

JOB AND INTERNSHIP SEARCH

The Office of Career Management offers job and internship search-related services to students, including on-campus recruiting, resume referrals, and job postings. Although these services are an excellent source of leads, you must support these activities with your own job search and not rely on any one method for getting a job.

This resource provides information on the following:

- 1. Self-Assessment
- 2. Fisher/OSU Specific Job/Internship Resources
- 3. Expand Your Network
- 4. Identify Companies of Interest
- 5. Follow Up & Track Goals

NARROW YOUR SEARCH

Before you begin, it is important to have a clear understanding of what you want and which jobs match your skills and interests.

- What is your major?
- Are you seeking an internship or a job?
- Full-time or part-time?
- What are your geographic preferences?
- What industries are you targeting?
- Are there specific jobs/internships that you are interested in pursuing?

CONSIDERING AN UNPAID INTERNSHIP?

If you are considering an unpaid internship, or an internship that is based on commission, you need to carefully weigh the benefit of skills gained vs. how it will affect your financial well-being. For instance, how many hours would you be able to give to an employer for an unpaid internship while still having enough time for any wage-earning jobs that you will hold concurrently? You need a clear understanding of how a commission-only job is structured so that you can approximate the "prep time/payoff" ratio (i.e., how much time would you need to work in preparation for making a sale?) Also, keep in mind that students who don't have prior internship experience may find greater benefit in these types of opportunities compared to students who have completed one or two prior internships. Often these type of experiences allow students to strengthen their resumes so that they can later qualify for paid internships. If you choose to interview for positions such as these, we encourage students to ask questions such as the ones listed below. Please note that you will not be able to ask all of these questions during an interview so choose a few that seem most appropriate for the particular position.

- What percentage of time will I spend on administrative work ("busy work") vs. resume-building experiences related to my career development?
- Which task will I be spending the most amount of time on?
- Will I be able to obtain, in writing, an outline of the commission/stipend structure?
- (If a campus marketing position) Will I be asked to utilize my own network (i.e. friends/social media connections) to be successful in this role?
- Are you able to provide the contact information for previous interns, so that I may contact them for their opinion on the position?
- (If an unpaid internship) Is there a possibility for this unpaid internship to evolve into a paid position in the future?
- What types of career exploration activities will be offered through this opportunity?
- Which transferable skills will I be able to obtain, or improve upon, via this position?

- What is the average income that a sales representative earns (and differences between top salespeople vs. average salespeople)?
- Could you describe your training program in detail? Are new salespeople able to train with experienced salespeople?
- What is the salesforce turnover rate?
- Are leads provided or does the representative need to prospect their own leads?
- What would you consider to be the biggest challenges to selling your product/service?

FISHER/OSU SPECIFIC JOB/INTERNSHIP RESOURCES

Handshake is the system the Office of Career Management utilizes for posting jobs, creating on-campus interview schedules, providing details on employer information sessions, and organizing career fairs. You must participate in QUIC, the Qualified Undergraduate Interview Candidate program, to get interview practice and to be eligible to interview on-campus. Participation in QUIC requires completing six on-line modules and quizzes, uploading a completed resume to Handshake, and passing a QUIC interview.

QUIC Modules on Carmen

Students must complete six modules and quizzes in Carmen before being able to sign up for a QUIC interview. These modules cover important topics such as the services of the Office of Career Management, policies and registration, how to use Handshake, professionalism in the job search, interviewing skills, and virtual interviews. Once all six modules and quizzes are completed students will be able to sign up for a QUIC interview in Handshake. The modules can always be accessed in Carmen.

On-Campus Interviews

Employers post job and/or internship opportunities in Handshake and conduct interviews on-campus.

E-mail Notices from the Office of Career Management and Employers

Based on information you provide in your Handshake profile, targeted e-mails will keep you up-to-date on career related opportunities, programs, and events. Be sure that your profile is complete and update your notification preferences.

Job/Internship Postings

Employers post job and/or internship opportunities in Handshake and conduct interviews off campus.

Employer Contacts

In Handshake if you go to the "Jobs" tab and the "Employers" tab, you can do a company search based on keywords, location, industry, etc. Contact information can be made available through the company's Contact Information or Public Staff List.

GoinGlobal

Students can access GoinGlobal through Handshake. This resource provides Country Guides, USA/Canada City Guides, H1B Info, an Employer Directory, and Global Job/Internship Postings.

Career Fairs

Fisher hosts two large career fairs during the academic year, the Fisher Fall Career Fair (early September) and the Fisher Spring Internship & Job Fair (late Jan./early Feb.). Information will be available in the Events section of Handshake. Additionally, there are several specialization-specific career fairs held in the fall for areas such as accounting, logistics, etc. Ohio State also offers several <u>university-wide career fairs</u> that are open to any undergraduate student.

BUSADM 2600: Undergraduate Speaker Series Course

The Office of Career Management offers a course on career exploration (BA 2600) designed to expose students to the different functional areas of business. This course is taught every spring semester and is 1 credit hour.

BUSADM 2601: Job Search Preparation and Transition to Work Course

The Office of Career Management also offers a 1-credit hour job search preparation course (BA 2601) in autumn, spring, and summer, to prepare you to undertake an effective and successful internship or job search. Students must have sophomore standing and be admitted to Fisher to take BA 2601. The course is offered in both an in-person and on-line format.

EXPAND YOUR NETWORK

OSU Alumni Clubs and Societies

Alumni clubs and societies offer opportunities for continued friendship and service to Ohio State. Clubs bring together alumni in more than 200 locations around the world. Societies—more than 60 of them—link those with common educational backgrounds or interests. Alumni in all groups enjoy sharing the Ohio State experience among themselves and with future students.

<u>Alumnifire</u> for Ohio State is a grassroots networking community launched by Ohio State alumni. Through this system, students can connect with alumni who have volunteered to help in various ways, such as offering career advice and doing informational interviews.

LinkedIn

There are over 30 million students and recent college graduates on <u>LinkedIn</u>, including almost 300,000 Ohio State alumni and over 30,000 Fisher alumni. Be sure your LinkedIn profile is up to date.

- LinkedIn Alumni: Connect with Alumni from Fisher, OSU, or any other academic institutions you have attended.
 Search for "The Ohio State University" and then you will see the option to "See alumni" where you can filter to identify alumni of interest to you. See our LinkedIn Profile Checklist and Alumni Search Handout for more information about how to utilize the find alumni feature.
- LinkedIn Groups: Although there are many groups that you will likely want to join based on your affiliation with OSU, professional associations, and interest groups, be sure to join "The Fisher College of Business at The Ohio State University," as it is the official alumni group for the Fisher College of Business. Use the Interests tab in LinkedIn to find Groups.
- LinkedIn Student Jobs: Job postings targeted at students and recent graduates. Use the Jobs tab in LinkedIn.
- <u>LinkedIn for Students</u>: An overview of what LinkedIn can do for students, including videos, tip sheets a LinkedIn profile checklist, and more.

Student Organizations

Many <u>student organizations</u> host company representatives and speakers at their meetings or involve them in other ways, such as mock career fairs, competition judges, and employer site visits to name a few. Take advantage of any opportunity you have to engage with these company representatives. Be engaged if they give a presentation, ask questions and participate as a member of the audience, introduce yourself, thank them for coming to Fisher, reach out to them with a personalized LinkedIn invitation.

Informational Interviews

Informational interviewing is a method of career exploration and a way of discovering jobs not publicly advertised. It is not the same as a job interview. Informational interviewing allows you to talk with people already in the industry you have targeted. By obtaining informational interviews, you have gained access to the "inside information" regarding career paths, alternate careers that will use your skills, and people to contact who may be looking for an employee like you.

Professional Associations

Involvement with professional associations in your field can be a great way to expand you network within a city, region of the country, nationally, or even internationally. Many associations offer discounted rates to students for membership and/or conferences and some even have special sections of their websites for job seekers.

Faculty

Talk to faculty, especially in your major, to make sure they know who you are and your interests. Many faculty interact regularly with Fisher alumni and business professionals in their network.

Personal Networking

Make use of your family, friends, parents' friends, friends' parents, and anyone who might know someone in the field you are interested in or your preferred geographic location You may be surprised how people know people who know people who may be willing to help you.

IDENTIFY COMPANIES OF INTEREST

Business News and Publications

Be sure to stay current with company news and industry trends. Reading business news is a great way to learn about new companies. Read the Wall Street Journal, New York Times, Forbes, etc.

OSU Library - Business Resources

The OSU Library offers many databases that can be extremely helpful when identifying companies and conducting research as part of a job or internship search. Consider scheduling an appointment with the Business Librarian to obtain more information about how these resources can help you. Some of the resources available include:

The Book of Lists (BizLink)

The Book of Lists contains key contact information and facts for thousands of top local businesses, industries, professions, governmental units, and nonprofit organizations for select cities. Book of Lists is available for Columbus, Ohio and a variety of other cities (although not all cities). The Columbus Book of Lists will be featured and you will click on other cities of interest to connect with the respective Book of Lists.

Hoover's Online – The Business Authority

Hoover's delivers comprehensive company, industry, and market intelligence that drives business growth. Hoover's provides sales, marketing business development, and recruiting professionals with the global business intelligence they need to prospect and prepare for client meetings, sales presentations, vendor and partner negotiations, and other business opportunities.

Use the "Build A List" feature in Hoover's to identify companies in your geographic areas of interest.

Company Websites

Identify companies that interest you and search their websites, as many have job and internship postings online. You may have even better results if you can have someone who works at the company refer you. Additionally, make sure to call to follow up on your resume (and cover letter) submission.

In addition to searching a company's own website, you can learn a lot about a company's culture, office environment, people, and more by going to some external websites, such as www.glassdoor.com and www.themuse.com/companies. Glassdoor offers company reviews and ratings, as well as tips on preparing for interviews with particular companies. The Muse offers insight on what it is like to work for a particular company by profiling some of their employees and displaying videos that highlight the company's culture. Both sites are great for doing company research.

Other Colleges/Universities

If you are targeting a city other than Columbus, contact colleges and universities in that area. Check for services available to you or any job fairs that are scheduled. You can call to see if you can attend any job or internship fairs they are hosting. In addition, see if they have an annual report posted on their website, as many schools will highlight their top hiring companies.

Focused Employer Outreach

Focused employer outreach can be done by sending personally tailored cover letters and resumes to a few seriously selected and carefully researched organizations. **Follow- up is crucial to success.** When utilized with informational interviewing and networking, this is a very successful tactic because of the personalized and tailored nature of the job leads and your response to those leads. Many leads can be found by looking up employers in Handshake and utilizing the Contact Information and Public Staff List.

Job Search Databases

Depending on your areas of interest, there are many job search engines on the Internet. By doing a Google keyword search, e.g. "nonprofit jobs" or "federal jobs" can help you generate the job search databases that may be of interest to you.

Some examples:

<u>www.usajobs.gov</u> (Federal Government), <u>www.indeed.com</u>, <u>www.idealist.org</u> (Nonprofit jobs). <u>www.simplyhired.com</u>, <u>www.monster.com</u>, <u>www.linkup.com</u>, <u>www.themuse.com</u>, <u>www.glassdoor.com</u>, <u>www.careerbuilder.com</u>, <u>www.looksharp.com</u>

Chamber of Commerce

Contact the Chamber of Commerce in your targeted geographic location. Many Chambers of Commerce will provide information regarding housing, employers, and other city information to help your job search and move easier. Some Chambers also sponsor job fairs!

Advertisements

Responding to announced vacancies on the Internet or in newspapers, journals, bulletin boards, newsletters, in-house publications, etc. is a traditional means of looking for a job. These continue to be sources you should utilize, but never let this be your only means of job searching. Positions advertised with the Office of Career Management are legitimate positions for which employers are looking for candidates. However, sometimes positions advertised in newspapers are filled internally before they are posted, or companies advertise in newspapers as a strategy for identifying a candidate pool for eventual hiring. Continue to supplement your responses to advertised positions with other strategies.

Third Party Agencies/Data Bases

Employment agencies may be successful if you are obtaining an advanced degree and have some technical expertise. Caution: there is always a fee involved for someone! Ask about fees up front—if the employer doesn't pay the fee, you will!

FOLLOW UP & TRACK GOALS

In addition to using these techniques during a job search campaign, it is also important to keep accurate records in order to follow up effectively. Without follow up, you become one of the many faceless resumes received by that company each week and may not be given a second glance. Keep a simple Excel spreadsheet with the company name, contact person, position title, telephone number, and important dates of contact, along with notes about follow-up actions.

There is also a free app called <u>UpHabit</u> that allows students to easily keep contacts listed in one system on their smart phone. It allows you to:

- Set reminders to reach out to someone periodically
- Make notes about conversations
- Link to your contacts' social media profiles
- Set descriptions for your contacts
- Make use of searchable notes to remember everything
- Tag contacts to group people together

Another crucial step is the development of weekly goals, so that you force yourself to get things done. This keeps you on track and motivated. It also allows you to check your progress as your job search continues over time. Procrastination can kill a job search! Periodically, you need to sit back and evaluate your progress. Are there things you need to improve? Are you reaching your goals or falling short? Be sure to have some support while you are job hunting. The Office of Career Management staff is always here to help you.