

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...



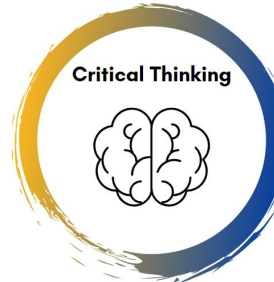
**List different methods of
searching for jobs**



**Describe the current job
market**

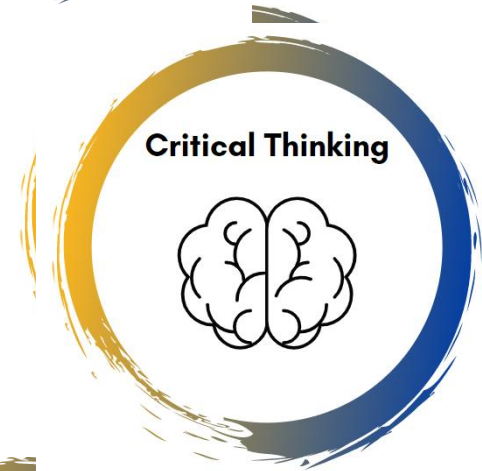


**Identify strategies to
strengthen your job search
skills**





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?*					
	Undergraduate	Graduate		Undergraduate	Graduate
Advertisement	27%	17%	Networking	12%	21%
Other Online Databases	27%	17%	Internship Converted to Career	9%	14%
On-Campus Interviews	17%	21%	UCR Career Fair	9%	8%
Handshake	16%	5%	Advancement/Continued Previous Employment	5%	5%
Social Media	15%	14%	Career Center Referral	3%	2%
Direct Contact with Employer	13%	16%			

* Respondents were able to select more than one source.



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/

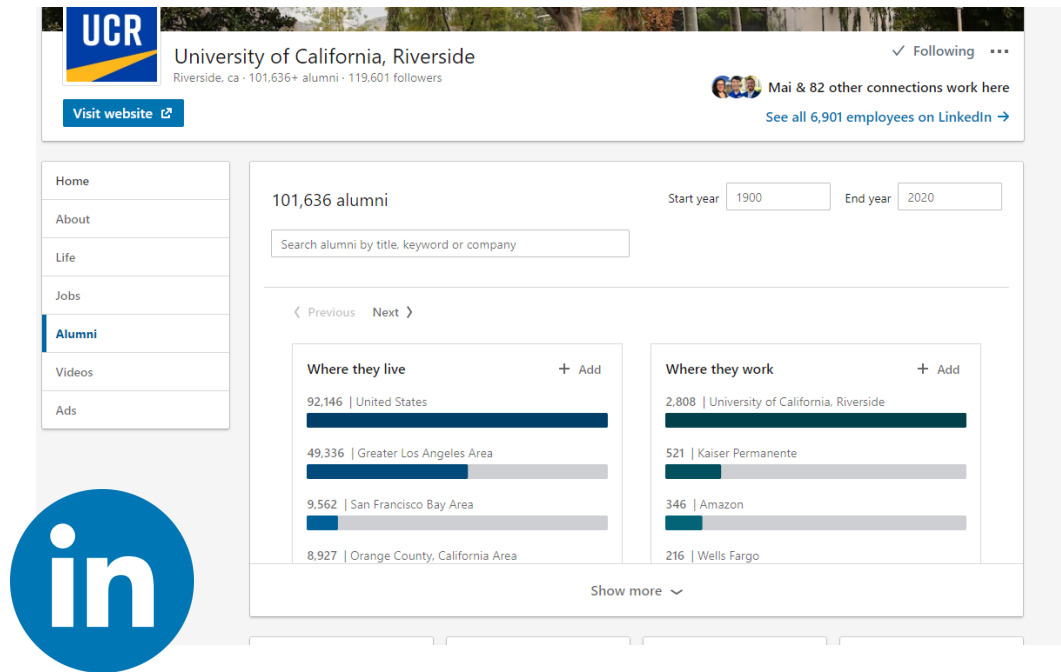
Get an insider's perspective on an organization



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

The screenshot shows the 'Search for Contacts' interface in CareerShift. It features several input fields: 'First Name', 'Last Name', 'School Attended' (with 'UC Riverside' entered), 'Company Name', 'Industry' (with a dropdown menu showing '--Advertising & Marketing'), 'Position' (with a dropdown menu showing 'Marketing Manager'), and 'Title'. There are also buttons for '+ Search by Area' and '-'. A 'careershift' logo with the tagline 'job hunting & career management solutions' and version 'v5.4' is overlaid on the bottom right of the form.



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



Career Center





Searching for Jobs



Where to search

Use many methods!

Databases

Handshake
CareerShift

Direct application

Company websites

Networking

Share your interests
Faculty, friends, and family
LinkedIn
Social Media

Associations

Social media groups
E-newsletters
Career/Internship portal
Conferences

Where to search

Handshake

The screenshot shows the Handshake search interface. A red box highlights the search bar at the top left. A blue box highlights the filters panel on the right. The filters panel includes a 'Filters' section with checkboxes for 'work study' and 'Interviewing on campus'. Below this is a 'Job Role' section with a dropdown menu and a 'Suggested' list of job roles: 'Software Developers and Engineers', 'Electrical Engineers', 'Marketing Managers and Specialists', and 'Business Analysts and Management Consultants'. The 'Industry' section has a dropdown menu. At the bottom of the filters panel, there is a 'Clear' link, a '7349 jobs found' count, and a 'Show results' button. The background shows a list of job postings, including 'Jesuit Volunteer/AmeriCorps member' and 'Summer Missions Site Directors'.

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



Career Fair

Virtual Spring Job Fair: Career Night 2021

Wednesday, April 7, 2021 4:00pm - 7:30pm PDT



Register



Career Fair

Hybrid Health Professions School Information Day Fair 2021

Wednesday, April 14, 2021 11:00am - 2:00pm PDT



Register



Career Fair

Hybrid Last Chance Job Fair 2021

Thursday, May 6, 2021 11:00am - 2:00pm PDT



Register

ii Jobs Events Q&A Students

Event Search

On-Campus Interviews

Search

This week

This month

Career fair

Virtual

Saved

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.



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

Job Search Log							
Date applied	Position	Organization	Contact information	Followed up?	Interview? (date)	Thank you	Next steps?

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

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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](https://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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#HireHighlanders • #UCRCareerReady