Where are the jobs?
Job Search Strategies

careers.ucr.edu
(951) 827-3631

CONNECT. INSPIRE. EMPOWER.
Agenda

Activity: What’s your job search strategy?

The job market and hiring process

Assess your job search

Searching for jobs

Applications and organization
What You'll Learn Today
At the end of this workshop, you will be able to...

- List different methods of searching for jobs
- Describe the current job market
- Identify strategies to strengthen your job search skills
NACE CAREER READINESS COMPETENCIES

Obtaining *requisite competencies* that broadly prepare college graduates for a *successful transition* into the workplace.
How do you currently search for jobs?
How do you currently search for jobs?

Online
- Handshake
- Company websites

In person
- Career fairs
- Information sessions
- Walk-in to location

Networking
- LinkedIn
- Informational interviews
- Activating your network

How did you find this position?*

<table>
<thead>
<tr>
<th>Source</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement</td>
<td>27%</td>
<td>17%</td>
</tr>
<tr>
<td>Other Online Databases</td>
<td>27%</td>
<td>17%</td>
</tr>
<tr>
<td>On-Campus Interviews</td>
<td>17%</td>
<td>21%</td>
</tr>
<tr>
<td>Handshake</td>
<td>16%</td>
<td>5%</td>
</tr>
<tr>
<td>Social Media</td>
<td>15%</td>
<td>14%</td>
</tr>
<tr>
<td>Direct Contact with Employer</td>
<td>13%</td>
<td>16%</td>
</tr>
</tbody>
</table>

*Respondents were able to select more than one source.

2019-2020 Career Center Annual Report
Current Job Market
Current job market

Impacted by the coronavirus
National unemployment rate of college graduates*
  December 2020: 3.6%       June 2020: 7%       June 2019: 2.2%

California overall unemployment rate*
  December 2020: 8.2%       June 2020: 14.9%     June 2019: 4%

Competitive
Use multiple search methods
Develop skills while in school

Start early
Seek out opportunities to build experience
Network with professionals in areas of interest

* Bureau of Labor Statistics (bls.gov)
Current job market

The hiring process

The applicant pool
Depending on the position, hundreds, if not thousands, of people apply

Resumes are reviewed
Can be reviewed electronically or by a person

Interview phase
Typically 2-6 applicants are interviewed per opening
Assess Your Job Search
Assess your job search
Self-Assessment: What is important to you?

Do you know your VIPS?*
Values: How do you define success? What is important for you to have in your professional life?
Interests: What do you like to do? Not like to do?
Personality: In what environments do you thrive?
Skills: What are you good at?

What kinds of opportunities align with your VIPS?
Consider job function, industry, location, and more

Priorities
What are your deal breakers? Areas of flexibility?

*Need help identifying these? Meet with your Career Specialist to discuss and/or take an assessment!
- Focus 2 (VIPS)
- Myers Briggs Type Indicator (P)
- Strong Interest Inventory (I)
- Career Leader (VIS, business focus, $20)
Assess your job search

Research the marketplace: What do you already know?

Learn industry trends

OCCUPATIONAL OUTLOOK HANDBOOK

www.bls.gov/ooh/

Discover the responsibilities of jobs of interest

www.onetonline.org/

Get an insider’s perspective on an organization

www.glassdoor.com
Assess your job search

Need help building your network?

LinkedIn
Visit the UCR LinkedIn page to look for alumni working in your field of interest

CareerShift
Under the Contacts tab, you can search for alumni and/or professionals working at your dream organization
Assess your job search

Activate your network: Who do you know?

Take an inventory of your network
Who do you know? Can they help connect you with an opportunity?

Reach out
When asking for help, be specific about your goals.

Expand your network
• Ask for referrals
• Conduct informational interviews
• Attend networking events on campus and beyond
• Join professional associations
• Utilize social media
Searching for Jobs
## Where to search

Use many methods!

<table>
<thead>
<tr>
<th>Databases</th>
<th>Direct application</th>
<th>Networking</th>
<th>Associations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handshake</td>
<td></td>
<td>Share your interests</td>
<td>Social media groups</td>
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<tr>
<td>CareerShift</td>
<td>Company websites</td>
<td>Faculty, friends, and family</td>
<td>E-newsletters</td>
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<td></td>
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<td>LinkedIn</td>
<td>Career/Internship portal</td>
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<td></td>
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<td>Social Media</td>
<td>Conferences</td>
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</table>

Use many methods!
If you know what you’re looking for…
Use the **keyword** search feature, and indicate if you’re looking for full-time, part-time, jobs, and/or internships.

**Not sure what to search for?**
Consider filtering by **industry** (what the organization does – examples: government, tech, non-profit) or **job roles** (what you’ll do – examples: advertising, consulting, teaching).

**Why Handshake?**
Employers must request access to post at UCR, and then post the opportunities themselves – to some degree, they want to hire UCR students!
Where to search
Career fairs – Spring quarter

Pro-tip: Search for On-Campus Interviews!
These employers have set aside designated time to interview (in-person or virtually) UCR students for internships and full-time jobs.
Where to search
Employment/Staffing agencies

What are they?
Organizations with established connections in the community (can be general or within a specific field)
Especially valuable in more challenging job markets or when moving to a new community

How can they help?
Placement in temporary and/or permanent roles
Gain experience and earn money, even while still searching

Pro-tip
Avoid agencies that require you to pay a fee for them to place you

Local agencies
- Riverside Personnel Services
- AppleOne Employment Services
- T&T Staffing
- Exact Staff
- Kinetic Personnel Group
- Adecco Staffing
BEWARE OF JOB FRAUD
Learn the red flags to look out for in your job search.

- They’re asking you to shop for them.
- You have to send them money.
- The job sounds too good to be true.
- The job they offer isn’t the one you applied for.
- They won’t meet you in person.
- You can’t verify their information.
- They’re asking for personal information.
- You’ll be working from home.

Learn more about job fraud and how to protect yourself at careers.ucr.edu or contact a career counselor today.

UC RIVERSIDE | Career Center

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#UCRCareerReady
Applications and Organization
Applying for a position
Analyze the job description!

Responsibilities & Qualifications
Pay attention to key phrases and verbs

Skills
Make note of transferable and specific skills and include them in your resume and/or cover letter

Don’t meet all of the qualifications?
Apply anyway! Most employers don’t expect you to meet every qualification – if you meet over half, go for it!

Title: Financial Analyst

Duties and Responsibilities:
• Conducting budget meetings with school leaders and report takeaways to SAD and Director
• Developing budget assumptions and clearly detailing inputs
• Providing trainings for school leaders to develop the understanding of fiscal management concepts and budgeting processes
• Reviewing monthly reports and flagging issues
• Reports financials to State, regional teams, and other Home Office teams

Qualifications

Required knowledge, skills & abilities:
• Strong understanding of finance principles.
• Ability to build and maintain systems that enhance organizational efficiency.
• Attention to detail and follow-through.
• Strong organizational skills.
• Strong written and oral communication skills.
• Strong problem-solving abilities.
• Ability to thrive in a fast-paced, results-oriented environment; Flexible, able to work autonomously as well as on a team and to take direction as needed.
• Strong digital literacy (MS Excel, Word, Outlook, internet research, etc.).

Educational background:
• Bachelor’s Degree.

Experience:
• Minimum 2-3 years of demonstrated ability in an analytical role with a finance focus.
## Staying organized

Find a way to track all of your applications and timelines that works for you

<table>
<thead>
<tr>
<th>Date applied</th>
<th>Position</th>
<th>Organization</th>
<th>Contact information</th>
<th>Followed up?</th>
<th>Interview? (date)</th>
<th>Thank you</th>
<th>Next steps?</th>
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**Staying organized**

Follow up with employers

- **When**: 1-2 weeks after the deadline
- **Method of communication**:
  - E-mail
  - Phone call
- **What to include**:
  - Position title
  - Date applied
  - Contact information
  - Copy of resume

If the employer stated to not contact them, do not contact them.
What strategies will you use to search for jobs?

Pick one (or more!)

Online
Handshake
Company websites

In person
Career fairs
Information sessions
Walk-in to location

Networking
LinkedIn
Informational interviews
Activating your network

Take your search to the next level – share your plans and find an accountability partner!
Join the UCR Career Network, an online community for networking, mentoring, and job opportunities for alumni and students.

MENTORING
Matching process that connects current students with alumni or alumni with one another.

JOB SEARCH
Job board for those currently seeking employment or for alumni looking to hire other Highlanders.

NETWORKING
Discussion boards to meet and network with others who have similar career questions.

REGISTER AT CAREERNETWORK.UCR.EDU
Questions?
Location: We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

Hours:
Mon. - Fri. 8 am to 5 pm except Wed. 9 am to 5 pm

Individual counseling appointments available
Schedule on Handshake

Drop-In Hours:
Mon. - Thurs. 10 am-3pm
Fri. 10 am-12 pm

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