O'NEILL CAREER HUB

How to Search for a Job/Internship

Step 1: Brainstorm

1) INTERNATIONAL STUDENTS: **Interstride** (use this site to generate a list of companies and orgs who hire international students; include these orgs on your professional development tracking form)

2) Create a list of *at least 30 organizations* using the following approaches:
   a. Where do your friends and family work?
   b. What do those organizations do? If you don't know, look at the websites.
   c. Which of them are interesting to you?

3) **Google Job Titles** in Location/City where you'd like to be employed

4) Use **Job/Internship Search Tracking Form** to list potential employers/prioritize them

5) Use **Linkedin Alumni Tool** (grad students, module 6 in Grad Career Bootcamp):
   A) For **Indiana University Bloomington** to generate ideas of companies and people to connect with:
      d. Review Where they work
      e. Review Where they live
      f. Review What they do (Data Analysis for example)
      g. Review What they're skilled at
      h. Review What they studied
      i. Review where they worked before their current organization
      j. Review Groups you're a member of; where do other group members work?
      k. Use the Search function to search by keywords relating to your interests/functional areas.
   B) For **O'Neill School of Public & Environmental Affairs,** use the Alumni tool in the same way as #5 above (review d-k for any industry or job role you search; grad students, Module 6 in Grad Career Bootcamp covers this)

6) Use our **Labor Market Insights** to explore not only top 20 employers in [the location you're interested in], but also to review job titles, required skills and competencies

7) Look at the **Career Hub events calendar:** what organizations are represented (because you already know they want to hire O'Neill students)?

8) Review **Career Communities** on the Career Hub website. Which organizations have a presence in job postings, blogs, and spotlights?

9) Using the online resources on the **Career Hub website**, do an organization search by sector. Use keywords relating to your interests and/or the functional area(s) you are interested in. List the organizations.

10) If you're currently working, what other companies do what your company does? Who is their **competition**?

11) Use the **job tab in LinkedIn**, use LabCorp as an example, seek out the **job titles** there, and see what types of job duties they have; use some of their key words in job duties or job titles to generate ideas for new searches

12) Talk with your **professors** and **advisors**; do they have connections in companies that interest you?

13) Where have you **volunteered?**
   l.   What did you like about the organization?
   m. What other organizations are similar?

14) Consider your own **personal preferences and values**:
   n.   What **products do you purchase?** Who produces those products?
   o.   **What causes inspire you or** motivate you?
   p.   What or whose **philosophies** do you connect with and respect?

15) Even if you have no interest in working in the **private sector**, do a little digging.
   q.   What **philanthropies** do they support?
   r.   Which sounds interesting to you and why?
   s.   What **nonprofits** might they work with in some area of their business?

16) What organizations would you **jump at the chance to work for**?

17) Who are the **competitors, partners, and vendors** of the organizations you listed so far?

18) Google **trends in industries** or functions of interest for employer ideas. You can start as easily as "sustainability trends." Add organizations mentioned in articles that come up, add the organizations of employment of speakers and authors of events and articles you find.

19) Are there **services** or industries you could see yourself contributing to?
   A) food industry
   B) automotive/hybrid vehicles
   C) medicine
   D) research institutes that are part of universities, private orgs that partner with research—click on med school to see if they have private orgs that partner with them on research (crane is an example of private industry working for the US Navy)

20)   **Academic partnerships**

21) **Professional associations**, who is leading the research on which area? (all the leading research is coming out of "abc" org, put them on your list)

22) Who's publishing, who's researching, who are the **thought leaders**? what are the thought leaders saying and where are they working?

23) **Platforms**: salesforce is devoted to stakeholders xyz; what platforms or websites discuss your area of expertise? what are the current conversations going on (example: twitter)

24) **Keynote speakers**, sessions at **conferences**; who sponsored the sessions or conferences?

25) Look at your list; **which organizations are you most excited to begin learning about**? You can reorganize your list so those are at the top.

26) Continue adding to your list weekly.

OTHER CONSIDERATIONS:

1) What do you see as your **barriers** in this job search process? reflect on that; do you know your **strengths and weaknesses**?

2) Look at your **transferable skills**; can you articulate what you do or the skills you've gained in the pharma industry so you can travel with those skills and know you can land in a new place? (Grad students, Module 4 in Grad Career Bootcamp)

Step 2: Find Contacts and Reach Out

Now that you have a list of organizations, it's time to connect with people in the organization and request about 20 minutes of their time for a conversation.

Use the *Job/Internship Search Tracking Form* on the Career Hub website to track your interactions.

1) For each of your organizations, use LinkedIn to find a contact who works there.
   A) Search for the organization and look for any 1st or 2nd degree connections.
      i. Send them a message or ask to be introduced to your 2nd degree connection by the person you have in common.
   B) If you aren't connected in any way to the list of people who work at one of your target organizations, select one that is most relevant to your interests based on their professional title and send them an invitation to connect.
   C) Look at members of the groups you are a member of and reach out to any who work at the organization.
   D) Search with "*organization name recruiter*" or "*organization name talent acquisition*" to find someone who recruits for the organization.

*Keep in mind, if you message someone when you send a connection request, your message will need to be 300 characters or less. Once you are connected with someone on LinkedIn, you can send them a longer message to their actual LinkedIn inbox.

An Alum of Indiana University

Dear Jose Botero,

I see that you are a graduate of Indiana University. I am a first year MPA student at the O'Neill School of Public and Environmental Affairs. I am very impressed by your work with USAID. If you have free time, may I have 20 minutes to talk with you about your experience there?

Thank you very much,
Rinjisha

LinkedIn Group Contact – planning to apply to specific job in organization

Dear Seema Castellanos,

I am also a member of GROUP NAME and a sophomore at the Indiana University O'Neill School of Public and Environmental Affairs. I really enjoy reading your posts in the group. I would love to learn more about your experience with ORGANIZATION NAME. Would it be possible to set up a time to talk? Your insights would be appreciated, as I am applying for POSITION there.

Thank you very much,
Karol

Fan Mail – you are impressed with their work and want to learn more from them

Dear Catherine Bryant,

I'm a college junior at the Indiana University O'Neill School of Public and Environmental Affairs. I read your article in The Atlantic and found your thoughts on TOPIC OF INTERVIEW very interesting.

Would you mind discussing your work further with me in a brief phone conversation? I would love to hear your insights about INDUSTRY and learn more about how you began your career.

Thank you very much,
Alma

A Recruiter – if you aren't connected to this person, look at the groups they are members of and join one; that will give you an easy way to introduce yourself.

Dear Neal Chen,

I found your profile on the GROUP NAME page and wanted to reach out to introduce myself. I'm a senior at the Indiana University O'Neill School of Public and Environmental Affairs studying public finance. I'd love to discuss ORGANIZATION NAME and if my background would be a fit for any of your openings.

Thank you very much,
Paul

Step 3: Conversations – Career Chat

A career chat (or informational interview) is a conversation that you guide based on your questions about their career path, work, organization, research, etc.

1. Prepare for the Conversation

a. Write 5 – 8 strong questions based on research you do on the organization. Do not ask them anything you could find the answers to online. At minimum, write questions based on what you learn after looking at:
   i. Recent headlines
   ii. Organization website
   iii. Google individual and organization

b. The person you meet with will be interested in you as well, so be prepared to answer questions they may have about you, including:
   i. "Tell me about yourself."
   ii. "Why are you interested in our organization?"
   iii. "Why are you interested in our industry and/or job function?"

2. The Conversation (20 minutes)
   a. Always begin by thanking them for making time to speak with you. Be very pleasant and professional. Don't waste any of the time you requested with them on too much small talk.

   b. Begin with the questions you prepared. Be sure to take notes as they respond so they know you are taking the conversation seriously. Be very mindful of the time; if you requested 20 minutes, make sure you respect that.

   c. At the end of the conversation, ask them if there is someone else they believe you should talk to in order to learn more. If they make an introduction for you, follow up with that person immediately.

   d. Send a written thank you to them immediately after the conversation.

3. Stay in touch with your contact
   a. Set monthly reminders to send a message to people you had conversations with.
      i. The first month after your conversation: tell them how you followed the advice they gave you, and the benefits you have already gained. Thank them again for the conversation and helping you learn more about the industry.
      ii. Each month after that, send a message to update them on your internship/job search progress and ask any additional questions you might have. It is always very good to share any relevant articles you read, podcast you listened to, event you attended, etc. Remember you want to be a valuable connection for them as well.

4. Repeat steps 2 and 3 until they lead to interviews and an internship or job.

This is a summary of the technique from Steve Dalton's book *The Two Hour Job Search*.