Many listings have free to low-cost access. Worldwide geographic reach. | Competition is growing as use of the Web increases. Pay attention to multiple listings—one position posted on a few sites—to avoid applying multiple times. | • Use the Web frequently as information and sites change quickly.  
• May need to conduct your search at off-peak times (early morning or late at night). |
| TARGETED MAILING | • List of well-researched companies  
• Tailored cover letters  
• Resumes  
Develop a good cover letter tailored to a specific type of job and the needs of the company. Send letter with resume to selected companies. | Better approach than the mass-mailing method. Investment of time and effort should merit stronger response from employers. | Requires a significant investment of time in researching companies and writing cover letters as well as following up with contacts. | • Try to find out who is in charge of the area in which you want to work; send your materials to that person. Great method when used in conjunction with networking. |
| IN-PERSON VISIT | • Business attire  
• Company address list  
• Resumes  
Visit many companies. Ask to see person in specific department. Submit resume and application, if possible. | Resume and application are on file with the company. | Requires a great deal of time to make a relatively small number of contacts. | • Research the companies prior to your visit. Ask for a specific person or ask about a specific type of job. |
| NETWORKING | • List of contacts  
• Resumes  
• Business attire  
Talk to everyone you know to develop a list of possible contacts; ask for information on job/companies and to circulate your resume. | May learn of unadvertised openings. May result in a courtesy interview. Often results in a closer match of your interests to a job. | A contact in itself is not enough to get you a job. You may exhaust all leads without landing a job. Quite time-consuming. | • Follow through on all leads.  
• Keep broadening your network of contacts. |
| ON-CAMPUS RECRUITING | • Scheduling interviews  
• Employer literature  
• Resumes  
• Business attire  
Follow specific procedures to secure on-campus interviews. | One of the primary ways in which companies recruit for technical and business positions. | May be less effective for nontechnical/nonbusiness candidates. | • Use the interview schedule as a way to identify possible employers, even if you don’t get to interview on campus with those employers. |
| RESUME REFERRAL | • Registration form supplied by service  
Register with one of the many national referral services. As jobs are listed by employers, the data bank of registrants is searched for matches. If your materials match, they are sent to the employers. | Another way to monitor the job market and get your qualifications to the attention of employers. | May involve a fee. Often more helpful to those in technical or specialized fields. May not learn of the status of your materials. | • Use only in conjunction with other job search strategies. |

Adapted and reprinted with permission from Career Services, Pennsylvania State University, University Park, PA.
Finding the job you want takes many steps and involves just as many decisions. This checklist is designed to help you along the way and guide you to the appropriate sources. Be sure to discuss your progress with your career advisor.

**Knowing What You Want**
- Choose your ideal work environment—large corporation, small business, government agency or nonprofit organization.
- Choose your ideal location—urban, suburban or rural.
- List your three most useful job skills and know which is your strongest.
- Know whether you want to work with people, data or things.
- Know whether you enjoy new projects or prefer following a regular routine.
- List some of the main career areas that might interest you.
- List your favorite leisure time activities.
- Know what kind of reward is most important to you in a job—money, security, creative authority, etc.

**Researching Career Options**
- Develop a list of career possibilities to research.
- Visit your career services library and utilize the Internet to learn about various careers. *The Dictionary of Occupational Titles* and the *Occupational Outlook Handbook* are valuable resources.
- Consider whether your desired career requires an advanced degree.
- Keep up with current trends in your field through trade publications, news/business magazines and newspapers.
- Identify employers interested in interviewing someone with your academic background and experience; create a list of three or more employers in the field you are considering.
- Use the Internet to learn more about potential employers and check out salary surveys and hiring trends in your anticipated career field.
- Make at least three professional contacts through friends, relatives or professors to learn more about your field of interest.
- Meet with faculty and alumni who work or who have worked in your field to talk about available jobs and the outlook for your field.

**Getting Experience**
- Narrow down the career options you are considering through coursework and personal research.
- Participate in a work experience or internship program in your chosen field to learn of the daily requirements of the careers you are considering. Such assignments can lead to permanent job offers following graduation.
- Become an active member in one or more professional associations—consult the *Encyclopedia of Associations* for organizations in your field.
- Volunteer for a community or charitable organization to gain further work experience. Volunteer positions can and should be included on your resume.

**Creating a Resume**
- Form a clear job objective.
- Know how your skills and experience support your objective.
- Use action verbs to highlight your accomplishments.
- Limit your resume to one page and make sure it is free of misspelled words and grammatical errors.
- Create your resume using a word processing program and have it professionally duplicated on neutral-colored paper, preferably white, light gray or beige. If you are submitting your resume online, be sure to include relevant keywords and avoid italics, bold and underlined passages.
- Compose a separate cover letter to accompany each resume and address the letter to a specific person. Avoid sending a letter that begins “Dear Sir/Madam.”

**Preparing for the Interview**
- Arrange informational interviews with employees from companies with which you might want to interview. Use your network of acquaintances to schedule these meetings.
- Thoroughly research each employer with whom you have an interview—be familiar with product lines, services offered and growth prospects.
- Practice your interviewing technique with friends to help prepare for the actual interview.
- Using the information you have gathered, formulate questions to ask the employer during the interview.
- Arrive on time in professional business attire.
- Collect the needed information to write a thank-you letter after each interview.
Getting the Most Out of a Career Fair

Many employers use career fairs—both on and off campus—to promote their opportunities and to pre-screen applicants. Career fairs come in all shapes and sizes, from small community-sponsored events to giant regional career expositions held at major convention centers.

Most career fairs consist of booths and/or tables manned by recruiters and other representatives from each organization. For on-campus events, some employers also send alumni representatives. Large corporations and some government agencies have staffs who work the career fair “circuit” nationwide.

An employer’s display area is also subject to wide variance. It could be a simple table with a stack of brochures and business cards and a lone representative or an elaborate multimedia extravaganza with interactive displays, videos, posters and a team of recruiters.

Fashions and Accessories

Generally, the appropriate attire for career fair attendees is more relaxed than what you’d wear to an actual job interview. In most cases, “business casual” is the norm. If you’re unsure of the dress code (particularly for off-campus events), it would be wise to err on the overdressed side—you’ll make a better impression if you appear professional. Think of it as a dress rehearsal for your real interviews!

Remember to bring copies of your resume (or resumes, if you have several versions tailored to different career choices), a few pens and pencils (have backups—they have a way of disappearing), a folder or portfolio and some sort of note-taking device (paper or electronic pad). Keep track of the recruiters with whom you speak and send follow-up notes to the ones who interest you. Don’t bring your backpack; it’s cumbersome for you, it gets in the way of others and it screams “student!” instead of “candidate!”

Stop, Look and Listen

Keep your eyes and ears open—there’s nothing wrong with subtly eavesdropping on the questions asked and answers received by your fellow career fair attendees. You might pick up some valuable information, in addition to witnessing some real-life career search “dos and don’ts.”

In order to maximize your career fair experience, you must be an active participant and not just a browser. If all you do is stroll around, take company literature and load up on the ubiquitous freebies, you really haven’t accomplished anything worthwhile (unless you’re a collector of key chains, mouse pads and pocket flashlights). It is essential to chat with the company representatives and ask meaningful questions.

Here’s a great bit of career fair advice from Stanford University’s Career Fair guide:

“Create a one-minute ‘commercial’ as a way to sell yourself to an employer. This is a great way to introduce yourself. The goal is to connect your background to the organization’s need. In one minute or less, you need to introduce yourself, demonstrate your knowledge of the company, express enthusiasm and interest and relate your background to the company’s need.”

You’re a Prospector—Start Digging

The questions you ask at a career fair depend upon your goals. Are you interested in finding out about a particular career field? Then ask generalized questions about working within the industry. If you’re seeking career opportunities with a specific employer, focus your questions on the application and interview process, and ask for specific information about that employer.

Fair Thee Well

By all means, try to attend at least one career fair before beginning your formal job interviewing process. For new entrants into the professional career marketplace, this is a good way to make the transition into “self-marketing mode” without the formality and possible intimidation of a one-on-one job interview. It’s an opportunity that’s too valuable to miss.

A Few Words About Career Fair Etiquette

1. Don’t interrupt the employer reps or your fellow job-seekers. If someone else is monopolizing the employer’s time, try to make eye contact with the rep to let him or her know that you’re interested in speaking. You may be doing a favor by giving the recruiter an out. If all else fails, move to the next exhibit and plan to come back later.

2. If you have a real interest in an employer, find out the procedures required to secure an interview. At some career fairs, initial screening interviews may be done on the spot. Other times, the career fair is used to pre-screen applicants for interviews to be conducted later (either on campus or at the employer’s site).

3. Sincerity always wins. Don’t lay it on too thick, but don’t be too blasé either. Virtually all employers are looking for candidates with good communication skills.

4. Don’t just drop your resume on employers’ display tables. Try to get it into a person’s hands and at least say a few words. If the scene is too busy and you can’t get a word in edgewise, jot a note on your resume to the effect of, “You were so busy that we didn’t get a chance to meet. I’m very interested in talking to you.” Look around the display for the recruiter’s business card (or at the very least, write down his or her name and get some literature with the company’s address) and send a follow-up note and another copy of your resume.

5. If you know ahead of time that one of your “dream companies” is a career fair participant, do some prior research (at minimum, visit their website and, if available, view their company DVD). A little advance preparation goes a long way and can make you stand out among the masses of other attendees.
Email Correspondence

For most of us, sending and receiving email is simple and fun. We use it to communicate with friends and family and to converse with our contemporaries in an informal manner. But while we may be unguarded in our tone when we email friends, a professional tone should be maintained when communicating with prospective employers.

Email is a powerful tool in the hands of a knowledgeable job-seeker. Use it wisely and you will shine. Use it improperly, however, and you’ll brand yourself as immature and unprofessional. It’s irritating when a professional email doesn’t stay on topic, or the writer just rambles. Try to succinctly get your point across—then end the email.

Be aware that electronic mail is often the preferred method of communication between job-seeker and employer. There are general guidelines that should be followed when emailing cover letters, thank-you notes and replies to various requests for information. Apply the following advice to every email you write:

• Use a meaningful subject header for your email—one that is appropriate to the topic.
• Always be professional and businesslike in your correspondence. Address the recipient as Mr., Ms. or Mrs., and always verify the correct spelling of the recipient’s name.
• Be brief in your communications. Don’t overload the employer with lots of questions in your email.
• Ditch the emoticons. While a 😊 or an LOL (laughing out loud) may go over well with friends and family, do not use such symbols in your email communications with business people.
• Do not use strange fonts, wallpapers or multicolored backgrounds.
• Sign your email with your full name.
• Avoid using slang.
• Be sure to proofread and spell-check your email before sending it.

Neal Murray, former director of the career services center at the University of California, San Diego, sees a lot of email from job-seekers. “You’d be amazed at the number of emails I receive that have spelling errors, grammatical errors, formatting errors—emails that are too informal in tone or just poorly written,” says Murray. Such emails can send the message that you are unprofessional or unqualified.

When you’re dealing with employers, there is no such thing as an inconsequential communication. Your emails say far more about you than you might realize, and it is important to always present a polished, professional image—even if you are just emailing your phone number and a time when you can be contacted. If you are sloppy and careless, a seemingly trivial communication will stick out like a sore thumb.

Thank-You Notes

If you’ve had an interview with a prospective employer, a thank-you note is a good way to express your appreciation. The note can be emailed a day or two after your interview and only needs to be a few sentences long, as in the following:

Dear Ms. Jones:

I just wanted to send a quick note to thank you for yesterday’s interview. The position we discussed is exactly what I’ve been looking for, and I feel that I will be able to make a positive contribution to your organization. I appreciate the opportunity to be considered for employment at XYZ Corporation. Please don’t hesitate to contact me if you need further information.

Sincerely,

John Doe

Remember, a thank-you note is just that—a simple way to say thank you. In the business world, even these brief notes need to be handled with care.

Cover Letters

A well-crafted cover letter can help “sell” you to an employer. It should accomplish three main things:

1. Introduce yourself to the employer. If you are a recent college graduate, mention your major and how it would apply to the job you are seeking. Discuss the organizations/extracurricular activities you were involved in and the part-time jobs you held while a student, even if they might seem trivial to you. Chances are, you probably picked up some transferable skills that you will be able to use in the work world.
2. Sell yourself. Briefly state your education and the skills that will benefit the employer. Don’t go into a lot of detail here—that’s what your resume is for—but give the employer a sense of your strengths and talents.
3. Request further action. This is where you request the next step, such as an appointment or a phone conversation. Be polite but sincere in your desire for further action.

Tips

In addition to the guidelines stated above, here are a few tips to keep in mind:

• Make sure you spell the recipient’s name correctly. If the person uses initials such as J.A. Smith and you are not certain of the individual’s gender, then begin the email: “Dear J.A. Smith.”
• Stick to a standard font like Times New Roman, 12-point.
• Keep your email brief and businesslike.
• Proofread everything you write before sending it.

While a well-crafted email may not be solely responsible for getting you your dream job, rest assured that an email full of errors will result in your being overlooked. Use these email guidelines and you will give yourself an advantage over other job-seekers who are unaware of how to professionally converse through email.

Written by John Martalo, a freelance writer based in San Diego.
At Phoenix School of Law, the success of our students is our top priority.

- Fall & Spring Enrollment
- Financial Aid and Scholarships Available
- No Application Deadlines
- No Application Fees
- High Bar Exam Passage Rates
- High Career Placement Rates
- Student-Outcome Centered Environment
- Day & Evening Classes
- Desirable location – Affordable standard of living & 330+ days of sunshine!
LOOK INSIDE...

Interesting positions. Immediate responsibility. Meaningful work. Your first job out of college puts your knowledge to the test. It also lets you take what you’ve learned to the next level. Liberty Mutual offers smart and talented grads like you a choice of career paths. No matter what your major, you’ll find a number of opportunities to learn, grow, and contribute throughout your career.

For more information and to apply online, visit www.Liberty Mutual Group.com/LookInside

Inclusion is the answer. Liberty Mutual is an equal opportunity employer.

Responsibility. What’s your policy?

Launch Your Career in Field Sales with the Commercial Leadership Program

Program Overview
The Beckman Coulter Commercial Leadership Program (CLP) is an exciting 9-month development opportunity that prepares recent college graduates to successfully embark on a rewarding career as a member of the Beckman Coulter field sales team.

Rotations
Participants engage in a series of rotational assignments both in the field and in the office, to gain a broad perspective of the business and build skills that will be essential to a successful career with the Beckman Coulter sales organization.

Qualifications
- Bachelors Degree required with preference for:
  - Business
  - Life Sciences
  - Liberal Arts
- Geographically mobile and able to travel
- Desire to learn and develop as a sales professional
- Effective time management
- Excellent communication and interpersonal skills
- Ability to adapt to change
- Self starter

To learn more about the Commercial Leadership Program, please visit www.beckmancoulter.com/collegerelations

Excellence in graduate programs...
Arizona State University is creating a new model for American higher education—a combination of academic excellence, entrepreneurial energy and broad access. Over 350 graduate degree programs include cutting-edge interdisciplinary degrees in science, technology, engineering and mathematics. Graduate programs at ASU consistently rank among the best in the nation.

why
asu?

ASU
ARIZONA STATE UNIVERSITY
graduate.asu.edu/uaguide
Social Networking Websites

Career professionals—and parents—are warning young job seekers that using social networking sites such as Facebook and Twitter, may be hazardous to your career. After all, do you want your potential employer to see photos of you at last weekend’s party? Certainly, those photos could diminish your prospects of landing a job. However, more job seekers are using social networking to enhance their preparation for interviews, garner an advantage over less-wired peers, and even gain an edge with recruiters.

One example of a constructive use of social networking websites is gathering background information about the recruiters with whom you will interview. By finding out about topics that will interest the recruiter, you may gain an upper hand in the interview process. In addition, stronger connections with a potential employer can be made by talking about the clubs he or she belongs to and even friends you have in common—information that can be discovered on Facebook.

Research on professional sites like LinkedIn can also be used to prepare for site visits. By using the alumni connections available through LinkedIn, you can gain added insight into potential employers. If you are interviewing with a company, search for alumni who are working there. You can have conversations with alumni via LinkedIn that you wouldn’t have in an interview, such as, “do you like it at the company” or “can you negotiate salary?”

Networking Rules

When you seek and maintain professional connections via social networking sites, follow the same etiquette you would if you were networking by phone and in person. Remember that every contact is creating an impression. Online, you might tend to be less formal because you are communicating in a space that you typically share with friends. Just as you would not let your guard down if you were having dinner with a potential employer, you must maintain a positive and professional approach when conversing with networking contacts online. Ask good questions, pay attention to the answers, and be polite—this includes sending at least a brief thank-you note anytime someone gives you advice or assistance.

If It’s OK for Mom, It’s OK for Facebook

The more controversial aspect of the interplay between social networking and job searching is the privacy debate. Some observers, including career counselors, deans, and parents, worry that students put themselves at a disadvantage in the job search by making personal information available on Facebook and Twitter pages. More and more companies are using such websites as a screening tool.

Concern about privacy focuses on two areas: social life and identity/affiliations. Parents and career counselors argue that job seekers would never show photos of themselves at a party in the middle of an interview, so why would they allow employers to see party photos on a Facebook page? Students often respond that most employers do not even use social networking sites and that employers already know that college students drink.

While it may be true that senior managers are less likely to be on Facebook, young recruiters may be active, and in many cases, employers ask younger employees to conduct online searches of candidates. Why risk losing a career opportunity because of a photo with two drinks in your hand?

It’s easy to deduce that if an employer is comparing two candidates who are closely matched in terms of GPA and experience, and one has questionable photos and text on his or her online profile and the second does not, that the second student will get the job offer.

Identity—Public or Private?

Identity and affiliations are the second area where social networking and privacy issues may affect your job search and employment prospects. Historically, job seekers have fought for increased protection from being asked questions about their identity, including religious affiliation and sexual orientation, because this information could be used by biased employers to discriminate. Via social networking sites, employers can now find information that they are not allowed to ask you.

Employers can no longer legally ask these questions in most states, however, some students make matters like religion, political involvement, and sexual orientation public on their Web pages.

You would never include religious and political affiliations as well as sexual orientation or transgender identity (GLBT) on your resume, so do you want this information to be available via social networking sites? There are two strategies to consider. One approach is that if you wish to only work for an employer with whom you can be openly religious, political, or GLBT then making that information available on your Web page will screen out discriminating employers and make it more likely that you will land with an employer open to your identity and expression.

A second approach though, is to maintain your privacy and keep more options open. Investigate potential employers thoroughly and pay special attention at site visits to evaluate whether the company would be welcoming. This strategy is based on two perspectives shared by many career professionals. First, as a job seeker, you want to present only your relevant skills and experience throughout the job search; all other information is irrelevant. Second, if you provide information about your identity and affiliations, you may be discriminated against by one person in the process even though the company overall is a good match.

Strategies for Safe and Strategic Social Networking

1. Be aware of what other people can see on your page. Recruiters use these sites or ask their colleagues to do searches on candidates.
2. Determine access intentionally. Some career counselors advocate deactivating your Facebook or Twitter accounts while job searching.
3. Set a standard. If anything appears on your page that you wouldn’t want an interviewer to see, remove the offending content.
4. Use social networking to your advantage. Use these sites to find alumni in the companies that interest you and contact them before you interview in your career center or before a site visit. In addition, use social networking sites and Internet searches to learn more about the recruiters who will interview you before the interview.

Written by Harriet L. Schwartz.
Transferable Skills

If you’re wondering what skills you have that would interest a potential employer, you are not alone. Many college seniors feel that four (or more) years of college haven’t sufficiently prepared them to begin work after graduation. And like these students, you may have carefully reviewed your work history (along with your campus and civic involvement) and you may still have a difficult time seeing how the skills you learned in college will transfer to the workplace.

But keep in mind that you’ve been acquiring skills since childhood. Whether learning the value of teamwork by playing sports, developing editing skills working on your high school newspaper or developing countless skills while completing your coursework, each of your experiences has laid the groundwork for building additional skills.

What Are Transferable Skills?
A transferable skill is a “portable skill” that you deliberately (or inadvertently, if you haven’t identified them yet) take with you to other life experiences.

Your transferable skills are often:
- acquired through a class (e.g., an English major who is taught technical writing)
- acquired through experience (e.g., the student government representative who develops strong motivation and consensus building skills)

Transferable skills supplement your degree. They provide an employer concrete evidence of your readiness and qualifications for a position. Identifying your transferable skills and communicating them to potential employers will greatly increase your success during the job search.

Remember that it is impossible to complete college without acquiring transferable skills. Campus and community activities, class projects and assignments, athletic activities, internships and summer/part-time jobs have provided you with countless experiences where you’ve acquired a range of skills—many that you may take for granted.

Identifying Transferable Skills
While very closely related (and with some overlap), transferable skills can be divided into three subsets:

- Working With People
- Working With Things
- Working With Data/Information

For example, some transferable skills can be used in every workplace setting (e.g., organizing or public speaking) while some are more applicable to specific settings (e.g., drafting or accounting).

The following are examples of skills often acquired through the classroom, jobs, athletics and other activities. Use these examples to help you develop your own list of the transferable skills you’ve acquired.

Working With People
- Selling
- Training
- Teaching
- Supervising
- Organizing
- Soliciting
- Motivating
- Mediating
- Advising
- Delegating
- Entertaining
- Representing
- Negotiating
- Translating

Working With Things
- Repairing
- Assembling parts
- Designing
- Operating machinery
- Driving
- Maintaining equipment
- Constructing
- Building
- Sketching
- Working with CAD
- Keyboarding
- Drafting
- Surveying
- Troubleshooting

Working With Data/Information
- Calculating
- Developing databases
- Working with spreadsheets
- Accounting
- Writing
- Researching
- Computing
- Testing
- Filing
- Sorting
- Editing
- Gathering data
- Analyzing
- Budgeting

Easy Steps to Identify Your Transferable Skills
Now that you know what transferable skills are, let’s put together a list of your transferable skills. You may want to work with someone in your career services office to help you identify as many transferable skills as possible.

Step 1. Make a list of every job title you’ve held (part-time, full-time and internships), along with volunteer, sports and other affiliations since starting college. (Be sure to record officer positions and other leadership roles.)

Step 2. Using your transcript, list the classes in your major field of study along with foundation courses. Include electives that may be related to your employment interests.

Step 3. For each job title, campus activity and class you’ve just recorded, write a sentence and then underline the action taken. (Avoid stating that you learned or gained experience in any skill. Instead, present your skill more directly as a verifiable qualification.)

“While working for Jones Engineering, I learned how to market events.”

NOTE “While working for Jones Engineering, I performed 3D modeling and drafting.”

NOT “As a member of the Caribbean Students Association, I coordinated the marketing of club events.”

“As a member of the Caribbean Students Association, I learned how to market events.”

Step 4. Make a list of the skills/experiences you’ve identified for future reference during your job search.

Using Transferable Skills in the Job Search
Your success in finding the position right for you will depend on your ability to showcase your innate talents and skills. You will also need to demonstrate how you can apply these skills at an employer’s place of business. Consult the staff at your career services office to help you further identify relevant transferable skills and incorporate them on your resume and during your interviews. During each interview, be sure to emphasize only those skills that would be of particular interest to a specific employer.

Transferable skills are the foundation upon which you will build additional, more complex skills as your career unfolds. Start making your list of skills and you’ll discover that you have more to offer than you realized!

Additional Tips to Help Identify Your Transferable Skills

1. Review your list of transferable skills with someone in your field(s) of interest to help you identify any additional skills that you may want to include.

2. Using a major job posting website, print out descriptions of jobs that interest you to help you identify skills being sought. (Also use these postings as guides for terminology on your resume.)

3. Attend career fairs and company information sessions to learn about the skills valued by specific companies and industries.

Written by Rosita Smith.
What Happens During the Interview?

The interviewing process can be scary if you don’t know what to expect. All interviews fit a general pattern. While each interview will differ, all will share three common characteristics: the beginning, middle and conclusion.

The typical interview will last 30 minutes, although some may be longer. A typical structure is as follows:

- Five minutes — small talk
- Fifteen minutes — a mutual discussion of your background and credentials as they relate to the needs of the employer
- Five minutes — asks you for questions
- Five minutes — conclusion of interview

As you can see, there is not a lot of time to state your case. The employer may try to do most of the talking. When you do respond to questions or ask your own, your statements should be concise and organized without being too brief.

It Starts Before You Even Say Hello

The typical interview starts before you even get into the inner sanctum. The recruiter begins to evaluate you the minute you are identified. You are expected to shake the recruiter’s hand upon being introduced. Don’t be afraid to extend your hand first. This shows assertiveness.

It’s a good idea to arrive at least 15 minutes early. You can use the time to relax. It gets easier later. It may mean counting to ten slowly or wiping your hands on a handkerchief to keep them dry.

How’s Your Small Talk Vocabulary?

Many recruiters will begin the interview with some small talk. Topics may range from the weather to sports and will rarely focus on anything that brings out your skills. Nonetheless, you are still being evaluated.

Recruiters are trained to evaluate candidates on many different points. They may be judging how well you communicate on an informal basis. This means you must do more than smile and nod.

The Recruiter Has the Floor

The main part of the interview starts when the recruiter begins discussing the organization. If the recruiter uses vague generalities about the position and you want more specific information, ask questions. Be sure you have a clear understanding of the job and the company.

As the interview turns to talk about your qualifications, be prepared to deal with aspects of your background that could be construed as negative, i.e., low grade point average, no participation in outside activities, no related work experience. It is up to you to convince the recruiter that although these points appear negative, positive attributes can be found in them. A low GPA could stem from having to fully support yourself through college; you might have no related work experience, but plenty of experience that shows you to be a loyal and valued employee.

Many times recruiters will ask why you chose the major you did or what your career goals are. These questions are designed to determine your goal direction. Employers seek people who have direction and motivation. This can be demonstrated by your answers to these innocent-sounding questions.

It’s Your Turn to Ask Questions

When the recruiter asks, “Now do you have any questions?” it’s important to have a few ready. Dr. C. Randall Powell, author of Career Planning Today, suggests some excellent strategies for dealing with this issue. He says questions should elicit positive responses from the employer. Also, the questions should bring out your interest in and knowledge of the organization.

By asking intelligent, well-thought-out questions, you show the employer you are serious about the organization and need more information. It also indicates to the recruiter that you have done your homework.

The Close Counts, Too

The interview isn’t over until you walk out the door. The conclusion of the interview usually lasts five minutes and is very important. During this time the recruiter is assessing your overall performance.

It is important to remain enthusiastic and courteous. Often the conclusion of the interview is indicated when the recruiter stands up. However, if you feel the interview has reached its conclusion, feel free to stand up first.

Shake the recruiter’s hand and thank him or her for considering you. Being forthright is a quality that most employers will respect, indicating that you feel you have presented your case and the decision is now up to the employer.

Expect the Unexpected

During the interview, you may be asked some unusual questions. Don’t be too surprised. Many times questions are asked simply to see how you react.

For example, surprise questions could range from, “Tell me a joke” to “What time period would you like to have lived in?” These are not the kind of questions for which you can prepare in advance. Your reaction time and the response you give will be evaluated by the employer, but there’s no way to anticipate questions like these. While these questions are not always used, they are intended to force you to react under some stress and pressure. The best advice is to think and give a natural response.

Evaluations Made by Recruiters

The employer will be observing and evaluating you during the interview. Erwin S. Stanton, author of Successful Personnel Recruiting and Selection, indicates some evaluations made by the employer during the interview include:

1. How mentally alert and responsive is the job candidate?
2. Is the applicant able to draw proper inferences and conclusions during the course of the interview?
3. Does the applicant demonstrate a degree of intellectual depth when communicating, or is his/her thinking shallow and lacking depth?
4. Has the candidate used good judgment and common sense regarding life planning up to this point?
5. What is applicant’s capacity for problem-solving activities?
6. How well does candidate respond to stress and pressure?
Before stepping into an interview, be sure to practice, practice, practice. A job-seeker going to a job interview without preparing is like an actor performing on opening night without rehearsing.

To help with the interview process, keep the following ten rules in mind:

1. **Keep your answers brief and concise.**
   Unless asked to give more detail, limit your answers to two to three minutes per question. Tape yourself and see how long it takes you to fully answer a question.

2. **Include concrete, quantifiable data.**
   Interviewees tend to talk in generalities. Unfortunately, generalities often fail to convince interviewers that the applicant has assets. Include measurable information and provide details about specific accomplishments when discussing your strengths.

3. **Repeat your key strengths three times.**
   It’s essential that you comfortably and confidently articulate your strengths. Explain how the strengths relate to the company’s or department’s goals and how they might benefit the potential employer. If you repeat your strengths then they will be remembered and—if supported with quantifiable accomplishments—they will more likely be believed.

4. **Prepare five or more success stories.**
   In preparing for interviews, make a list of your skills and key assets. Then reflect on past jobs and pick out one or two instances when you used those skills successfully.

5. **Put yourself on their team.**
   Ally yourself with the prospective employer by using the employer’s name and products or services. For example, “As a member of ________, I would carefully analyze the ________ and ________.” Show that you are thinking like a member of the team and will fit in with the existing environment. Be careful though not to say anything that would offend or be taken negatively. Your research will help you in this area.

6. **Image is often as important as content.**
   What you look like and how you say something are just as important as what you say. Studies have shown that 65 percent of the conveyed message is nonverbal; gestures, physical appearance and attire are highly influential during job interviews.

7. **Ask questions.**
   The types of questions you ask and the way you ask them can make a tremendous impression on the interviewer. Good questions require advance preparation. Just as you plan how you would answer an interviewer’s questions, write out specific questions you want to ask. Then look for opportunities to ask them during the interview. Don’t ask about benefits or salary. The interview process is a two-way street whereby you and the interviewer assess each other to determine if there is an appropriate match.

8. **Maintain a conversational flow.**
   By consciously maintaining a conversational flow—a dialogue instead of a monologue—you will be perceived more positively. Use feedback questions at the end of your answers and use body language and voice intonation to create a conversational interchange between you and the interviewer.

9. **Research the company, product lines and competitors.**
   Research will provide information to help you decide whether you’re interested in the company and important data to refer to during the interview.

10. **Keep an interview journal.**
    As soon as possible, write a brief summary of what happened. Note any follow-up action you should take and put it in your calendar. Review your presentation. Keep a journal of your attitude and the way you answered the questions. Did you ask questions to get the information you needed? What might you do differently next time? Prepare and send a brief thank-you letter. Restate your skills and stress what you can do for the company.

**In Summary**
Because of its importance, interviewing requires advance preparation. Only you will be able to positively affect the outcome. You must be able to compete successfully with the competition for the job you want.

In order to do that, be certain you have considered the kind of job you want, why you want it and how you qualify for it. You also must face reality: Is the job attainable?

In addition, recognize what it is employers want in their candidates. They want “can do” and “will do” employees. Recognize and use the following factors to your benefit as you develop your sales presentation. In evaluating candidates, employers consider the following factors:

- Ability
- Character
- Loyalty
- Initiative
- Personality
- Communication skills
- Acceptance
- Work record
- Recommendations
- Outside activities while in school
- Impressions made during the interview

Written by Roseanne R. Bensley, Career Services, New Mexico State University.
Questions Asked by Employers

Personal
1. Tell me about yourself.
2. What are your hobbies?
3. Why did you choose to interview with our organization?
4. Describe your ideal job.
5. What can you offer us?
6. What do you consider to be your greatest strengths?
7. Can you name some weaknesses?
9. Have you ever had any failures? What did you learn from them?
10. Of which three accomplishments are you most proud?
11. Who are your role models? Why?
12. How does your college education or work experience relate to this job?
13. What motivates you most in a job?
14. Have you had difficulty getting along with a former professor/supervisor/co-worker and how did you handle it?
15. Have you ever spoken before a group of people? How large?
16. Why should we hire you rather than another candidate?
17. What do you know about our organization (products or services)?
18. Where do you want to be in five years? Ten years?
19. Do you plan to return to school for further education?

Education
20. Why did you choose your major?
21. Why did you choose to attend your college or university?
22. Do you think you received a good education? In what ways?
23. In which campus activities did you participate?
24. Which classes in your major did you like best? Least? Why?
25. Which elective classes did you like best? Least? Why?
26. If you were to start over, what would you change about your education?
27. Do your grades accurately reflect your ability? Why or why not?
28. Were you financially responsible for any portion of your college education?

Experience
29. What job-related skills have you developed?
30. Did you work while going to school? In what positions?
31. What did you learn from these work experiences?
32. What did you enjoy most about your last employment? Least?
33. Have you ever quit a job? Why?
34. Give an example of a situation in which you provided a solution to an employer.
35. Give an example of a time in which you worked under deadline pressure.
36. Have you ever done any volunteer work? What kind?
37. How do you think a former supervisor would describe your work?

Career Goals
38. Do you prefer to work under supervision or on your own?
39. What kind of boss do you prefer?
40. Would you be successful working with a team?
41. Do you prefer large or small organizations? Why?
42. What other types of positions are you considering?
43. How do you feel about working in a structured environment?
44. Are you able to work on several assignments at once?
45. How do you feel about working overtime?
46. How do you feel about travel?
47. How do you feel about the possibility of relocating?
48. Are you willing to work flextime?

Before you begin interviewing, think about these questions and possible responses and discuss them with a career advisor. Conduct mock interviews and be sure you are able to communicate clear, unrehearsed answers to interviewers.
Don't Forget the Small Companies

Most students concentrate their job search on Fortune 500 corporations or other large, well-known companies with defined and approachable personnel departments. And in an economic climate that has proved challenging for small business, it would be easy to follow the path of “most students.”

But don’t count out the small companies just yet. Small businesses have been at the forefront of innovation, economic growth and job creation, and there’s no reason to doubt they’ll continue to find themselves in this position in the future.

Generally, any business with 200 or fewer employees is considered a small company. Whether the business has 20 employees or 20,000, the research you do in preparation for an interview opportunity will be the best gauge of the company’s outlook. As we’ve seen, large companies can be just as shaky as small ones, so the questions really come down to: “Is a small company right for you?” and “Are you right for a small company?” There are several things to consider when deciding between working in a large versus a small company.

Is a Small Company Right for You?

Small companies tend to offer an informal atmosphere, an all-for-one camaraderie and require more versatility and dedication on the part of the company and workers. Small companies are usually growing so they are constantly redefining themselves and the positions within them. Look at the following list of small company traits and consider which are advantages and which are disadvantages for you.

- You are given more responsibility and are not limited by job titles or descriptions.
- Your ideas and suggestions will be heard and given more attention.
- Career advancement and salary increases may be rapid in a growing company.
- You have less job security due to the high rate of failure for a small business.
- You have the opportunity to be involved in the creation or growth of something great.
- You may be involved in the entire organization rather than in a narrow department.
- You may be eligible for stock options and profit sharing.
- The environment is less bureaucratic; there are fewer rules and regulations and thus fewer guidelines to help you determine what to do and whether you’re succeeding or failing.
- Successes and faults are more visible.
- Starting salaries and benefits may be more variable.
- A dominant leader can control the entire organization. This can lead either to more “political games” or a healthy, happy atmosphere.
- You must be able to work with everyone in the organization.

Are You Right for a Small Company?

Because most small companies do not have extensive training programs, they look for certain traits in potential employees. You will do well in a small company if you are:

- Enthusiastic
- A risk-taker
- A quick learner
- Responsible enough to get things done on your own
- There are fewer limitations, and it’s up to you to make the best or worst of that freedom. A small business often has a strong company culture. Learn that company’s culture; it will help you on your way up the corporate ladder.

Finding a Job in a Small Company

One of the biggest hurdles to finding a job in a small business is contacting a hiring manager. Good timing is critical. The sporadic growth of many small companies can mean sporadic job openings, so you need to network. A small business tends to fill its labor needs informally through personal contacts and recommendations from employees. Job hunters must find their way into the organization and approach someone with hiring authority. This means you must take the initiative. Once you have someone’s attention, you must convince him or her that you can do something for the company. How do you find information on small companies? Try these techniques:

- Contact the chamber of commerce in the area you would like to work. Get the names of growing companies in the industry of your choice. Peruse the membership directory.
- Participate in the local chapter of professional trade associations related to your career. Send prospective employers a cover letter and resume, then follow up with a phone call.
- Read trade publications, business journals, and area newspapers for leads. Again, follow up.
- Speak with small business lenders such as bankers, venture capitalists, and small business investment companies listed in directories at local libraries.

Keep the following differences between large and small companies in mind as you conduct your job search:

Large Company | Small Company
--- | ---
Centralized Human Resources | No HR
Formal recruiting program | No full-time recruiters
Standardized hiring procedures | No standard hiring procedures
Keep resumes on file | Usually won’t keep resumes
Interview held with recruiter and managers | the founder or direct boss
Career section on website | Little/no career section on website
Hiring done months in advance of starting date | Hired to begin immediately
Formal training programs | On-the-job training
Predetermined job categories | Jobs emerge to fit needs

Always do your homework on the company, and persuade them to hire you through your initiative and original thinking. If you haven’t graduated yet, offer to work for them as an intern. This will give you experience, and if you do well, there’s a good chance that a job will be waiting for you on graduation day.

Adapted with permission from the Career Resource Manual of the University of California, Davis.
Federal Jobs: Working for Uncle Sam

So you want to work for the federal government? You are not alone. Uncle Sam employs approximately 1.8 million civilian workers worldwide. Federal employees receive a generous benefits package, and as of 2009 they earned an average salary of $72,572. As the largest employer in the U.S., the federal government offers a variety of career opportunities unparalleled in the private sector. Federal employees work with (and create) cutting-edge technology. They create policy, programs and services that impact the health, safety and welfare of millions of people worldwide.

But with these benefits come bureaucracy. If you do not like working within a system and following a defined chain of command, a federal job might not be for you. This bureaucracy is evident in the hiring process as well. Federal agencies follow strict hiring procedures, and applicants who do not conform to these procedures are left by the wayside. Typically, the federal hiring process can stretch on for months. In fact, many career professionals recommend that students applying for federal jobs begin the process at least two semesters before their graduation date.

Types of Federal Jobs

Federal jobs are separated into two classes: competitive service and excepted service positions. Competitive service jobs, which include the majority of federal positions, are subject to civil service laws passed by Congress. Job applications for competitive service positions are rated on a numerical system in which applications are awarded points based on education, experience and other predetermined job qualification standards. Hiring managers then fill the position from a pool of candidates with the highest point totals.

Hiring managers for excepted service agencies are not required to follow civil service hiring procedures or pick from a pool of candidates who have been rated on a points system. Instead, these agencies set their own qualifications requirements, as occurs in private industry. However, both competitive service and excepted service positions must give preference to veterans who were either disabled or who served in combat areas during certain periods of time. The Federal Reserve, the Central Intelligence Agency and the National Security Agency are examples of some excepted service agencies. (For a complete list, visit usajobs.gov/el6.asp.) It’s important to note that even agencies that are not strictly excepted service agencies can have excepted service positions available within them.

OPM and USAJOBS

The U.S. Office of Personnel Management (OPM) acts as the federal government’s human resources agency. OPM’s website (opm.gov) is expansive and contains a wealth of information for anyone interested in federal jobs, including federal employment trends, salary ranges, benefits, retirement statistics and enough links to publications and resources to keep a research librarian busy for days. Linked to the OPM site is the USAJOBS site (usajobs.gov), which has its own set of tools and resources that will be familiar to any standard job site user. USAJOBS acts as a portal for federal employment with thousands of job listings at any one time.

Searching for Federal Jobs

Federal agencies now fill their jobs like private industry by allowing applicants to contact the agency directly for job information and applications. However, most of these positions can be accessed through the USAJOBS site. All competitive service positions must be posted on the USAJOBS site, and although agencies are not required to post their excepted service positions on USAJOBS, many do.

Registered visitors to USAJOBS can create and post up to five resumes, which can be made searchable, allowing recruiters from federal agencies to find resumes during applicant searches. Applicants can also use these resumes to apply directly to jobs that have an online application option. In addition, job applicants can create as many as ten “search agents,” which search for job openings using certain criteria (such as location, job type, agency, salary requirements), and email matching postings directly to their inbox. Applicants can also search for jobs directly using the “search jobs” button on the USAJOBS homepage.

Remember, excepted service positions are not required to be posted on the USAJOBS site. If you are interested in employment with an excepted service agency, be sure to visit the recruitment section of its website for postings that may not have made it onto the USAJOBS site. It is often worthwhile to look at the sites of agencies that you do not associate with your field of study. If you are interested in the environment, you should definitely visit the EPA’s website. But you should also make sure to visit the websites of other agencies that you don’t associate with your major. It’s not unusual for a biology major, for example, to find a job with Homeland Security or the Department of Defense.

How to Apply

There is no general way to submit an application to OPM or to individual federal agencies. Instead, students should refer to each job posting for specific directions. Whether for competitive service or excepted service positions, federal job postings can be intimidating. A typical posting can run over 2,000 words and include sections on eligibility requirements, educational requirements, necessary experience, salary range, job duties and even a description of how applicants are evaluated.

Most importantly, all federal job postings include a section titled “How to Apply.” Instead of letting this avalanche of information overwhelm you, use it as a resource to help you put together the best application possible, paying particularly close attention to the “How to Apply” section. If you do not follow the instructions and procedures closely, your application may not be processed. “I would emphasize that applicants should carefully read the ‘fine print’ of all printed and online materials and applications,” says Dr. Richard White, Director of Career Services at Rutgers University. “Applicants who dot all their i’s and cross all their t’s gain a competitive advantage and rise to the top of the application pool.”

Federal agencies require specific information on your resume before it can be processed. The OPM created the USAJOBS Resume Builder in an effort to help applicants create a resume which can be used for most government agencies—go to my.usajobs.gov to get started. Agencies may also request that you submit additional forms for application (many of which are available on USAJOBS). Strictly following the “How to Apply” instructions will ensure that your application has all the information necessary.

Written by Chris Enstrom, a freelance writer from Nashville, Ind.
Working for a Nonprofit Organization

Are you looking for more from your future career than just a steady income? Do you find the traditional employment track unappealing? Do you want the chance to make a real impact in your community or even the world? Then a career in the nonprofit sector may be the answer.

What Is a Nonprofit?
Nonprofits (also known as not-for-profits) are organizations that promote a cause or provide a public service and are granted tax-exempt status by the Internal Revenue Service under section 501 of the Federal Tax Code. Nonprofits are often at the forefront of advocacy, social issues and scientific research. Some manage and promote the arts, culture or even history in communities across the nation. Political and labor groups are nonprofit organizations, as are professional and trade organizations. The broad category of nonprofits also includes non-governmental organizations (NGOs) that provide critical services to areas affected by war or natural disasters. Some promote environmental issues on an international scale.

With all these categories, it’s no wonder that over 1.5 million nonprofit organizations in the United States employ more than 8.7 million people or 5.9% of the total workforce. Amy Butler from the Bureau of Labor Statistics reported that, “Health professionals, educators, other professionals, health technicians, administrative support workers, and service occupations account for the majority of paid workers in the nonprofit sector,” in her 2009 “Wages in the Nonprofit Sector” article.

Is a Nonprofit Right for You?
Most nonprofit employees are not motivated by money or a prestigious title. Instead, they find fulfillment in a career that contributes to the welfare of others or advances a particular cause. Depending on your interests and beliefs, working for a particular nonprofit can be both challenging and fulfilling. You often work with people who share your altruism and passion about an issue or cause. And unlike the private sector or government, there are usually endless opportunities in entry-level positions where related experience is not required.

But working for a nonprofit is not all bliss and passion, nor is it an escape from work-related stress. Nonprofit employees may not have to meet sales goals or make money for their owners or shareholders, but they are still held accountable for their decisions by their funding sources and constituents. Some organizations are highly politicized. Resources tend to be limited for staff development, bonuses or the latest equipment. Nonprofit workers must learn to work effectively with a broad range of people, including their clients, elected officials, volunteers, donors and local civic leaders.

Top management is usually held accountable to a board of advisors or board of directors. The latter group has governing power, including the power to terminate top management. Instability in funding is often a frustrating factor among nonprofits (especially among the smaller ones), as it must be sought each year from a variety of sources. Today, receiving grants is becoming more difficult. Grantors are demanding increased accountability and results in exchange for their financial support.

Opportunities
Take a look at the current job openings in the nonprofit sector and you will see a broad range of jobs. Positions with arts organizations can include curators, writers, performing artists and event planners. Health agencies often hire counselors, researchers and lobbyists. All nonprofit companies require the services of grant writers, fundraisers (also known as development officers), accountants, information technology workers and office managers. While idealism and passion may be the fuel to energize an organization, solid administrative skills including writing, strong interpersonal skills, multiple business and political contacts, and good business acumen are highly valued and required to ensure the stability and longevity of an organization.

But Will I Earn Enough?
Because of the wide variety of agencies in staff size, organization budget and scope of activities, it is nearly impossible to provide a salary range based on position. For example, the salary of the executive director of the Red Cross would be six figures, while the executive director of a two-person organization whose services are narrow and local may be in the low 30s. The Chronicle of Philanthropy periodically publishes the salaries of top executives in nonprofits. In general, the larger an organization and the wider its scope, the greater the salary—though it may still be below the national average. Career advancement is also more likely within a larger organization.

How and Where to Find Nonprofit Positions
If you are interested in working for a nonprofit organization, talk to others in the field to help you decide if the nonprofit sector is right for you. Schedule an appointment with three or four directors and program administrators to find out the differences (and similarities) between various agencies. Ask about the types of people typically hired and the types of jobs available. Find out what makes the field satisfying—and frustrating. Ask about pay, advancement and the skills most highly sought. Read public literature about different agencies, and serve as a volunteer with an agency of interest to you to become acquainted with the staff and the agency’s services. Volunteer positions sometimes become paid positions or provide you with solid leads and the “inside track” to paid positions.

When you are ready to apply for specific positions, use local resources such as the United Way, your local newspaper and the Internet, using the key word nonprofit. Opportunity Knocks (www.opportunityknocks.org) provides a comprehensive print and online version of nonprofit job opportunities throughout the United States. Many organizations (especially larger ones like the Red Cross) have their own websites that list job openings.

Wherever you choose to look, a job with a nonprofit organization can be a great way to start your career—and do something good for your community.

Written by Rosita Smith.
Dealing With Stress in the Job Search

Searching for a job after college can be an extremely stressful endeavor. All of the elements of the job search—researching employers, perfecting and targeting your resume, writing cover letters, preparing for interviews—take time. And as a soon-to-be college graduate finishing up your last year of school, time is not something you have a lot of. Every student and every job search is different. However, no matter your major, degree, or employment aspirations, there are steps that you can take to make the necessary task of finding a job less stressful.

Put Your Job Search in Perspective

College seniors about to enter the job market can be broadly placed into two camps: 1) Those who know exactly what they want to do after college, and 2) those who have no clue. Both types of students often bring added pressure to the job search process that is, for the most part, self-inflicted.

Students from the first camp set their sights high during the job search. They know what their dream job is, and anything less will be a disappointment. However, very rarely will a student fresh out of college be able to step into a position that fits their definition of an ideal job.

Occasionally, students are able to move into their idea of a perfect job right out of college, but students must be careful not to feel frustrated if that’s not the case. Often, they will have to work up the career ladder a few rungs until they arrive at the job they truly want. Just accepting this fact will take away some of the pressure.

For students who are vague on what career to pursue after college, the idea of looking for a job can be even more stressful. Not knowing what type of job or career to pursue is a common anxiety among recent college graduates. Keep in mind that the process of looking for a job will probably alleviate this concern.

Make Sure You Are Ready

Many students approaching college graduation simply are not ready to enter the job market. Instead, these students may decide to travel, do volunteer work, or simply take time off to decompress before pursuing a full-time career. Other students may decide to seek a graduate degree or even a second bachelor’s degree before entering the job market. There is nothing wrong with delaying your job search as long as you do it for the right reasons.

But escaping the job search by entering into the process of applying to graduate schools when this is not really what you want to do is one of the biggest mistakes students can make. Once you’ve made a decision to pursue employment, don’t hesitate to do so. However, students who legitimately decide to delay their job search should keep in mind that they might lose advantages, such as college job fairs, college career services, on-campus interviews, and other services that colleges and universities provide. If you’re ready to start your career, this is the time to do it.

Get Moving and Keep Moving

Most college students are well acquainted with procrastination. Pulling an “all nighter” to cram for a test or write a term paper has almost become a college rite of passage. When it comes time to look for work students tend to procrastinate for various reasons: fear of failure (“what if nobody hires me?”), perfectionism (“I need to find the perfect job.”), lack of information (“where do I start?”), distractions (“I need time to go out with my friends.”), and the sheer size of the task before them (“I’ll never find the time to get this all done.”)

Looking for a job is a big task, and while you may have been able to learn a semester’s worth of chemistry the night before a final, you’re not going to be able to cram the job search into the week before graduation. The single best thing you can do to relieve job-search stress is to simply get started. Procrastination is the worst thing you can do in terms of creating stress during the job search.

Additionally, students need to think of looking for a job as a process; something they need to work on every week if not every day. Don’t apply for one job at a time and await the result. This is a recipe for disaster. Keep actively pursuing a job until you actually accept an offer.

Have Reachable Goals

Since finding and securing a job is such a large process, students need to break it up into attainable goals. Make sure you write the goals down and know when they’ve been accomplished. Having goals can reduce job search stress in two ways: First, it breaks a large process down into smaller, manageable chunks; and second, reaching goals provides the job seeker with a sense of accomplishment. As you move forward in the job search, you’ll find the stress replaced by a feeling of accomplishment.

Deal with Interview Anxiety

For many students, going on a job interview is the most stressful part of the entire job search process. The best way to alleviate some of this stress is simply to prepare. Make sure you know everything you can about the employer and the position, and make sure that you know exactly what skills, experience, and ideas you can bring to that employer. Prepare answers to all the common questions that employers ask (such lists can be found online or in your career office), as well as other questions that are related specifically to your field of study and the position for which you are applying.

Also, make sure that you prepare a list of questions to ask the employer during the interview. Intelligent questions show that you have done your homework and that you have seriously thought about the position you are interviewing for. Lastly, make sure you go through a “mock interview.” By practicing your interview answers in front of a friend or a career counselor, you will be able to hone your interview skills and get rid of the pre-interview jitters.

Last Words of Advice

Think positively. Also, remember that a little stress can be a good thing if it doesn’t paralyze you. It can keep you motivated, and keep you reaching toward your goals. But when you feel your stress level getting out of hand, take a break. Walking the dog, working out at the gym, going for a swim—any type of physical activity—is a great way to relieve stress. And if your stress level continues to rise, just take a break from the search. A few days not thinking or worrying about it can do wonders for your stress level. You can then re-enter the job search process refreshed and ready to land the job you want.

Written by Chris Enstrom, a freelance writer from Nashville, Ind., from interviews with career center directors Dr. Jeff Garis (Florida State University) and Deidre Sepp (Marist College).
# 2010-2011 Recruiter List by Major

## ACCOUNTING
- Air Force Audit Agency *
- Arizona Public Service *
- BDO USA, LLP
- BeachFleischman PC
- CBIZ & Mayer Hoffman McCann P.C *
- Clifton Gunderson LLP *
- Deloitte & Touche USA LLP *
- Deloitte Consulting *
- Eide Bailly LLP
- Ernst & Young LLP (Recruiting) *
- Everest College
- FactSet Research Systems Inc.
- FedEx Services (Marketing Planning and Analysis/Pricing)
- GenSpring Family Offices
- Grant Thornton LLP *
- Heinfeld, Meech & Co., P.C. *
- Honeywell *
- Intel US College Recruiting
- Keegan, Linscott & Kenon PC *
- KPMG LLP *
- PETsMART *
- PricewaterhouseCoopers *
- Protiviti *
- R & A CPAs *
- Raytheon
- Sempra Energy Utilities *
- Starwood Hotels & Resorts Worldwide, Inc. *
- Texas Instruments
- U.S. Army Audit Agency (Fort Huachuca Field Office)

## AGIBUSINESS ECONOMICS & MGMT
- John Deere *
- Liberty Mutual *
- Sherwin-Williams (Automotive Finishes)

## AGRIC MECHANICS & IRRIGATION
- John Deere *

## AGRICUL TURAL ECONOMICS
- John Deere *
- Sherwin-Williams (Automotive Finishes)

## AGRICULTURAL ENGINEERING
- John Deere *
- US Fish & Wildlife Service *

## AGRICULTURAL & BIOSYSTEMS ENGR
- John Deere *
- US Fish & Wildlife Service *

## AGRICULTURAL & BIOSYSTEMS TECHN
- Malcolm Pirnie

## AGRICULTURAL AND LIFE SCIENCES
- Fry’s Food Stores
- US Fish & Wildlife Service *

## ALL MAJORS
- AT&T
- Dillard’s Department Stores *
- Discover Financial Services
- E&J Gallo Winery
- Everest College
- Farmers Insurance Group
- First Investors Corporation
- Gap Inc.

## GEICO
- Insight Global, Inc.
- Keyence Corporation of America
- Kohl’s Department Stores *
- Liberty Mutual *
- Macy’s Credit and Customer Services
- Macy’s Inc.
- Nestle USA

## BIOCHEM MOLECULAR & CELLULAR BIO
- Procter & Gamble

## BIOCHEMISTRY
- Procter & Gamble
- The Dial Corporation - Henkel *

## BIOLOGY
- Procter & Gamble
- The Dial Corporation - Henkel *

## BIOMEDICAL ENGINEERING
- Procter & Gamble
- The Dial Corporation - Henkel *

## BIOSYSTEMS ENGINEERING
- Procter & Gamble
- U.S. Air Force - DM

## BS IN GEOLOGY
- Malcolm Pirnie
- Schlumberger Technology Corp.*
- U.S. Army Research Laboratory
- US Fish & Wildlife Service *

## BS IN GEOPHYSICS- GEOCHEM
- U.S. Army Research Laboratory
- Schlumberger Technology Corp.*

## BUSINESS ADMINISTRATION
- Air Force Audit Agency *
- Allegiant Air
- Deloitte Consulting *
- Enterprise Rent-a-Car *
- Ernst & Young LLP (Recruiting) *
- FactSet Research Systems Inc.
- Ferguson, a Wolseley Company
- General Mills, Inc. (Consumer Foods Sales Division) *
- Liberty Mutual *
- PETsMART *
- Raytheon
- Sherwin-Williams (Automotive Finishes)
- Starwood Hotels & Resorts Worldwide, Inc. *
- Texas Instruments
- Textura Corporation
- Walmart Stores, Inc. *

## BUSINESS ECONOMICS
- Allegiant Air
- AT&T
- Deloitte Consulting *
- Enterprise Rent-a-Car *
- Ernst & Young LLP (Recruiting)
- Everest College
- FactSet Research Systems Inc.
- Ferguson, a Wolseley Company
- First Investors Corporation *
- General Mills, Inc. (Consumer Foods Sales Division) *
- Grant Thornton LLP *
- Liberty Mutual *
- PETsMART *
- Raytheon
- Sempra Energy Utilities *
- Sherwin-Williams (Automotive Finishes)

*Indicates Company also recruited for Career-Related Positions

For more information on employers appearing in bold, please refer to their advertisement elsewhere in this Guide.
Malcolm Pirnie
Procter & Gamble *
Schlumberger Technology Corp.
U.S. Air Force - DM
U.S. Army Research Laboratory
USG Corporation (United States Gypsum Corporation)

CIVIL ENGINEERING & ENG MECHANICS
John Deere

COMMERCIAL
International Harbor Fisheries

COMPUTER ENGINEERING
American Express *
Cognizant Technology Solutions CSC *
Deloitte Consulting *
FedEx Services (Marketing Planning and Analysis/Pricing)
Honeywell *
Jet Propulsion Laboratory (JPL) NASA (California Institute of Technology, NASA)
Microsoft Corporation *
Monotype Imaging, Inc
Northrop Grumman Corporation
Raytheon
Rockwell Automation *
Sogeti USA
Texatura Corporation
The MITRE Corporation
U.S. Army Research Laboratory

CORRECTIONAL ADMINISTRATION
Walmart Stores, Inc. *

ECONOMICS
Allegiant Air *
Amazon.com *
AT&T
Avnet *
Deloitte Consulting *
Enterprise Rent-a-Car *
Ernst & Young LLP (Recruiting)
FactSet Research Systems Inc.
Ferguson, a Wolseley Company
General Mills, Inc. (Consumer Foods Sales Division)
Malcolm Pirnie
Microsoft Corporation *
Monotype Imaging, Inc
Northrop Grumman Corporation
Pacific Scientific Energetic Materials Company *
Procter & Gamble *
Schlumberger Technology Corp.*
Texutra Corporation

ELECTRICAL ENGINEERING
Cognizant Technology Solutions CSC *
Deloitte Consulting *
Ernst & Young LLP (Recruiting)
FedEx Services (Marketing Planning and Analysis/Pricing)
Honeywell *
Jet Propulsion Laboratory (JPL) NASA (California Institute of Technology, NASA)
Microsoft Corporation *
Monotype Imaging, Inc
Northrop Grumman Corporation
Sogeti USA
Textura Corporation
Trane *
U.S. Army Research Laboratory
USG Corporation (United States Gypsum Corporation)

W. L. Gore & Associates, Inc

*Indicates Company also recruited for Career-Related Positions

For more information on employers appearing in bold, please refer to their advertisement elsewhere in this Guide.
Dillard’s Department Stores *
Edward Jones *
Enterprise Rent-a-Car *
Fry’s Food Stores
Insight Global, Inc.
Jim Click Automotive Team
(Tuttle-Click Automotive Group)
Keyence Corporation of America
Liberty Mutual
Northwestern Mutual *
Paycom
Payless ShoeSource Inc.
PETSsMART *
Prudential
Toys R Us, Inc. *
USG Corporation (United States Gypsum Corporation)
Verizon Wireless

ENERGY ENGINEERING
Kiewit Infrastructure West Co.
Schlumberger Technology Corp.*
U.S. Army Research Laboratory

ENGINEERING
Allegiant Air *
American Express
Arizona Public Service *
Data Systems and Technology (DST)
Fry’s Food Stores
Honeywell *
John Deere *
Johnson Controls *
Micron Technology
Microsoft Corporation *
Raytheon
U.S. Army Research Laboratory
USG Corporation (United States Gypsum Corporation)

ENGINEERING MANAGEMENT
American Express *
CB&I
Cognizant Technology Solutions
Deloitte Consulting *
Rockwell Automation *
Sogeti USA
U.S. Army Research Laboratory
USG Corporation (United States Gypsum Corporation)

ENGINEERING MATHEMATICS
Deloitte Consulting *
Microsoft Corporation *
Raytheon
Rockwell Automation *
Schlumberger Technology Corp.*
U.S. Army Research Laboratory

ENGINEERING PHYSICS
Micron Technology
Microsoft Corporation *
Raytheon
Schlumberger Technology Corp.*
U.S. Army Research Laboratory

ENTREPRENEURSHIP
AT&T
Deloitte Consulting *
Enterprise Rent-a-Car *
Ernst & Young LLP (Recruiting) *
FactSet Research Systems Inc.
FedEx Services (Marketing Planning and Analysis/Pricing)
Ferguson, a Wolseley Company
First Investors Corporation *
General Mills, Inc. (Consumer Foods Sales Division) *
Intel US College Recruiting *
PETSsMART *
Raytheon
Sherwin-Williams (Automotive Finishes)
Textura Corporation
The Hershey Company

ENVIRON HYDRO WATER RESOURCES
Procter & Gamble

ENVIRONMENTAL ENGINEERING
John Deere
Malcolm Pirnie
U.S. Air Force - DM
U.S. Army Research Laboratory
US Fish & Wildlife Service *

ENVIRONMENTAL HYDRO & WATER
John Deere
Malcolm Pirnie
US Fish & Wildlife Service *

ENVIRONMENTAL SCIENCES
Malcolm Pirnie

FAMILY & CONSUMER SCIENCES
Amazon.com *
CVS Caremark *
Dillard’s Department Stores
Enterprise Rent-a-Car *
Fry’s Food Stores
Insight Global, Inc.
Jim Click Automotive Team
(Tuttle-Click Automotive Group)

FINANCE
Air Force Audit Agency *
Allegiant Air
Arizona Public Service *
AT&T
Avnet *
Clifton Gunderson LLP *
Deloitte Consulting *
Ernst & Young LLP (Recruiting) *
Everest College
FactSet Research Systems Inc.
FedEx Services (Marketing Planning and Analysis/Pricing)
Ferguson, a Wolseley Company
First Investors Corporation *
General Mills, Inc. (Consumer Foods Sales Division) *
Liberty Mutual *
Raytheon
Sherwin-Williams (Automotive Finishes)
Starwood Hotels & Resorts Worldwide, Inc. *
Texas Instruments
Walmart Stores, Inc. *

GENERAL BUSINESS ADMIN
Allegiant Air
AT&T
Deloitte Consulting *
Enterprise Rent-a-Car *
Ernst & Young LLP (Recruiting) *
FactSet Research Systems Inc.
Ferguson, a Wolseley Company
General Mills, Inc. (Consumer Foods Sales Division) *
Liberty Mutual *
Raytheon
Sherwin-Williams (Automotive Finishes)
Starwood Hotels & Resorts Worldwide, Inc. *
Texas Instruments
Walmart Stores, Inc. *

GENERAL STUDIES
Jim Click Automotive Team (Tuttle-Click Automotive Group)

GEOLOGICAL ENGINEERING
Schlumberger Technology Corp.*
U.S. Army Research Laboratory
US Fish & Wildlife Service *
USG Corporation (United States Gypsum Corporation)

GEOLGY
Malcolm Pirnie

GOVERNMENT SERVICE
Deloitte Consulting *

HUMAN RESOURCES MANAGEMENT
Liberty Mutual *

Keyence Corporation of America
Northwestern Mutual *
Paycom
PETSsMART *
Prudential
Toys R Us, Inc. *
Verizon Wireless

FAMILY STUDIES
USG Corporation (United States Gypsum Corporation)

FAMILY STUDIES & HUMAN DEV
USG Corporation (United States Gypsum Corporation)

FINE ARTS
Fry’s Food Stores

GENERAL BIOLOGY
Procter & Gamble

GENERAL BUSINESS
Allegiant Air
AT&T
Avnet *
Deloitte Consulting *

*Indicates Company also recruited for Career-Related Positions

For more information on employers appearing in bold, please refer to their advertisement elsewhere in this Guide.
HUMANITIES
Aerotek, Inc.
Dillard’s Department Stores *
Enterprise Rent-a-Car *
Ferguson, a Wolseley Company
Fry’s Food Stores
Insight Global, Inc.
Jim Click Automotive Team (Tuttle-Click Automotive Group)
Keyence Corporation of America
Northwestern Mutual *
Paycom
Prudential
Toys R Us, Inc. *
Verizon Wireless

INDUSTRIAL ENGINEERING
American Express *
Avnet *
Cognizant Technology Solutions
Deloitte Consulting *
Honeywell *
John Deere
Procter & Gamble *
Raytheon
Schlumberger Technology Corp.
Trane *
U.S. Army Research Laboratory
USG Corporation (United States Gypsum Corporation)

INFORMATION SCIENCE & ARTS
CSC *
Ernst & Young LLP (Recruiting)

INFORMATION SCIENCE & TECHNOLOGY
Cognizant Technology Solutions
Microsoft Corporation *

INSURANCE
Liberty Mutual *

INTERDISCIPLINARY STUDIES
Insight Global, Inc.
Raytheon
Jim Click Automotive Team (Tuttle-Click Automotive Group)
Northwestern Mutual *

LANDSCAPE ARCHITECTURE
U.S. Air Force - DM

LAW ENFORCEMENT ADMIN
US Fish & Wildlife Service *

LETTERS, ARTS & SCIENCE
Fry’s Food Stores
Keyence Corporation of America
Paycom
Prudential
Toys R Us, Inc. *
Verizon Wireless

LIBERAL ARTS
Jim Click Automotive Team (Tuttle-Click Automotive Group)

MANAGEMENT
Allegiant Air
Deloitte Consulting *
Enterprise Rent-a-Car *
Ferguson, a Wolseley Company
First Investors Corporation *
Liberty Mutual *
PETS/MART *
Sherwin-Williams (Automotive Finishes)
The Hershey Company

MANAGEMENT INFORMATION SYSTEMS
Allegiant Air
American Express *
AT&T
Avnet *
Cognizant Technology Solutions
CSC *
Deloitte Consulting *
Ernst & Young LLP (Recruiting) *
FactSet Research Systems Inc.
FedEx Services (Marketing Planning and Analysis/ Pricing)
Grant Thornton LLP *
Intel US College Recruiting *
International Harbor Fisheries
Microsoft Corporation *
Northrop Grumman Corporation
PETS/MART *
PricewaterhouseCoopers *
Protiviti *
Raytheon
Rockwell Automation *
Sogeti USA
Starwood Hotels & Resorts Worldwide, Inc. *
Textura Corporation

MARKETING
Allegiant Air
AT&T
Avnet *
Deloitte Consulting *
Enterprise Rent-a-Car *
Ernst & Young LLP (Recruiting) *
FedEx Services (Marketing Planning and Analysis/Pricing)
Ferguson, a Wolseley Company
First Investors Corporation *
General Mills, Inc. (Consumer Foods Sales Division) *
Intel US College Recruiting *
John Deere *
Liberty Mutual *
PETS/MART *
Raytheon
Sherwin-Williams (Automotive Finishes)
Textura Corporation
Walmart Stores, Inc. *

MATERIALS SCIENCE & ENGINEERING
John Deere
Micron Technology
Procter & Gamble
Raytheon
Rogers Corporation
U.S. Army Research Laboratory
USG Corporation (United States Gypsum Corporation)
W. L. Gore & Associates, Inc *

MATHEMATICS
Allegiant Air *
Arizona Public Service *
FactSet Research Systems Inc.
Jet Propulsion Laboratory (JPL) NASA (California Institute of Technology, NASA)
Microsoft Corporation *
Raytheon
Sogeti USA
U.S. Army Research Laboratory

MBA CONCENTRATIONS
AT&T *
Deloitte Consulting *
Direct Alliance *
Discover Financial Services
Intel Corporation
Sandia National Laboratories
SOLON Corporation *
Starwood Hotels & Resorts Worldwide, Inc. *
Vanguard *
Ventana Medical Systems Inc. *

MECHANICAL ENGINEERING
CB&I

*Indicates Company also recruited for Career-Related Positions

For more information on employers appearing in bold, please refer to their advertisement elsewhere in this Guide.
OPERATIONS MANAGEMENT
Allegiant Air
American Express *
Deloitte Consulting
FactSet Research Systems Inc.
General Mills, Inc. (Consumer Foods & Sales Division) *
Sherwin-Williams (Automotive Finishes)
Texas Instruments

OPTICAL SCIENCES
Jet Propulsion Laboratory (JPL)
NASA (California Institute of Technology, NASA)
Procter & Gamble
Raytheon
U.S. Army Research Laboratory

OPTICAL SCIENCES & ENGINEERING
Jet Propulsion Laboratory (JPL)
NASA (California Institute of Technology, NASA)
Procter & Gamble
Raytheon
U.S. Army Research Laboratory

PERSONNEL MANAGEMENT
FactSet Research Systems Inc.

PHARMACOLOGY & TOXICOLOGY
Procter & Gamble

PHILOSOPHY
Sherwin-Williams (Automotive Finishes)

PHOTONIC COMMUNICATIONS ENGR
U.S. Army Research Laboratory

PHYSICS
Jet Propulsion Laboratory (JPL)
NASA (California Institute of Technology, NASA)

Micron Technology
Microsoft Corporation *
Procter & Gamble
Raytheon

PLANNING
U.S. Air Force - DM

POLITICAL SCIENCE
Raytheon

PRE-BUSINESS
FactSet Research Systems Inc.

PRE-COMPUTER SCIENCE
American Express *

PRE-LAW
Raytheon

PRODUCTION MANAGEMENT
Deloitte Consulting

PUBLIC MANAGEMENT & POLICY
Deloitte Consulting *
FactSet Research Systems Inc.

REAL ESTATE
Ernst & Young LLP (Recruiting)

RETAILING & CONSUMER STUDIES
Dick's Sporting Goods *
Enterprise Rent-a-Car *
Payless ShoeSource Inc.
PETsMART *
The Hershey Company

SCIENCE
Data Systems and Technology (DST)
Fry's Food Stores
PETsMART
US Fish & Wildlife Service *

SOCIAL AND BEHAVIORAL SCIENCES
Aerotek, Inc.
Dillard's Department Stores *
Edward Jones
Enterprise Rent-a-Car *
Fry's Food Stores
Insight Global, Inc.
Jim Click Automotive Team (Tuttle-Click Automotive Group)
Keyence Corporation of America Northwestern Mutual *
Paycom
Prudential
Toys "R" Us, Inc. *
Verizon Wireless

SOCIOLOGY
AT&T
USG Corporation (United States Gypsum Corporation)

SPANISH
Sherwin-Williams (Automotive Finishes)

SPEECH COMMUNICATION
Sherwin-Williams (Automotive Finishes)

SPORTS MANAGEMENT
Ferguson, a Wolseley Company

SYSTEMS & INDUSTRIAL ENGINEERING
Avnet *
Cognizant Technology Solutions
Deloitte Consulting *
FedEx Services (Marketing Planning and Analysis/Pricing)
Honeywell *

SYSTEMS ENGINEERING
American Express *
Avnet *
Cognizant Technology Solutions
Deloitte Consulting *
FedEx Services (Marketing Planning and Analysis/Pricing)
Honeywell *

U.S. Air Force - DM
U.S. Army Research Laboratory
USG Corporation (United States Gypsum Corporation)

UNIVERSITY OF ARIZONA SOUTH
Keyence Corporation of America

*Indicates Company also recruited for Career-Related Positions
For more information on employers appearing in bold, please refer to their advertisement elsewhere in this Guide.
Follow Your Instincts

NCNM has been medicine's natural habitat since 1956, producing some of the finest naturopathic doctors and classical Chinese medicine practitioners.

If you are drawn to medicine that treats the whole person, focuses on prevention and honors the past while incorporating cutting edge advances, we invite you to consider NCNM. Our rigorous academic programs, innovative research institute, rich clinical experiences and community-wide involvement attract some of the best and brightest. Are you among them?

For more information call 877.669.8737 or visit us at www.ncnm.edu

049 SW Porter Street, Portland, Oregon 97201

Succeed with us

Our graduate students learn from and conduct research alongside renowned faculty who are leaders in their fields. New Mexico State University's interdisciplinary programs, pioneering centers and world-famous institutes give graduate students knowledge and experience that opens career doors.

575-646-2736
prospective.nmsu.edu/graduate


Build the skills you need to succeed with an MBA from the University of Arizona.

Eller MBA
www.ellermba.com
Going straight to work with your engineering bachelor's degree?

UCLA Engineering
ONLINE MASTERS

Earn your Master of Science in Engineering through the UCLA Engineering Online Masters Program!
Designed for the working professional

Areas of Study:
- Advanced Structural Materials
- Aerospace Engineering
- Computer Networking
- Electronic Materials
- Integrated Circuits
- Manufacturing and Design
- Mechanics of Structures
- Signal Processing and Communications
- Systems Engineering

Admissions
- BS degree in an engineering discipline or science
- Minimum 3.0 GPA in last 2 years of study
- Strong letters of recommendation

Program of Study
- 8 core courses plus 1 project course (typically completed in two years)
- Flexibility to design a program of study that meets your professional needs

Tuition reimbursement is often an employment benefit

Please visit www.msol.ucla.edu
For more information please call (310) 825-6542

---

WE LIVE IN THE HOUSE
WE ALL BUILD.

We choose the world we live in, so make the right choices. Earth Share supports more than 400 environmental and conservation organizations that impact you every day.

Visit us at earthshare.org
Freeport-McMoRan Copper & Gold Inc. is a leading international mining company with headquarters in Phoenix, Arizona. We operate large, long-lived, geographically diverse assets on four continents, with significant proven and probable reserves of copper, gold and molybdenum.

At Freeport-McMoRan Copper & Gold Inc. we strive to provide the best environment possible for a well-trained and diverse workforce.

NEW GRADUATE POSITIONS
- Mining Engineer
- Metallurgical Engineer
- Geological Engineer
- Mineralogist
- Hydrogeologist
- Geologist
- Chemical Engineer/Chemist
- Environmental Engineer and Health & Safety Professional
- Civil, Electrical, Mechanical and Industrial Engineers
- Accounting, Finance
- Computer/IT Professionals/Global Supply Chain
- Human Resources Professional

INTERNSHIP MAJORS
- Mining and Minerals Engineering
- Metallurgy, Chemical and Material Science Engineering
- Geology, Economic Geology and Geological Engineering
- Mechanical and Electrical Engineering
- Civil and Environmental Engineering
- Chemistry
- Health & Safety and Industrial Hygiene
- Accounting and Finance
- Information Technology and Supply Chain
- Human Resources Management

WE OFFER NEW GRADUATES
- Paid time off
- Medical benefits
- 401(k) vested and matched from day one
- Defined contribution retirement plan
- Employee assistance plan
- Tuition reimbursements

WE OFFER INTERNS
- Competitive wages
- Intern networking events
- Consideration for university scholarships
- Hands-on mining industry experience

Please visit our website www.fcx.com/college
Follow us on Twitter FCX_College for dates and times.

Come visit with our representatives at your campus career fair!

Freeport-McMoRan Copper & Gold, Inc. is committed to diversity and an equal opportunity employer.
Earn Your Master’s Degree in as Little as ONE Year at Pepperdine University.

At Pepperdine University, we are dedicated to improving and enriching the lives of others. We offer 11 graduate degree programs in the fields of education and psychology to help you begin your career in teaching, educational leadership, learning technologies, social entrepreneurship, or mental health.

Most of our master’s programs can be completed in as little as ONE year. Since our curricula are designed for the working professional, we offer a technology-blended format at both the master’s and doctoral levels. Apply now to begin classes in the fall, spring, or summer.

To speak with a member of your recruitment and admissions team, please call or visit us on the Web at:

Education (866) 503-5467  Psychology (866) 503-5460  gsep.pepperdine.edu