

# THE JOB SEARCH GUIDE:

## How to Land a Job or Internship

Searching for a full-time job or an internship can be both overwhelming and intimidating. A well-crafted job search process takes time, preparation, and concentrated effort. However, it does not need to be a daunting process.

Today's most successful job seekers utilize various job search strategies to stand out from the crowd – from establishing a social presence to utilizing job source platforms to targeting companies. We have created this guide to expedite your job search as we introduce and steer you through an array of proven resources and methods.

### BEFORE YOU DIVE IN

#### **Do you have a career plan?**

While many college students know what they would like to do in their future careers, an equal number find the question, “What do I want to do?” scary and restraining. The bottom line, this question needs to be answered.

You have had the opportunity to explore courses of study and fields by now. Hopefully, you have opted to participate in an internship (or two) to help answer this question. If not, you should schedule an appointment with a Career Consultant in our Career Services office. They can help you begin the process of developing your career path. It is exceedingly challenging to start seeking employment if you have no idea what type of work you wish to secure.

#### **Do you have a resume?**

Every UToledo student should have a resume. Whether you seek a temporary summer gig, an internship, or full-time employment, a well-written resume will highlight and market your background, experience, and qualifications. Be sure to download our companion resource to this guide, *The Resume Guide: How to Catch*

*a Recruiter's Eye*. If you would like to have your resume critiqued, upload your resume to the Career Services Resume Dropbox.

### **Have you interviewed for a position before?**

When marketing yourself to prospective employers, you need to do more than look good on paper. Of course, a well-written resume is essential. Still, you also need to sell your skills and experiences in the context of an interview.

If you have not interviewed for a position before, be sure to get our other companion resource, *The Interview Guide: How to Sell While You Tell*. Additionally, in Career Services, you can participate in a mock interview. A Career Services staff member will guide you through the process and provide you with feedback.

Alternatively, to develop your interview skills, you can utilize our online resource, [Big Interview](#), where you can review questions, record your answers to them, and review your performance. Remember that interviewing is a skill that can be learned and polished.

## **BEGIN YOUR JOB SEARCH WITH HANDSHAKE**

Handshake is the number one tool that you can use to find a job or an internship since it is designed specifically for college students and graduates. Here are six steps to take to jump-start your Handshake experience:

### **1. Log in to Handshake**

- a. Go to MyUT.
- b. Find the University Career Services Section; there, you will find Handshake.
- c. Once you click on the link, you will be taken to the home page of Handshake. **IMPORTANT:** Click the big blue rectangle. Do NOT click on the other links on the page. These include: *No account? Sign up here* and *You can also sign in with your university email address*. Again, do not click on these links; only access Handshake through the blue rectangle.

### **2. Complete your profile**

- a. If you're logging in to Handshake for the first time, it will ask you to fill out a survey and will suggest completing your profile information. Take your time to do it. Otherwise, you can always go to your profile settings and edit it there.
- b. If you choose Employers or Community privacy levels, keep in mind that the more information you add to your profile, the easier it will be for employers

to find you and to decide whether you might be a good fit for their job opportunities!

- c. You'll find that some information in your profile is already filled in because UToledo partners with Handshake and has pre-loaded your records from the school registrar. Check to ensure all pre-loaded information is correct, especially your major and GPA (if included).

### **3. Now that you are logged in to Handshake, upload your resume**

#### **4. Explore Handshake**

- a. Use your home page, the top menu bar, and filters to look for companies, events, and jobs you are interested in learning more about or to which you are applying.
- b. Learn more about resources on your homepage in [An Overview of Student and Alumni Accounts in Handshake](#) found on Handshake.
- c. Remember, you can save your searches in Handshake, so you can easily return later to review relevant employers and jobs.
- d. Check out the many additional resources on Handshake through the Help Center.

#### **5. Follow Jobs and Employers That Interest You**

- a. When you follow an employer or a job, you can begin filtering based on the companies you follow. You will also receive alerts when a job application window is closing or when an employer is attending an event or fair at your school.
- b. Learn more about this best practice in [Following an Employer in Handshake](#).

#### **6. Optimize your Handshake Profile**

- a. Add a current professional headshot to your profile, or have someone take a picture of you in professional attire against a neutral background.
- b. Populate "My Journey" with a networking introduction.

Here is an example to help you get started:

I am a \_\_\_\_\_ at The University of Toledo, majoring in \_\_\_\_\_  
\_\_\_\_\_. I chose UToledo and/or my major because \_\_\_\_\_  
\_\_\_\_\_.

Recently, I have (been involved in, worked at, co-oped at, volunteered at, )  
\_\_\_\_\_. This experience has allowing me to  
strengthen my skills in \_\_\_\_\_.

Through classes and projects, I have learned \_\_\_\_\_,  
and I believe I can contribute to an organization by \_\_\_\_\_.

I am eager to take the next step in my career, and I appreciate having this  
opportunity to talk with you.

- c. On the left column, add your interests using the pencil editing icon. Cities are optional and may limit the results you see when you search for jobs or internships.
- d. Populate your roles and industries with two to five options if possible. Then, begin typing to see an automatic drop-down list and select the best fits.
- e. Scroll to select skills, or manually add any not provided. Include skills that may set you apart, such as computer programs, certifications, languages, etc.

#### **7. Learn More about Handshake**

- a. Once you have taken these six steps, you will be on your way to using Handshake to help you efficiently and effectively launch your career!
- b. Access the [Handshake Help Center](#).

## **ADDITIONAL CONSIDERATIONS FOR ON-CAMPUS EMPLOYMENT AS AN INTERNATIONAL STUDENT**

If you are an international student, be here are some additional steps and tips to keep in mind for on-campus employment:

### **1. First, maintain your visa status to be eligible to work on-campus**

- International undergraduate students must be registered for a minimum of 12 credits per semester and are expected to maintain a cumulative GPA of 2.0.
- International graduate students must be registered for a minimum of 9 credits per semester and are expected to maintain a cumulative GPA of 3.0.
- International students are only eligible to work for 20 hours during the academic year. However, you can work up to 32 hours during holidays.

- 2. Search for jobs on-campus through Handshake**
- 3. Get your resume and cover letter ready**
  - Utilize Career Services Resume Guide, Career Studio, and Resume Dropbox to help you build a well-organized and polished resume and cover letter.
- 4. Apply for jobs through Handshake.**
  - Utilize Career Services resources such as The Interview Guide and Big Interview to prepare for a job interview.
  - Sign-up for mock interviews with career ambassadors or career consultants to prepare for a job interview
- 5. After receiving an offer, obtain a verification of employment letter from the department in which you will be working.**
- 6. Schedule an appointment with the Office of International Student and Scholar Services (OISS) to fill out the I-9 form.**
  - Take the verification of employment letter, passport, I-20, and I-94 card to the OISS appointment.
  - You will receive a letter from OISS supporting your on-campus employment.
- 7. After ten business days (from the entry date on the I-94 card), you may apply for a Social Security Number (SSN).**
- 8. Schedule an appointment with the SSN office**
  - Call the SSN office to schedule an appointment
  - Take your passport, I-20/ DS-2019, I-94 form, verification of employment letter, supporting document from OISS, and Social Security Application found at <https://www.ssa.gov/forms/ss-5.pdf> to the SSN appointment.

## USE UTOLEDO'S CAREER SERVICES ADDITIONAL JOB SEARCH RESOURCES UNDER MyUT

Be sure to check out the following online career resources that are found on MyUT under the Career Services section:

**What Can I Do with This Major:** An online resource designed to help you connect your major to different careers.

**CandidCareer:** The premier provider of thousands of searchable informational video interviews featuring industry professionals talking about their jobs and offering career tips for students.

**Student Opportunity Center:** This online platform enables students to search for experiential learning opportunities with over 3,000-partnership organizations.

**GoinGlobal:** Helps new and experienced job seekers find opportunities at home and abroad.

**Big Interview:** This tool will enhance your job interviewing skills and develop an edge over the competition.

## LEVERAGE ONLINE JOB SEARCH SITES

Equipped with millions of listings and additional resources like blog posts full of helpful tips, using a job website is an efficient way to search for and apply to dozens of opportunities.

To find the best job websites and help you kick off your search, we have turned to TheBalanceCareers.com, which has researched more than two dozen different job websites before selecting their top 10. TheBalanceCareers made their picks after considering the number of listings on each site, ease of use, costs, advanced features, industries, experience levels served, and reputation. We concur with their findings:

## The 10 Best Job Search Websites of 2022

- **Best Overall:** [Indeed](#)
- **Runner-Up, Best Overall:** [Monster](#)
- **Best for Connecting Directly with Recruiters:** [LinkedIn](#)
- **Best for Recent College Graduates, after Handshake:** [Scouted](#)
- **Best for Employer Research:** [Glassdoor](#)
- **Best for Remote Jobs:** [FlexJobs](#)
- **Best for Experienced Managers:** [Ladders](#)
- **Best for Startup Jobs:** [AngelList](#)
- **Best for Up-to-Date Listings:** [Getwork](#)
- **Best for Hourly Workers:** [Snagajob](#)

## CULTIVATE YOUR CAREER NETWORK

Networking is a powerful way for many people to find jobs. The job search strategies you use need to include networking online or in person. Connect with everyone you know because you never know which contact may be able to help you with your job search or put you in touch with someone who can. Our *Communication Application Guide: How to Write it Right* has some useful tips for written networking communication.

Join LinkedIn Groups to have access to job listings posted for group members and more people to network with. Set up informational interviews with professionals at your target companies to get more information about an industry, job, or company.

## ATTEND JOB AND CAREER FAIRS

UToledo's Career Services and individual colleges and programs offer several job and career fairs throughout the academic year. Career fairs provide a terrific opportunity to meet with employers from different companies looking to hire students in one place. In addition, there are virtual and in-person fairs on campus throughout the year. It is a great chance to learn about different organizations and discuss employment opportunities.

The recruiters are searching for students for full- and part-time positions and internships within their organizations. Even if you are not currently looking for a job, career fairs are good opportunities to learn what options are available in your

areas of interest. You can also begin to build your network of contacts and get your questions answered by professionals in your field. Check the Career Services webpages and Handshake to learn more about the upcoming career fairs on campus.

## **CUSTOMIZE YOUR RESUME AND COVER LETTER FOR EACH POSITION**

It is essential to take the time to write targeted resumes and cover letters that specifically link your qualifications to the hiring criteria for the jobs to which you are applying. That way, the hiring manager will be able to immediately see why and how you are qualified for the job. You will have a much better chance of getting an interview with a targeted resume than if you send a generic letter and resume.

## **ACE THE JOB INTERVIEW**

Of course, a job interview is what will get you a job offer—or not. So take the time to prepare. Research the company before you go for the interview, dress appropriately, practice answering and asking interview questions, and make a concerted effort to impress the interviewer with your skills, experience, confidence, and expertise.

To gain more details on how to ace your job interview and develop the best strategy, you can read our *Job Interview Guide*.

## **FOLLOW UP AFTER EACH JOB INTERVIEW**

It is essential to follow up after an interview by thanking everyone with who you interviewed. Candidates who send thank you notes get hired more often than those who do not.

Use your thank-you note as an opportunity to reiterate why you are the best candidate for the position. For example, if you flubbed an answer during the interview, you could also use your thank you note to clarify.



## NEGOTIATE YOUR JOB OFFER

Most hiring managers will allow you to think about the offer and not expect an immediate answer. So, please do it. Here are eight tips for negotiating a salary that can help you tactfully and confidently ask for what you want.

### 1. Become Familiar with Industry Salary Trends

You need to enter a salary negotiation as informed as possible. Information is your strongest ally. To get a current, realistic view of the compensation landscape in your field, consult a trusted resource like Salary.com.

You can respond more confidently if you find you are in the running for one of those hot jobs. The employer may have a tough time finding someone with enough skills and experience, which opens the door to negotiating higher pay.

### 2. Build Your Case

Once you receive the salary offer, do not just counter with a higher number. Even if your research supports it, you will be more successful if you explain why you feel you deserve more. Highlight your strengths, detailing all the extras the firm would get from someone with your record of accomplishment.

Before negotiating, jot down concrete examples of how your skills and experience will benefit your new company's bottom line. Possessing certifications or specialized technical skills, for example, can enhance your ability to do the job, so do not fail to mention them. In addition, by tying your strengths to the role you will take, you will make a solid case for why you should be paid more than the initial offer.

### 3. Tell the Truth

Complete honesty is paramount when negotiating salary. There is no better way to see your offer withdrawn than having a hiring manager find out you invented a competing job offer or inflated your salaries from past jobs.

### 4. Factor in Perks and Benefits

Salary negotiations often include some give-and-take on employee benefits. For example, it may be less costly than a bump in salary for the employer to give ground on extra vacation days, flexible hours, or a work-from-home schedule, especially today.

Consider what is valuable to you and what would make an offer more attractive. If you are considering multiple offers, remember to compare health insurance coverage, retirement savings plans, and other benefits to make an informed decision—also, factor in benefits such as professional development opportunities with the potential employer.

### **5. Practice Your Delivery**

Practice may sound overkill to some people, but it is a good idea to ask a friend or mentor to practice the conversation you are likely to have with the hiring manager. The ideal partner is someone from the corporate world – a business-savvy person who can coach you on projecting confidence and answering random questions. Running through your delivery several times can make you feel surer of yourself heading into the salary discussion.

### **6. Know When to Wrap It Up**

A reasonable employer will not withdraw an offer just because you tried to negotiate. But dragging out the salary negotiation can frustrate the hiring manager and start your relationship on a sour note. After a few discussions, respectfully withdraw and focus on opportunities that better match your compensation expectations if the company cannot meet your requirements.

### **7. Get Everything in Writing**

Once you and the hiring manager settle on a compensation package, ask for written documentation. Besides the salary, it should include any special arrangements, such as a signing bonus or allowance for moving expenses, a job description, and a list of responsibilities for your new role. Ensure both you and the employer sign the document. Some companies may provide this automatically as part of an employment contract, but if not, request some informal documentation.

### **8. Stay Positive**

Remember that most managers do not love negotiating, either. Your future employer is not your adversary. Keeping your tone positive while negotiating salary and benefits will help you more effectively navigate these discussions. If you want to get a better starting salary offer, you must ask for it. Unfortunately, job seekers often accept the first number put on the table. But whether the economy is strong or uncertain, employers are eager to bring on team members with specialized skills and expertise that can help them the most. Again, homework, tact, and confidence are the keys to your success.

## **9. Keep in Touch**

We hope this guide serves you well. Be sure to let us know how your job search is progressing. We are here to help by phone, video, or in person. You can Rock-et!



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