

## INTERNSHIP & JOB SEARCH STRATEGIES

---

In the current climate of uncertainty, finding a job, internship, or other opportunity could be challenging. Using available resources can help seekers develop efficient plans, utilize their unique resources and move the process forward.

**We know there is a lot here. We didn't want you to miss any of the steps because you all are in many different stages of this process. Just review the steps and use the resources in the stage where you are. We are sure it will be helpful. If you don't find what you are looking for—and even if you do—schedule an appointment with an adviser to map out your strategy.**



This step by step guide is a collection of tips, information, and resources that can be particularly useful in a general job search.

### **Step One: Take a Quick Inventory**



Knowing yourself is always the first step in a job search. Take a moment to reflect on your previous experiences and activities (academic, work-related, volunteer, hobbies) and think about which elements would be most meaningful to you in a career.

This process will help determine what opportunities would be a good match for your current plans and needs, as well as how you might pivot industries, plans or timelines to address current changes.

Sample steps may include:

- Determine your timeline for finding an opportunity based on financial needs, etc. Make a list of your interests, strengths and values.
- Think about transferable skills. What other opportunities match the skills you've built for Plan A?
- Ask yourself:
  - What types of people, services or products do you want to work with every day?
  - What are your salary requirements, geographic location preferences, desired hours, etc.
  - What are your short-term and long-term career goals?

### **Professional Development Opportunities**

These opportunities can be a good way to continue developing skills that could potentially help you in your career search:

- Coursera or LinkedIn Learning Courses
- MBS blog
- Consider volunteering at places of interest which might lead to further employment
- 45 Free Online Classes blog from The Muse

## **Step Two: Create a List of Target Companies and Organizations**

Now that you've thought about what you're seeking, you'll need to do some research online and also speak with people to determine which opportunities would be a good fit for you.



- Write down a few industries, roles or keywords you might use to explore career options.
- Write down any companies or organizations you follow or that align with your values or interests.
- Look at the LinkedIn profiles of people whose current positions you might enjoy. Where did they start? Where

else have they worked?

- Review our industry guides to learn more about opportunities and strategies within certain industries.
- Create a list of types of opportunities and potential organizations.

## **Step Three: Network Effectively**

Networking is about building relationships as well as seeking advice and information. Conducting informational interviews with people who work in the industries or roles you are seeking is one of the best ways to discover opportunities. Be efficient and have a plan—while people may be happy to help, their focus right now is probably on their own adjustments and employment, so you want their time with you to be well spent.

- Think creatively: How could your skills be beneficial to someone right now? For example: Could you help a faculty member set up online courses? Social media marketing?
- Send a thank you email or note to anyone who helps you, even in small ways.

## **Step Four: Prepare Your Job Search Materials**

- Use the Career Center's guides and samples to create a resume, CV and cover letter draft for one of your target employers.
- Have multiple people review your documents and give you feedback.
- Participate in Advising or book an individual appointment with one of our coaches for additional review.

## **Step Five: Utilize Job Boards in Your Search**

Utilize technology to search for positions of interest to you. Some sites will even send recommended jobs directly to you.

- Use Rutgers Career Knight, the MBS Alumni Network, MBS current student Linked In group,
- Set up searches on sites like CareerConnections, LinkedIn, Indeed, The Muse, Idealist, AngelList, HigherEd Jobs, ImaginePhD in your target industry areas. Save searches and set up email notifications.
- To check out companies who are hiring and find more opportunities to apply
- International students may want to also utilize sites like GoinGlobal, myvisajobs and Redbus2us.
- Participate in virtual career fairs and information sessions to introduce yourself and follow-up with recruiters.
- Take some time to edit your resume, CV and cover letter for each and every position you apply to.
- Consider websites that specialize in remote, freelance, part-time and other flexible work arrangements such as FlexJobs.com, UpWork.com
- Other job boards indicate whether or not companies are hiring and offer other opportunities:
  - Candor
  - LinkedIn
  - The Muse
  - GitHub
  - GradLeaders

## **Virtual Internships and Remote Work Opportunities**

To prepare for a remote job, familiarize yourself with the various software/systems (Zoom, GoToMeeting, Microsoft Teams), online file sharing systems (Dropbox, Box, Google Drive), project management (Asana, etc.) and other communication tools (like Slack) used for remote work. Understand the employer's policies about remote work; you may be asked to complete a work plan or submit a list of your work accomplishments at the end of each week.

## **Step Six: Prepare for Interviews**

Write out the main skills and competencies required of the position in order to generate relevant



examples from your own experiences. Interviews will now be conducted online or over the phone, so prepare for these formats.

- Review our Interview Guide to familiarize yourself with the process and learn strategies for answering common questions. Have a look at this good overview of how to prepare for interviewing virtually.
- Schedule a mock interview with a career advisor.
- Practice by recording yourself or verbalizing responses out loud several times.

- Always send a thank you email after an interview.
- Make sure your voicemail message and email address are both professional and that you check them frequently.

### **Step Seven: Offer Negotiation**

Congratulations! When you get an offer call, thank the employer and communicate your genuine interest, but ask to see the details of the job offer in writing before committing to anything.

Negotiating elements of your job offer, when done tactfully and professionally, is often expected and can help you to get what you deserve. While you don't want to give up on major elements, keep in mind that the job market is going to get more competitive, so make sure that you have a solid foundation for your negotiation.

- Review our Negotiation Guide to become familiar with the elements of a job offer and how to be most effective when negotiating with employers.
- Use Glassdoor, Salary.com and your networking conversations to learn the average expected salaries of similar positions in specific geographic locations.
- Consider what other elements of an offer are most important to you beyond salary, such as vacation time, time/location flexibility, typical work schedule, funds for professional development, etc.