



## WHAT IS A JOB OR INTERNSHIP SEARCH?

A job or internship search is a circular process that requires continuous engagement in research, networking, and reflection. A search requires a two-part approach. There's a proactive component which utilizes networking to reveal information related to unposted jobs, and a passive component which utilizes online job search tools and resources.

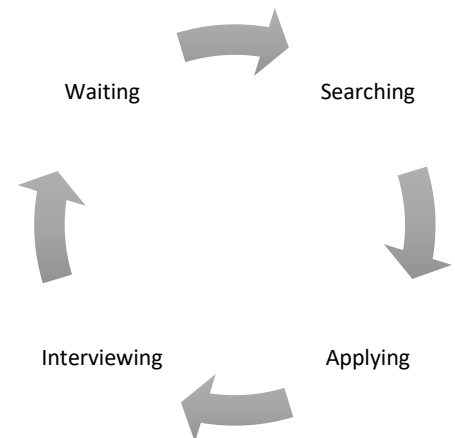
## QUESTIONS TO ASK YOURSELF TO GUIDE YOUR SEARCH

1. What are you looking for in this opportunity?
2. What are your "must haves." These vary from person to person, however examples include: position type, individual values, workload, day-to-day, interests, required skills, location, salary, benefits, individual needs, and industry.
3. What opportunities and position types you are looking for?
4. Are you comfortable with evaluating job descriptions to customize your application materials?
5. Are your application materials up-to-date?

## UNDERSTANDING THE SEARCH PROCESS

The search process requires a lot of patience and perseverance. You may find yourself at different phases of the process in each opportunity you apply for.

- **Searching:** identifying opportunities via network connections, online job boards, professional associations, conferences, university resources, and industry events
- **Applying:** evaluating job postings, customizing application documents, attending career fairs
- **Interviewing:** communicating and assessing your fit for the position and organization – also an opportunity for you to evaluate how the position and organization meets your needs and confirm timelines
- **Waiting:** utilize this time to reflect and recalibrate your search techniques, reconnect with your network and continue to make connections, develop professionally, work on your weaknesses, practice your interviewing techniques, and continue searching



## HOW TO INITIATE YOUR SEARCH

1. Identify yourself as a candidate to your connections
2. Utilize the resources available to you to research, network, apply to opportunities, and prepare for interviews
3. Organize your search in a system that works for you (see an example on back): save the job posting, use a consistent and professional naming convention for documents (F.Last\_resume\_organization)
4. Evaluate and incorporate stress management techniques to maintain motivation



Instructions: Use this example template as a guide to help you organize your search

Application Dates and Status: -in-progress -submitted -interview	Job Title, Organization	What must have are met?	Application Requirements	Posting Link	Network Contacts; HR or search committee contact information	Important Dates and Timeline	Follow-up Completed Y/N & Date	Other
		Career values, lifestyle factors, career progression	Resume Cover letter Supplemental questions					

Next Steps: