

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...



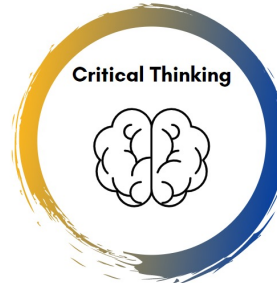
List different methods of searching for jobs



Describe the current job market

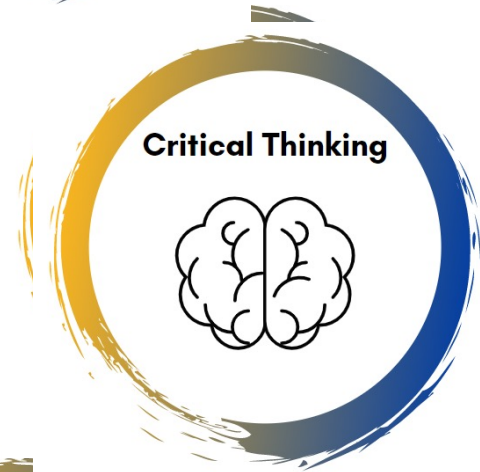


Identify strategies to strengthen your job search skills





NACE CAREER READINESS COMPETENCIES



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

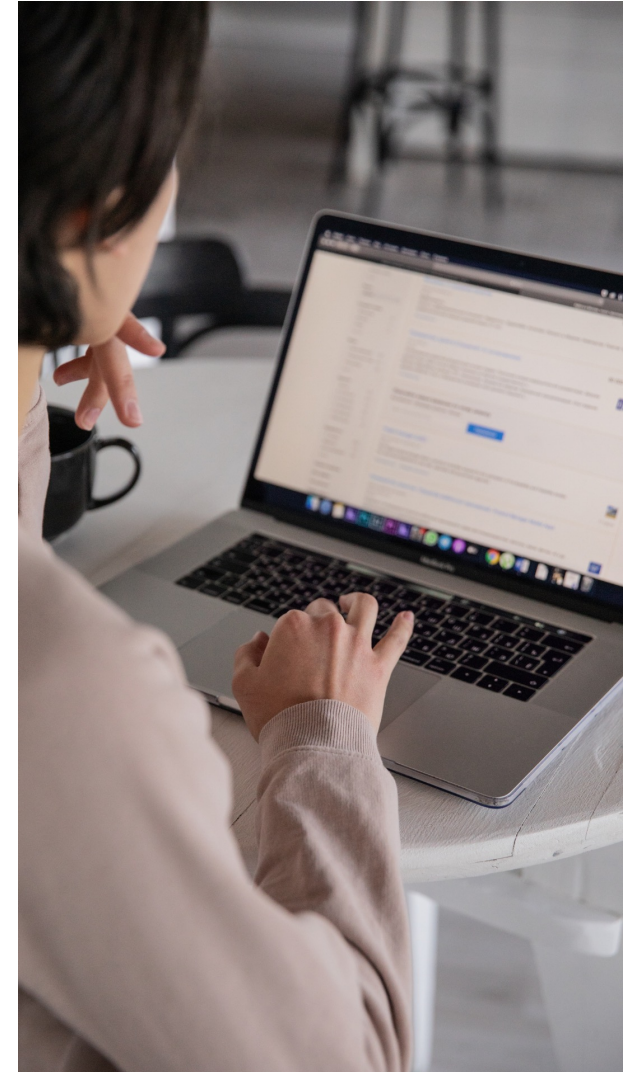


What strategies do you use?

Give yourself point(s) if you...

- Active search for jobs online and apply **2 point**
- Attend career fairs and info sessions to network **3 points**
- Use social media such as LinkedIn for job search, joining groups, following employers **2 points**
- Activate your network circles sharing you are a job seeker **2 points**
- Do informational interviews to learn about professions **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



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



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/

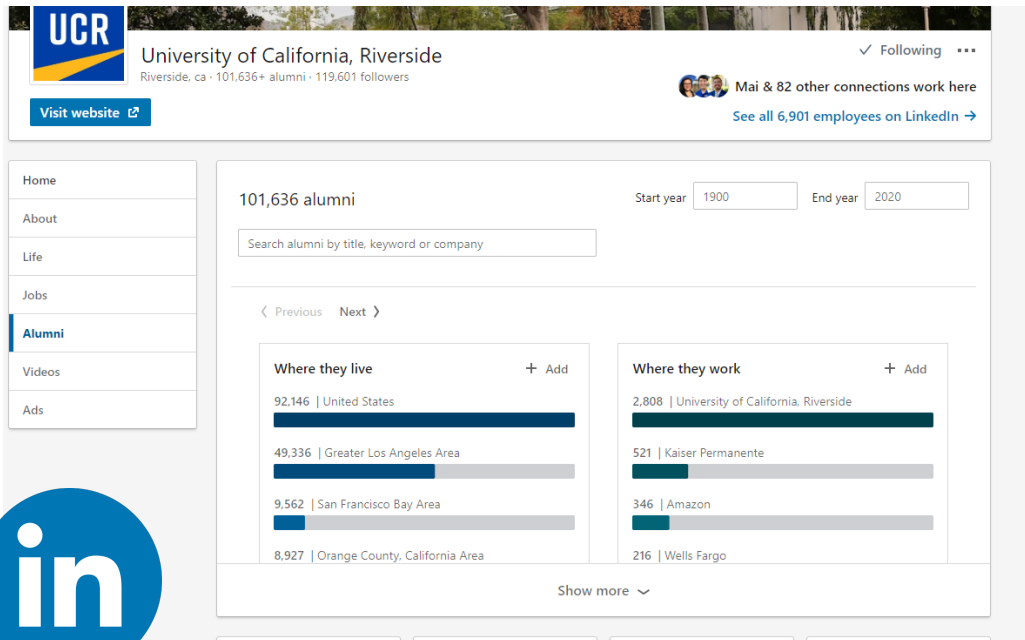
Get an insider's perspective on an organization



www.glassdoor.com

Assess your job search

Need help building your network?



UCR University of California, Riverside
Riverside, ca · 101,636+ alumni · 119,601 followers

Visit website

Following

Mai & 82 other connections work here
See all 6,901 employees on LinkedIn

Home
About
Life
Jobs
Alumni
Videos
Ads

101,636 alumni

Start year 1900 End year 2020

Search alumni by title, keyword or company

< Previous Next >

Where they live	Where they work
92,146 United States	2,808 University of California, Riverside
49,336 Greater Los Angeles Area	521 Kaiser Permanente
9,562 San Francisco Bay Area	346 Amazon
8,927 Orange County, California Area	216 Wells Fargo

Show more

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



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 displays the Handshake job search interface. A search bar is highlighted with a red box. A 'Filters' modal is open, showing options for 'work study' and 'Interviewing on campus'. The 'Job Role' section is highlighted with a blue box, featuring a dropdown menu and suggested roles: 'Software Developers and Engineers', 'Electrical Engineers', 'Marketing Managers and Specialists', and 'Business Analysts and Management Consultants'. The 'Industry' section also has a dropdown menu. At the bottom of the modal, it shows '7349 jobs found' and a 'Show results' button. The background shows a list of job listings, 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?

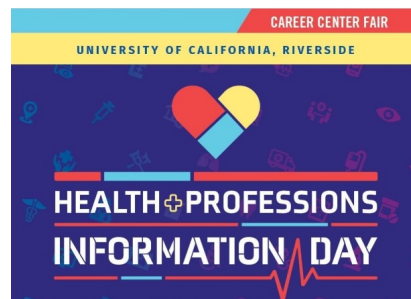
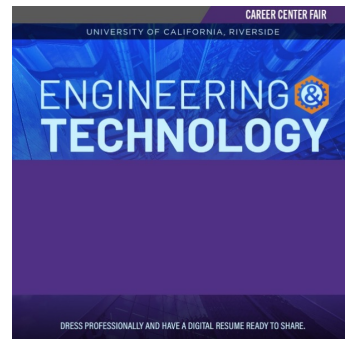
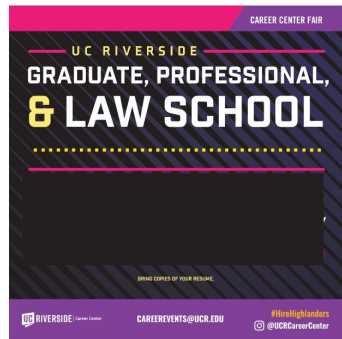
Consider filtering by **industry** (what the organization does – examples: government, tech, non-profit) or **job roles** (what you'll do – examples: advertising, consulting, teaching)

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!

Live Demo

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

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: 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

Individual counseling appointments available

Schedule on Handshake

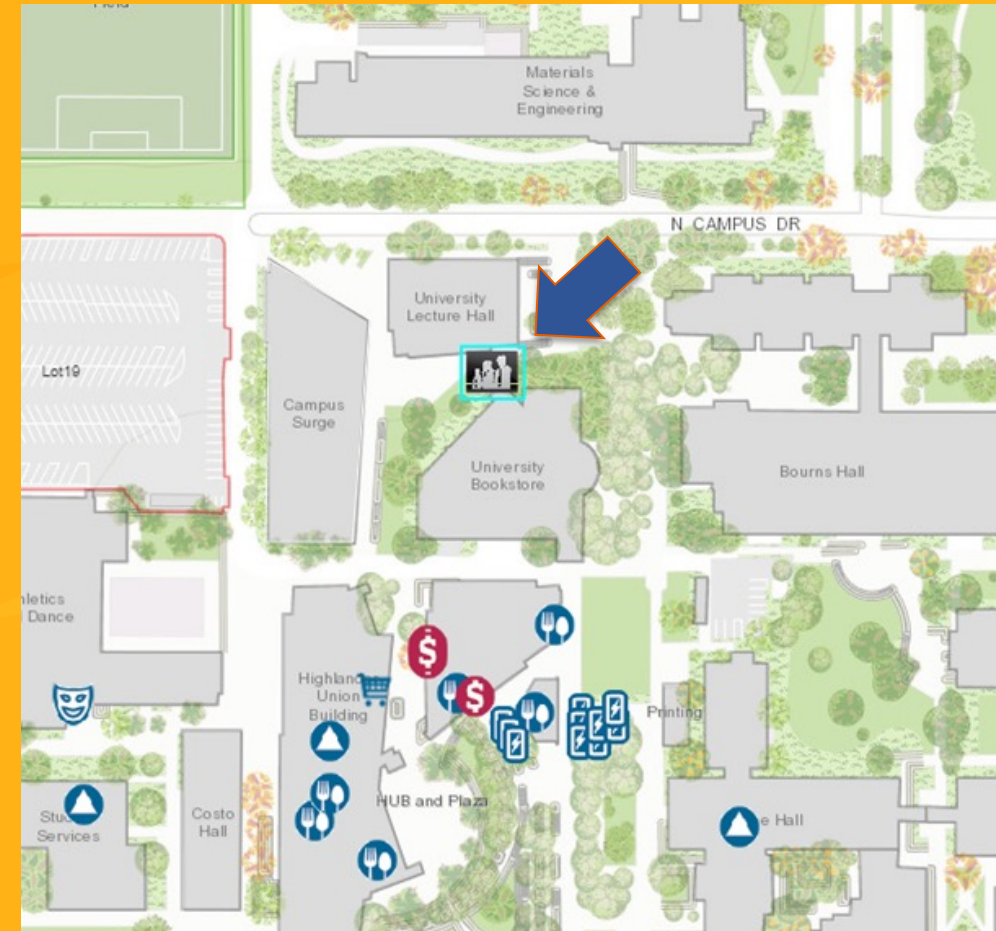
Drop-in Hours:

Mon. - Fri. (days & times vary)

View drop-in schedule on our website <https://careers.ucr.edu/>



Career Center



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