

# Navigating Job Search Engines

R'Grad Professional Pathways Series







# Job Search Strategies

- **Start today!**
- Bookmark websites
- Create job post alerts
- Keep a database (Excel, Google Sheets, etc)
  - Areas you are interested in
  - Jobs that catch your eye
  - List of companies/institutes
  - List of people you would like to speak
- Save the job posts you see/like as a pdf file; mark the skills they want - ATS

# 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](https://careers.ucr.edu) or contact a career counselor today.



# Job Search Sites

- [UCR Handshake](#)
- [LinkedIn Jobs](#)
- [HigherEdJobs](#)
- [Chronicle of Higher Education Jobs](#)
- [California Community Colleges Registry](#)
- [CareerShift](#)
- [USA Jobs](#)
- [Jooble](#)
- [Science Careers](#)
- [Nature Careers](#)
- [BioCareers](#)
- [BioSpace](#)
- [Engineer Jobs](#)
- [Humanities and Social Sciences Jobs](#)
- [NIH Office of Intramural Training and Education - Jobs](#)
- Professional Societies



# A Manual Job Search Strategy

1. Narrow down your choices to a geographic location or type of institute
2. Produce a list of companies/institutes you are interested in
3. Visit their jobs/careers website regularly
4. Set up email alerts

# How to Decode Job Descriptions

- Look for **themes & keywords** – repeated words
- Qualifications/minimal qualifications & requirements
  - Technical skills
  - Transferrable skills
- Location/remote?
- Missions/values
- Industry language vs academic language/terms
- Contract, full-time?
- For international students – work authorization language
  - E.g., US Work Authorization Needed; This role is not eligible for CPT, OPT or sponsorship now or in the future; Unrestricted work authorization needed.

# How to Decode Job Descriptions

Deep Learning Compiler Engineer – NVIDIA

<https://www.linkedin.com/jobs/view/3643177718>

Air Pollution Specialist (Limited Term) – Cal Air Resource Board

<https://ucr.joinhandshake.com/edu/jobs/8290881>

Bentson Fellowship – UW, Madison School of Medicine & Public Health

<https://www.linkedin.com/jobs/view/3683806499>

Climate Policy Analyst – UCDP Careers

<https://www.linkedin.com/jobs/view/3742410333>

# What if Job Descriptions are not well written or kind of vague?

Associate Project Coordinator – Community, City of Redding  
<https://www.linkedin.com/jobs/view/3736969461>

Software Developer – Senior, GovCIO  
<https://www.linkedin.com/jobs/view/3742763080>