Your Job or Internship Search

As the chart below illustrates, a variety of search strategies are available to you. In a tough job market it’s critical to consider all search strategies to land a position that is a good fit for you.

### How Cal Students Obtained Employment 2014

<table>
<thead>
<tr>
<th>Source</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Center Career Fair</td>
<td>19.1%</td>
</tr>
<tr>
<td>Internship or previous work</td>
<td>19.1%</td>
</tr>
<tr>
<td>Networking</td>
<td>10.0%</td>
</tr>
<tr>
<td>On Campus Recruiting</td>
<td>32.3%</td>
</tr>
<tr>
<td>Direct Contact with Employer</td>
<td>6.4%</td>
</tr>
<tr>
<td>Other Listings</td>
<td>0.5%</td>
</tr>
</tbody>
</table>

**Action Items**

- Start searching early. See a career counselor or peer advisor to develop your internship or job search plan
- Sign up for Callisto to access On-Campus Recruiting (OCR) and 1000s of jobs and internships listings exclusively for Cal students
- Attend career and internship fairs and Employer Info Sessions to learn about employers’ opportunities. Visit Callisto to see who’s coming
- Attend our special Internship and Job Search programs on the Callisto calendar and check out our informational videos on YouTube
- Visit internships.berkeley.edu for internship listings by career field
- Build a network to find jobs and internships that are not advertised. Talk to family, friends, peers and professors and research the @cal Career Network and LinkedIn
- Sign up for CareerMail through Callisto to get updates on events and resources related to your interests
- Sign up for Callisto to research employers with free Career Center resources like Vault Employer and Industry Guides and GoinGlobal

**more info:** career.berkeley.edu
Build a Great LinkedIn Profile – Then use it to reach out and Network!

With more than 350 million registered users around the world, LinkedIn is a powerful platform for professional networking. It also acts as a master resume and personal branding tool for you as a candidate when searching for internships or jobs.

- **Photo:** Keep it professional and make sure to smile!
- **Headline:** Tell people what you’re excited about now and the cool things you want to do in the future.
- **Summary:** Describe what motivates you, what you’re skilled at, and what’s next.
- **Education:** List all the educational experiences you’ve had including some important coursework.
- **Experience:** List the jobs you held, even if they were part-time, along with what you accomplished at each.
- **Volunteer Experience:** Even if you weren’t paid for a job, be sure to list it. It can be very valuable.
- **Skills:** Add at least 5 key skills - and then your connections can endorse you for the things you’re best at.

**Recommendations:** Ask managers, professors, or classmates who’ve worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills. You can also post examples of significant class projects. Join groups for your industries of interest, alumni, or personal interests. You can learn a lot about your interest areas by connecting to people and groups in LinkedIn.

**TIP:** Take advantage of LinkedIn’s Education feature and Universities search to explore the diverse majors and career paths of alumni. Reach out and make a connection with someone who is now where you want to be.

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**Sources for Jobs and Internships**

**Callisto Job and Internship Listings**

Sign up for Callisto to access the Career Center’s database of full- and part-time, on- and off-campus jobs and internships in a wide range of career fields and locations. Employers who post vacancies on Callisto are specifically interested in targeting UC Berkeley students and alumni. Get started at callisto.berkeley.edu.

**Callisto On-Campus Recruiting (OCR)**

Sign up for Callisto to use OCR, the Career Center’s interview system. Positions are listed online, and initial campus interviews are held at the Career Center. Last year nearly 400 employers visited campus to interview candidates for full-time, summer, and internship positions.

Register in advance to access OCR listings. For detailed information, see callisto.berkeley.edu. Register early—interviews start early September!

Prepare for your on-campus interviews just as you would for on-site interviews at employers’ offices. Review the “Successful Interviewing” chapter starting on p. 44.

Remember that OCR represents only one job search resource. Many of the positions are in large organizations and “high demand” career fields. Expand your search by using a variety of resources, especially if you seek a position in a creative field or within a small organization or start-up firm. Review the job listings by career field on the Career Center website.

**Callisto Career Fairs**

Career fairs give you a chance to explore organizations and career fields. Employers provide information about job and internship opportunities within their organizations. For upcoming career fair dates, see “Special Events,” p. 2

Before the fair, research employers using the fair information on Callisto. Review the list of employers, their positions at callisto.berkeley.edu, and their websites. Be prepared to discuss your relevant skills, interests, background, and career goals at the fair. Think about how to “sell” your qualifications in about 2 to 3 minutes.

During the fair, create a good first impression in business casual attire. See “What to Wear,” p. 51. Bring copies of your updated resume for employers. Also be prepared to submit a resume online, as some employers only accept resumes in this format. Ask for business cards of employers for follow up purposes. Ask them about upcoming events and/or next steps. Take a few notes to remind you of key information.

After the fair, follow up with employers by emailing them. Thank them for their time and inform them of any positions you apply for at their company.
QUESTIONS TO ASK AT A CAREER OR INTERNSHIP FAIR

- What types of skills and experience are you seeking?
- What challenges do you see for your organization?
- What do you like most about your organization?
- Are there immediate openings in your organization? What jobs do you anticipate will open?
- Do you have internships or summer jobs?
- Considering my particular career interest, are there additional people in the organization I should contact?
- What are the typical entry-level opportunities?
- What skills are most important for a position in this field?
- Describe the “normal” career path in your organization.
- What type of training is available for entry-level staff?
- What advice would you give to someone who wants to break into this field?
- What is the hiring process like at your organization?

Employer Info Sessions

These sessions typically cover an organization’s mission and culture, career opportunities, and products or services. They provide an opportunity for dialogue with employers.

Professional or “business casual” dress is appropriate, unless otherwise indicated.

Some employers require attendance at these sessions if you have a scheduled interview with them, but many sessions are open to all interested students. To view upcoming employer information sessions, sign up for Callisto.

Try to find 1-on-1 time to build a personal connection.

ADDITIONAL SOURCES FOR JOBS & INTERNSHIPS

Employer Websites

Many organizations’ websites have a “careers” section featuring job and internship listings. Those that hire college students often have a separate section describing their campus recruiting process for both long-term/career and internship positions.

Professional Associations & Student Organizations

Professional associations often provide job listings for their members; some also allow access for non-members. Student organizations often maintain relationships with employers and hold workshops or student networking events.

Contact Employers Directly

If you know what field and type of organization you’re interested in, a direct approach may be effective. Persistence is the key to using this strategy. Use rejections as opportunities to get more information. Ask questions such as, “How can I find out about future job openings with your firm?” or, “Where do you post your job listings?”

This strategy involves more than just sending a resume to the Human Resources Department:

- Develop a list of 10-20 organizations you want to target. You can use employer directories, organizational literature, and websites like LinkedIn to narrow your choices. See “Research Specific Employers,” p 6.
- Identify individuals who have hiring authority. Read magazine and newspaper articles, network with alumni, friends, and coworkers, and search organization websites for names and email addresses. You can send a resume first, and follow up with a call. This familiarizes the employer with your background and gives them an idea of what you have to offer.

Listservs/Email Lists

Professionals often send emails to listservs when job openings become available in their organization. For example, the listserv for MCB majors often has postings for lab openings and summer and part-time jobs or internships.

Newspapers/Professional Journals

Listings in news articles and professional associations’ newsletters often vary from those on websites, so take a look at both media for job listings.

General Employment Agencies

Employment agencies can connect you with employers and jobs. Be an intelligent consumer. As with temp agencies, you should not pay a fee to utilize the services.
The term “networking” can sound intimidating, but it basically boils down to having conversations about your interests and skills, and asking for information that will help you in your job or internship search. You may be referred to more people, gain inside information on which organizations are hiring, or get an actual job offer.

Before you start, know what kind of position you want and what your skills are. This will help you describe your goals with confidence. See a career counselor if you need help with this step.

**Career Fairs, Employer Information Sessions, and employer panels** provide ways to meet professionals in your fields of interest. **Career Networking Events** are usually less formal than panels and bring as many as 20-30 professionals to campus. Check the Career Center Callisto web calendar for employer and networking events.

**Alumni**
Cal alumni may be employed at organizations where you would like to work. Here’s how to find them:

- Employer Spotlights on the Career Center website—employers often list Cal alumni who work for them
- Search the @cal Career Network on the Career Center website for alumni who have volunteered to grant informational interviews. LinkedIn can also help you locate Cal alums to contact.

**Professional Associations**
Associations provide information about job listings, professional development, career services, and current issues in the field through newsletters, listservs, and meetings. Student memberships are typically offered at a discount.

### How to Set Up and Conduct a Networking Meeting

**Scheduling a Networking Meeting**
- Explain how you got the contact's name.
- Explain your purpose and briefly outline your background: in about 30 seconds, describe the kind of work you want to do, your key skills, and a highlight from your experience.
- Ask for a 20-30 minute meeting at the employer's workplace or other convenient location.

**Questions to Ask at Your Networking Meeting**
- What skills/attributes are important for this position?
- What do you like/dislike about your position or field?
- Which professional associations do you recommend?
- What do you think of my resume? How would you suggest I change it?
- Can you suggest anyone else I might talk to?

**Networking Meeting Tips**
- Dress as you would for an interview.
- Come prepared with written questions.
- Begin your meeting by reviewing your background and job or internship search objective.
- Keep to the time frame you requested.

**Networking Meeting Follow-up**
- Send a thank-you letter as soon as possible.
- Ask for referrals to other people in the field.
- If the contact has expressed interest in an update on your progress, indicate that you will provide one, and then follow through.

### SOCIAL NETWORKING TIPS

Have fun, but remember: what you post on these sites is fair game for employers. They will look you up.

- What you post now may be on the Internet for years to come and can be re-posted on various forums.
- Check to make sure others haven’t posted incriminating comments or photos of you that are public.
- Use security options on social networking sites. Be aware that many universities offer alumni “.edu” email addresses that, in turn, can be used by alumni employers to log-in to facebook.
- Use your internet presence as a marketing tool. Showcase your resume, accomplishments, and skills.
Networking

Networking with personal and professional contacts is often the key to finding positions in the U.S. and should be a priority in your search. Develop an introduction, often called an elevator speech, which tells a potential contact your name, field of study, relevant skills, and career goals in about a minute. Practice your introduction so that you will be comfortable delivering it and then be prepared to modify it as the situation demands. Use it to introduce your career goals into discussions with professors, classmates, people you meet through internships and professional associations, at employer events, and at other networking opportunities that arise on campus. Don't let shyness or modesty get in your way. Having current professionals and recruiters on your side increases the likelihood a company will hire you. See p. 19.

Make an effort to refine your English language skills, both written and verbal, so you can be successful in your search and have rewarding experiences at Cal. Strong English language skills, non-verbal communication skills and interpersonal skills are all crucial for international students who wish to work and succeed in the U.S., and it’s never too late to start polishing those skills.

Career Fairs and Employer Information Sessions are great ways to make professional contacts with Cal alumni and employers. You can learn about opportunities at various organizations, and to allow employers to get to know you. See p. 17.

Participating in student groups can increase your connections, leadership experience, and confidence. Information on student organizations can be found on the LEAD Center website at lead.berkeley.edu/orgs

Join professional associations to boost your network and keep you current with trends in your field. Join the local chapter of a national organization (most offer a student membership rate) and participate in meetings and conferences. Get to know professional members and ask for their business cards. Reach out to these new contacts for informational interviews. See p. 7.

WORK AUTHORIZATION & IMMIGRATION STATUS

Employment Authorization for F-1 and J-1 Students

It is every international student’s responsibility to be fully informed about work authorization options in order to facilitate the hiring process for employers. Eligible F-1 international students are able to work off campus during their academic program using Curricular Practical Training (CPT) and after graduation using Optional Practical Training (OPT). Eligible J-1 international students are able to work off campus during Academic Training (AT) both during and after their academic program. All off-campus employment must be related to a student’s field of study. Visit internationaloffice.berkeley.edu for more details.

H-1B and Employment-Based Visas

In order to continue working in the U.S. after the practical training period, your employer will need to sponsor you for an employment visa. The H-1B is a common employment visa but there are other options. Berkeley International Office (BIO) offers workshops on H-1B and other employment-based visas throughout the academic year. BIO also has a list of immigration attorney referrals.

Discussing Work Authorization with an Employer

Fortunately for employers, there is little paperwork involved in hiring an international student with Practical Training work authorization. However, if your employment extends beyond the practical training period, the process becomes more complex. Employers unfamiliar with the process of sponsoring someone's immigration status may be intimidated by the prospect. The best way to prepare for this is to learn as much as you can about the options available to you through BIO and by speaking to an immigration attorney. You can then present the information in a confident, informed way that will encourage the employer. Employers may find the “U.S. Employer’s Guide to Hiring UC Berkeley International Students” helpful on career.berkeley.edu.

There is no official time when you are required to tell an employer about your student immigration status. Most employers will ask you either in the first or second interview. Be honest about your situation, but also be informed. Ideally, the employer will understand that the skills and global perspectives you bring to the company will far outweigh extra measures needed to hire you.

Target employers with a history of hiring international employees. You can access GoinGlobal through Callisto, and myvisajobs.com. These tools list companies that have sponsored H-1B employment visas in the past. The latter also includes companies that have sponsored for U.S. Permanent Residency. Join the “UC Berkeley International Student & Alumni Network” LinkedIn group to see where Cal international students have found internships and jobs.
THE LONG DISTANCE JOB SEARCH
For an effective long distance job search, you can use many of the same resources and approaches used in a local job search. Use these suggestions to maximize your chances of a successful long distance job search:

• Create an overall strategy for relocation. Set a time frame for phases of the job search. For instance, you may determine weekly goals for the tasks of employer research, networking, and submitting applications.

• Increase your chances for success by planning ahead. If you will visit the area before you move, try to arrange networking meetings with potential employers and job contacts.

• Begin networking and making connections before you move. If you’re relocating to your hometown, reestablish contact with colleagues, employers, and relatives who may be able to help.

• Research the job market. Search online to learn about job openings, local employers, and employment trends. Contact the Chamber of Commerce and the Convention and Visitor’s Bureau to gain a sense of the local community.

• Use the city where you want to move as a term in a keyword search in Callisto.

• Find specific career advice for 25+ countries through GoinGlobal (accessible through Callisto).

• View the Job Search section of the Career Center website to find nationwide listings of jobs and internships.

• Do research on organizations coming to Cal career fairs. Many of them offer employment throughout the country.

• Seek out virtual job fairs. They let long distance applicants submit applications directly to employers. Some virtual fairs also provide a chance to chat with employers live via the web.

• Ask a friend or relative in the area if you can list their number on your resume. This helps show that you are serious about relocating.

For information on Searching for Long Distance Internships, see p. 13.