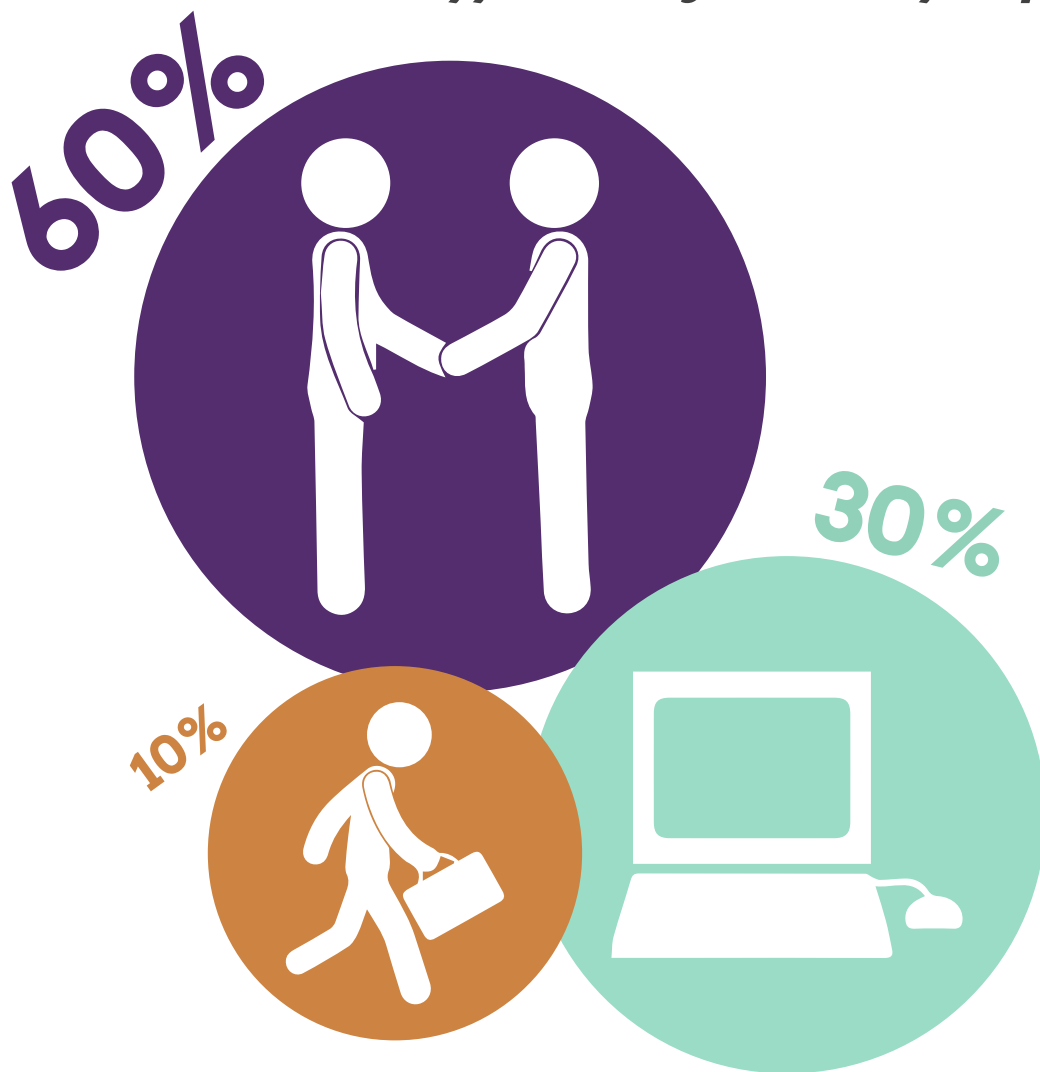


Finding Job & Internship Opportunities

Learn how to effectively search for positions



What makes a job search successful?

Many students think the best way to find opportunities is to continuously apply for many different jobs and internships over and over again. In reality, job and internship seekers should divide their time between:

60% networking with colleagues or potential employers

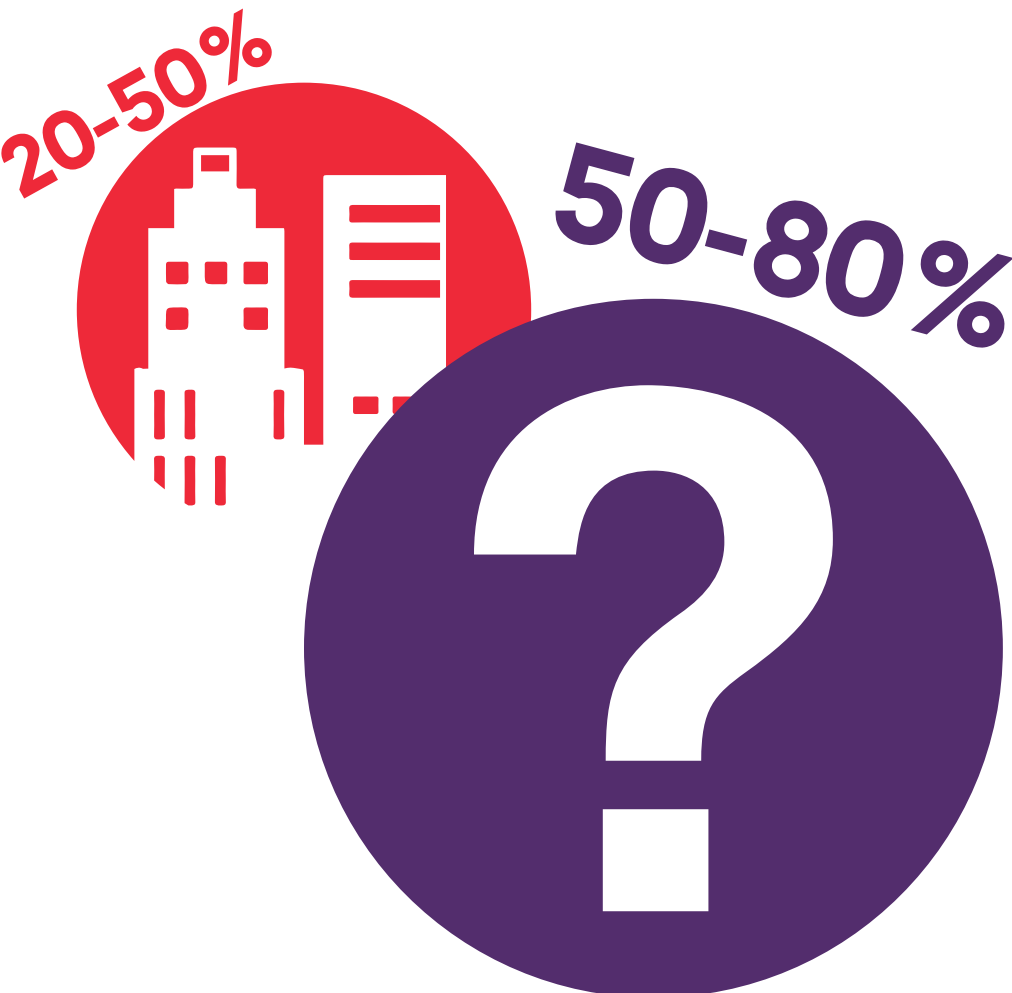
30% researching organizations

10% applying for opportunities

The job & internship search process is generally non linear and you may find yourself revisiting these three steps multiple times during your search!



Networking is the most important piece of the job search puzzle. As you can see below, well over half of all jobs are filled through the hidden job market.



How are jobs filled?

- 1. hidden job market**
Includes networking contacts, personal connections, and referrals.
It is estimated that **50-80%** of all jobs are filled this way.
- 2. visible job market**
Includes job postings on search engines, company websites, and social media.
It is estimated that only **20-50%** of all jobs are filled this way.

What is networking?

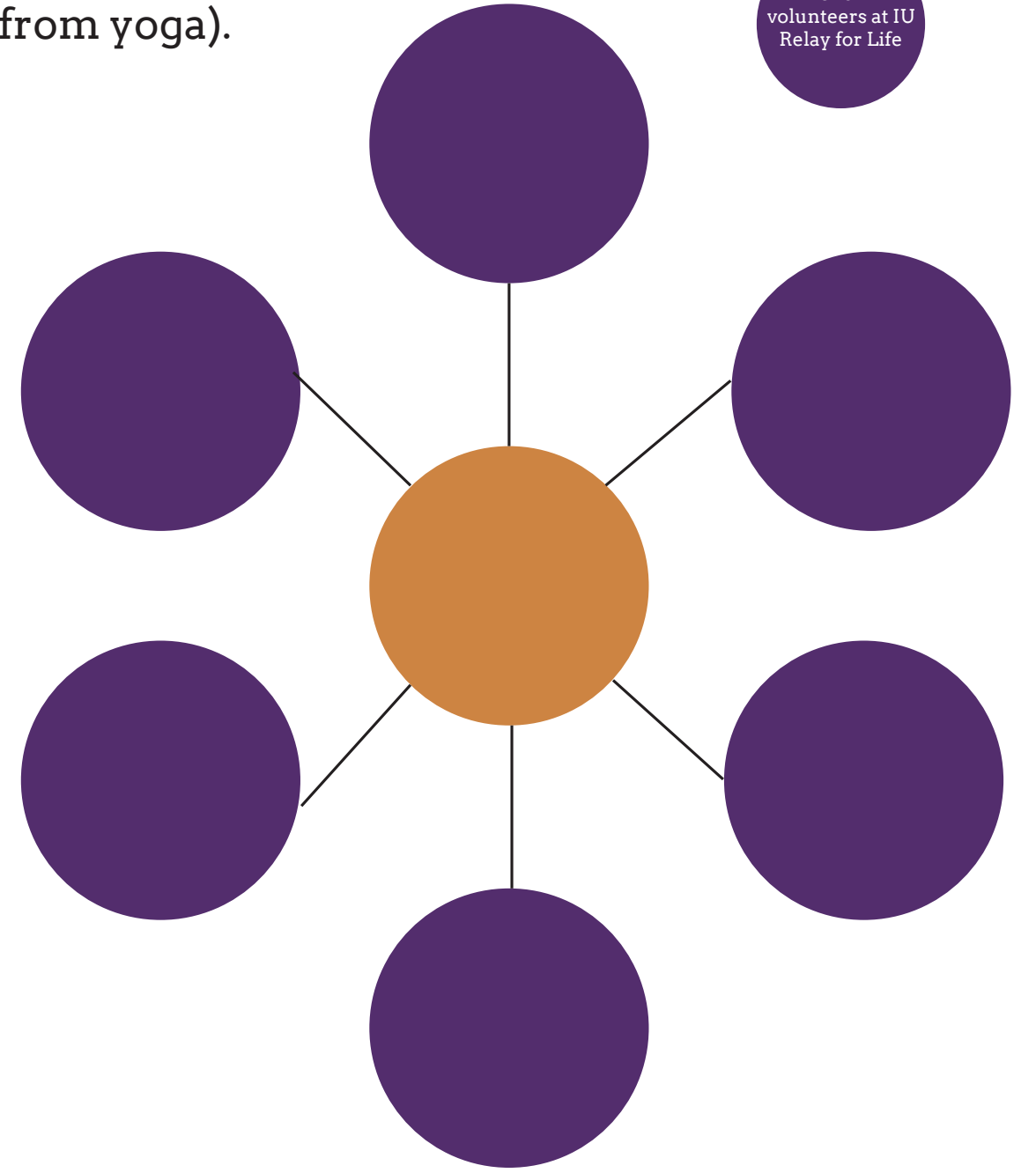
Networking is a life-long process of meeting people and making connections. Networking is not just about getting a job...it can be much more. Your network can also be comprised of professional friends and colleagues, former co-workers, and acquaintances you meet outside the workplace.

An example of networking in action:

Katherine is a senior Psychology major. She has been actively involved with Big Brothers Big Sisters (BBBS) as a mentor, but her long-term goal is to work for a community health organization. After speaking with Alison, a professional staff members in the BBBS office, she discovered that Alison's husband is a psychiatrist at a mental health facility in town. After an informal introduction through Alison, Katherine was offered an internship with Alison's husband - a position that was created specifically for her! As you can see, Katherine's position at BBBS - and her connection to Alison - led to an opportunity that only networking could provide.

Who is in your network?

Look at the example network on the right and brainstorm who might fit into your personal network. Keep in mind that friends and connections outside of IU or previous work experiences can still be great networking contacts (such as sports teammates or friends from yoga).



Informational interviewing is the best way to build your network and find opportunities. An informational interview is a 20-30 minute conversation between you and a professional in a career field of interest. Use these resources to find professionals to contact:



IU Alumni Association



LinkedIn



Campus Organizations



Professional Organizations



Chambers of Commerce

When you find someone to contact, send an e-mail similar to this example to ask for some of their time. During the meeting or phone call, you can ask some questions about their background and what led them to their current position. You can also ask about the culture of their organization and any advice they have for entering the field. It is not acceptable to simply ask them for a job; this conversation is just about gathering advice and information. For a list of some sample questions you might ask during an informational interview, check out our Resource Library online.

Subject: Indiana University Student Exploring Healthcare Careers

Dear Ms. Julien,

My name is Katherine Taylor. I'm a Psychology and International Studies major at IU researching a possible career in healthcare. I found your name using the IU Alumni Directory. If you have the time, I would like to meet with you for 20 minutes to discuss your field. If you're unable to meet, perhaps you could suggest a co-worker or someone you know I could contact. I appreciate your time.

Thank you,
Katherine



Joining a professional association is a great step towards developing a large network of potential colleagues. Here are some resources that can help you learn about associations related to your career goals:



IU Career Guides



Associations Unlimited (IU Libraries)



Google or other search engines

Don't forget to stay in contact with new connections after completing informational interviews. Many students keep a Microsoft Excel file of their connections to help them keep track of new contacts (see below). You should also track the date of your last contact with each person. You could also use **LinkedIn** to manage your connections. You should also periodically connect with important members of your established network - such as former supervisors or professors. You never know when you might want to ask them for a letter of recommendation or reference!

Name & Contact Information	Connection	Notable Point
Justin Lloyd IU Health 812.000.000 jllloyd@iuhealth.org	Met at Networking Night event	Hire interns and entry-level staff members for IU Health
Annie Smith St. Vincent Hospital 317.000.000 Annie.smith@stvincent.org	Met in yoga class	Knows the hiring manager for St. Vincent and has experience in mental health organizations; agreed to an informational interview with me

Researching organizations is another essential part of successfully finding a job. Research is important for a number of reasons. Firstly, you want to make sure the organization is a good fit for your needs and experience. Secondly, organizations expect you to know all about them before you apply! Here are some suggested sites to get you started:



Official Company Websites

Most organizations have great information on their official websites. You can generally find mission statements, company statistics, current initiatives and other useful information.



Search Engines

Use search engines to look for recent articles about organizations of interest. Has the organization done anything newsworthy lately? It is important to be aware of both positive and negative news stories related to organizations.



Salary Listing Websites

It's a good idea to learn about average salaries in your industry and, if possible, your organization of interest. Sites such as O*Net Online (onetonline.org) have nationwide salary statistics and sites such as Glassdoor (glassdoor.com) have specific company statistics.



Informational Interviews

In addition to building your network, informational interviews can also help you learn about specific organizations. If you can find someone to interview in a company that posts a job you might be interested in, you can learn quite a bit more about the inner workings of the organization - and gain a contact within the company!

Applying for jobs

strategically is one of the most important steps to securing employment after graduation. As you've already learned, simply applying for jobs without networking and researching won't get you results. But, applying for jobs on the wrong search engines and with the wrong resources won't get you results either.



Official Company Websites

Most organizations have a "career" or "employment" tab where they list openings within the company. If you have trouble finding the tab, you can sometimes look for the sitemap to find out where positions are posted.



myJobs

The Career Development Center has its own job board called myJobs. You can search for hundreds of full-time jobs and internships across the country, as well as apply for on-campus interviews and see which employers are visiting campus.



Career Guides

The Career Development Center has a resource called the IU Career Guides that features potential employers for different industries and majors. While it isn't a job board, it might give you some ideas of companies to research for careers. It also features links to industry-specific job boards.



LinkedIn

In addition to its networking resources, LinkedIn also features a large number of job postings from across the world. You can search by industry, location, or employer name.



Career Development Center Resource Library

Arts & Sciences Career Services has many resources online to aid in your job search, including industry-specific search engines and professional associations that list job postings.