

Where are the jobs?

Job Search Strategies

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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

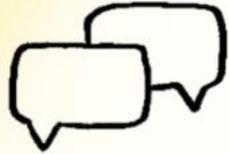


Describe the current job market



Identify strategies to strengthen your job search skills





COMMUNICATION



PROFESSIONALISM



CRITICAL THINKING



NACE[®]

CAREER READINESS COMPETENCIES

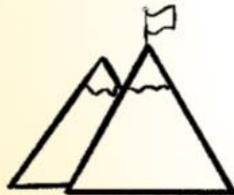
Obtaining requisite competencies that broadly prepare college graduates for a successful transition into the workplace.



EQUITY & INCLUSION



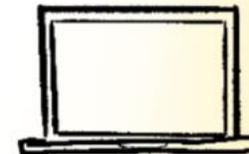
TEAM WORK



LEADERSHIP



CAREER AND SELF-DEVELOPMENT



TECHNOLOGY



What strategies do you use?

Give yourself point(s) if you...

- Active search for jobs online and apply
- Attend career fairs and info sessions to network
- Use social media such as LinkedIn for job search, joining groups, following employers
- Activate your network circles sharing you are a job seeker
- Do informational interviews to learn about professions

2 point

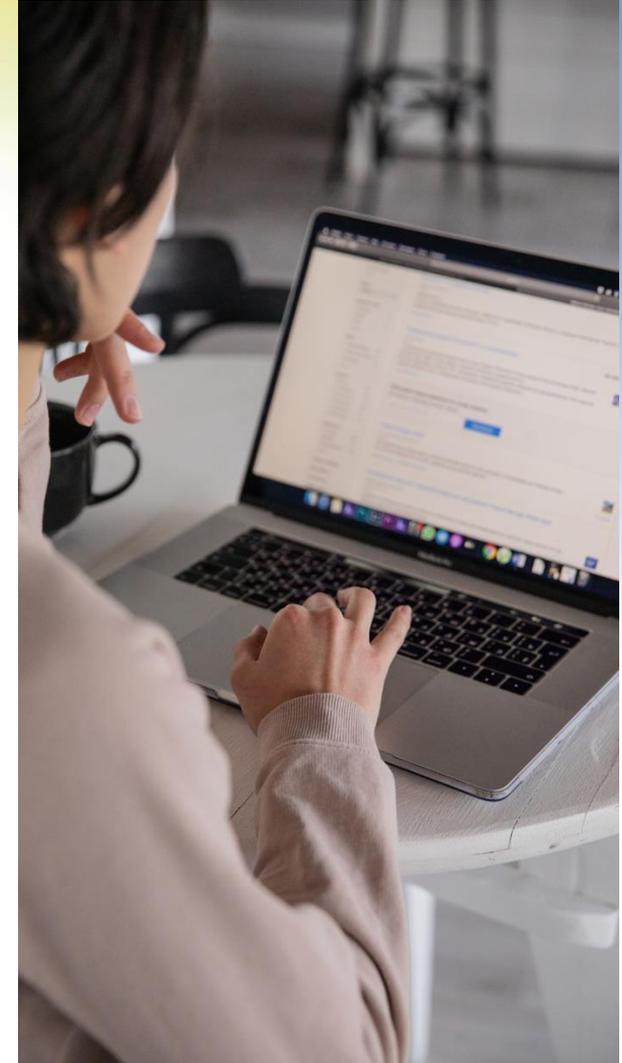
3 points

2 points

2 points

3 points

Total: ___/12 points



How do you currently search for jobs?



Online
Handshake
Company websites



In person
Career fairs
Information sessions
Walk-in to location (depending on industry)



Networking
LinkedIn
Informational interviews
Activating your network

How Current Position Was Found

	Undergraduate	Graduate
Advertisement	2%	2%
Other Online Databases	22%	21%
On-Campus Interviews	1%	2%
Handshake	14%	8%
Social Media	14%	9%
Direct Contact with Employer	10%	9%
Networking	20%	29%
Internship Converted to Career	3%	4%
UCR Career Fair	4%	5%
Advancement/Continued Previous Employment	7%	7%
Career Center Referral	2%	3%

2020-2021 Career Center Annual Report



Current Job Market

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Current job market

Do Your Research

Stay up to date on current industry trends based on reliable resources

- <https://www.bls.gov/ces/>

Look at the specific field's trend

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



Current job market

The hiring process



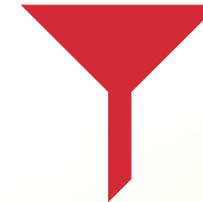
The applicant pool

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

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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?

The screenshot shows the LinkedIn page for the University of California, Riverside. The page header includes the UCR logo, the name 'University of California, Riverside', and statistics: 'Riverside, ca · 101,636+ alumni · 119,601 followers'. A 'Following' button is visible. Below the header, there is a 'Visit website' button and a notification: 'Mai & 82 other connections work here' with a link to 'See all 6,901 employees on LinkedIn'. The main content area displays '101,636 alumni' with search filters for 'Start year' (1900) and 'End year' (2020). A search bar prompts 'Search alumni by title, keyword or company'. Below this, there are two bar charts: 'Where they live' and 'Where they work'. The 'Where they live' chart shows: United States (92,146), Greater Los Angeles Area (49,336), San Francisco Bay Area (9,562), and Orange County, California Area (8,927). The 'Where they work' chart shows: University of California, Riverside (2,808), Kaiser Permanente (521), Amazon (346), and Wells Fargo (216). A 'Show more' link is at the bottom of the charts. A large blue LinkedIn logo is overlaid on the bottom left of the screenshot.

LinkedIn

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



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

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Where to search

Use many methods!

Databases

- Handshake

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 job search interface. A search bar is highlighted with a red box. A 'Filters' modal is open, with a blue box highlighting the 'Job Role' and 'Industry' sections. The 'Job Role' section includes a dropdown menu and suggested roles like 'Software Developers and Engineers' and 'Electrical Engineers'. The 'Industry' section includes a dropdown menu. At the bottom of the modal, it says '7349 jobs found' and has a 'Show results' button.

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)

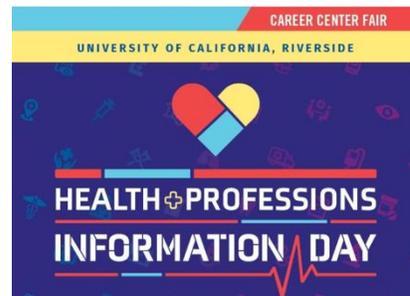
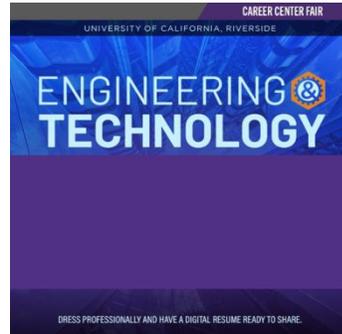
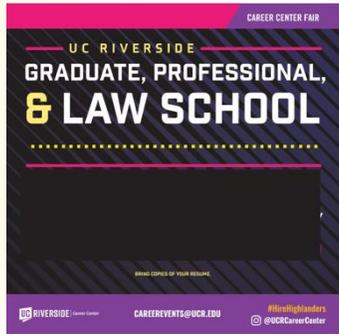
Why Handshake?

Employers must request access to post at UCR, and then post the opportunities themselves – to some degree, they want to hire UCR students!

Live Demo

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In-Person & Virtual: Career Fairs



Fall Fairs

- STEM Career & Internship Fair
- Business & Diversity Expo
- Graduate, Professional, Law School Fair

Winter Fairs

- Engineering & Technology Career Expo
- Education & Social Impact Fair

Spring Fairs

- Spring Career & Internship Fair
- Health Professions Information Day
- Just In Time Virtual Career Fair



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 (not formally connected to UCR)

- 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

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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

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!



The Application

- **Resume or CV**
- **Cover Letter**
- **Reference Page**
- **Writing Sample(s)**

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location

ENTRANCE IS ACROSS FROM ARC AND UNIVERSITY LECTURE HALL, UNDERNEATH THE BOOKSTORE

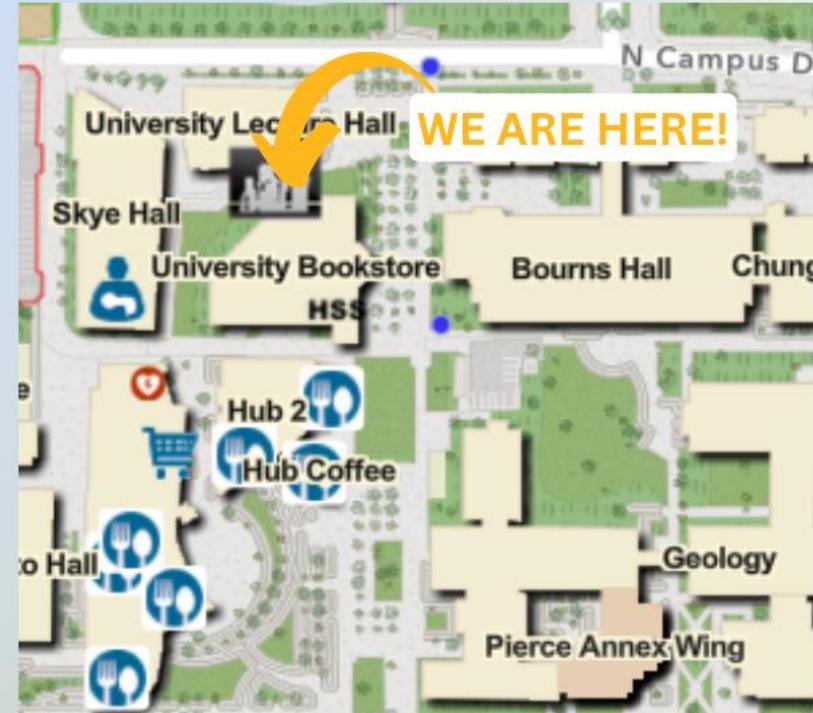
hours

8 AM - 5 PM MONDAY-FRIDAY

website home



drop in hours



connect with us!



INSTAGRAM

@UCRCAREERCENTER



CONNECT. INSPIRE. EMPOWER

ENROLL IN EXCEL + NOW!

Start anytime during your undergrad degree, **go at your own pace**, and **earn recognition** for the valuable career readiness skills you're already building on campus.

- Pick your Competency

IE: Career and Self Development, Technological Literacy, and MORE!

- Upload and Track Progress
- Earn Competency Badges
- Highlight Your Skills to Employers

Students enrolled by 10/31 will be entered into raffle to win a \$25 UCR dining gift card.



Excel.ucr.edu