Things to do at the Career Development and Employment Services Office

- Meet with a Career Counselor to discuss career, employment or graduate school plans.
- Search the Career Library for career, employment or graduate school information.
- Examine career interests by taking the Strong Interest Inventory and Myers-Briggs Type Indicator.
- Prepare a professional style resume, develop effective interviewing skills and learn job search techniques.
- Explore local, regional or national Experiential Education opportunities.
- Connect with potential employment opportunities through job fairs and the Job Locator System.
- Review professional and graduate school testing information, including GRE, GMAT and LSAT test guides.

Come visit us today for assistance with your career, employment or academic needs.

Call (814) 871-7680 to schedule an appointment with a counselor.
Hours: 8:30 a.m. - 4:30 p.m. (Other hours by arrangement.)

Career Guides available in CDES:

- Resume
- Job Search
- Interviewing
- International Student Job Search
- Professional and Graduate School
- Career Action Plan
<table>
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<th>1</th>
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U.S. Job Search for International Students

Many Gannon University international students want to work in the United States after graduating with a Bachelor’s, Master’s or doctoral degree. According to U.S. immigration law, international students in F-1 status are eligible to work for a period of time after they graduate as part of their "practical training," provided they remain eligible. **It is important to discuss benefits and regulations regarding employment with a staff member of the Gannon International Student Office.**

International students may encounter barriers to continuing employment following the completion of OPT authorization for the following reasons:

Complex hiring process:
- Employers must be willing to sponsor international students to obtain H1-B status, allowing them to work in the U.S. for one to six years.
- Hiring an international student is more complicated and less familiar to many employers than hiring an American. The process for the employer involves:
  1. Documenting that the job on offer is a “specialty occupation” and that the prospective employee is uniquely qualified for the position.
  2. Obtaining certification from the Department of Labor
  3. Petitioning the USCIS, on behalf of the prospective employee, for H1-B status.
  4. Absorbing the H1-B petition, fees and related expenses.

Employer misperceptions:
- Some employers may be reluctant to hire an international student because they fear the student will want to return to his/her home country after working for a short period of time, or employers are reluctant to invest time, money and training on a new hire only to have the student leave soon after training is complete.

Communication gap:
- Strong verbal and written communication skills are often a job requirement, and employers may be concerned with international students' ability to communicate effectively with clients and/or company personnel.

American only attitude:
- During difficult economic times, some American employers believe that there will be fewer jobs for American workers if jobs are given to international students.
- Some employers are suspicious of international students whom they view as potential “threats to security.”
- Many employers will specify in the job listing: Must be a U.S. citizen. This may be due to governmental regulations or a company’s decision to forego the investment of time and resources to sponsor international applicants.

Resources:

http://www.uscis.gov

U.S. Citizenship and Immigration Services is responsible for most application and petition adjudications.


The Career Development and Employment Services website has links to H1-B resources. Register for the Job Locator System.
INTERNATIONAL STUDENT F-1 GUIDELINES FOR EMPLOYMENT: CO-OPS, INTERNSHIPS AND PRACTICAL TRAINING

International students considering employment must contact a staff member of the International Student Office (814-871-7030) to review employment regulations and eligibility for employment authorization. The Center for Experiential Education (call 814-871-7680 to schedule an appointment) will provide assistance in preparing students for certain co-op/internship placements. Students must provide the necessary documentation stating that they have legal authorization to work in the United States (participate in a paid experience) and meet the standards of the Center for Experiential Education before beginning employment. **Students must check with each employer regarding the organization’s legal documentation requirement.**

ON-CAMPUS EMPLOYMENT

- Must either be performed on the school’s premises (including on-location commercial firms which provide direct services for students on campus, such as the university bookstore or cafeteria), or at an off-campus location which is educationally affiliated with the school.
- Authorized employment must not exceed 20 hours a week while school is in session.
- An F-1 student may work on campus full-time when school is not in session or during the annual vacation.

OFF-CAMPUS EMPLOYMENT

- Practical training is available to F-1 students who have been lawfully enrolled on a full-time basis in a Department of Homeland Security-approved college, university, conservatory or seminary for one academic year.
- An eligible F-1 student may request employment authorization for practical training in a position which is directly related to his or her major area of study. Two types of practical training are available:
  
  **Curricular Practical Training (CPT)**
  
  - An F-1 student may be authorized by the DSO to participate in a Curricular Practical Training program which is an integral part of an established curriculum.
  - Exceptions to the one academic year in status requirement are provided for students enrolled in graduate studies which require immediate participation in curricular practical training.
  - A request for authorization for curricular practical training must be made through the International Student Office once all other departmental requirements have been met.

  **Optional Practical Training (OPT)**

  Optional Practical Training is available to F-1 students who have been lawfully enrolled on a full-time basis in a Department of Homeland Security-approved college, university, conservatory or seminary for a least one academic year. Students may apply for both pre-completion and post-completion OPT authorization.
  
  - Work authorization on OPT is for a total of 12 months. Students may apply for pre-completion OPT up to 90 days before the end of the first academic year and 120 days before the projected pre-completion OPT start date. Students may apply for post-completion OPT up to 3 months prior to graduation and 60 days following graduation.
  - Students must attend an information session and then meet with a member of the International Student Office to review their OPT application and process a new SEVIS I-20.

PERMANENT RESIDENT STATUS

According to National Association of Colleges and Employers (NACE), a permanent resident visa is granted because of family ties, marriage to a U.S. citizen, or because the visa holder is a priority worker (possesses extraordinary ability, is an outstanding researcher, a multinational manager, a professional with an advanced degree and exceptional ability or a skilled worker and professional). Proof of the individual’s credentials is required for each employment visa category, i.e., priority worker, advanced degree/exceptional ability or skilled worker. Once a permanent visa is granted, the individual may attend school or work anywhere in the United States without obtaining additional work authorization.
U.S. JOB SEARCH FOR INTERNATIONAL STUDENTS

Job searching in the United States can be different than finding a job in other countries. In other countries, people often find jobs primarily through the government, professional recruiters, faculty advisors or family members. In the United States, the individual is responsible for organizing the job search and identifying the resources that will be most helpful in conducting the search. It is important for international students to use a wide variety of job search resources to identify potential jobs.

THE U.S. JOB SEARCH

Your goal is to connect with the employers who are willing to go through the steps which are necessary to sponsor you for the job. In addition, you are looking for opportunities that match your career interests, education, skills, personality traits, values and salary/benefits expectations. Whether the job market is strong or weak, competition is still intense in most fields, especially for the best and most desired jobs.

To be competitive, you must learn how to conduct an effective job search.

BEGIN THE JOB SEARCH SIX TO TWELVE MONTHS BEFORE GRADUATION

Finding a job is hard work. It takes time, effort, and motivation. On average, it takes three to six months to find a full-time job, longer if the economy and/or the demand in your field are weak.

According to John LeFevre, author of *How You Really Get Hired*, “The best qualified do not always get hired. Those who know how to get hired - get hired.” This guide will show you the tools you need to use to get hired.

The time to begin is early in your final year, and you can use the following as a guide in planning and organizing your job search.

- Use a planner or calendar to identify two to three hours a week where you will work on job search related activities (yes, you have to fit this in between school, work, activities and fun time). Schedule out time to create a resume, research jobs/companies, practice interviewing, network with contacts and attend job fairs or interviews. See pages 16 and 17 for a sample schedule and blank planner.
- Set Goals. It is important to think about both short and long term objectives. The job you obtain upon graduation is only the first step in a lifelong career path. Yes, the immediate objective may well be a “good paying job in the U.S.,” but give thought to how that job fits into an overall career plan.
Answering some, or all, of these questions will help define your goals.

- What would be my ideal career or job? What has my degree prepared me to do?
- What are my key interests, skills and abilities?
- What have my work experiences taught me about what I like to do the most? The least?
- What kind of work environment would be best for me (large/small, specific industries)?
- Would I take a low-paying job just to get a foot in the door at a company?
- What are my geographical preferences? Close to home? How far away?
- Where do I want to be in one year? Three years? Five years?
- What is my salary expectation? Is it realistic for my field?
- What skills do I hope to learn/build upon at my first job?
- If I am unable to find a job in my ideal career path, what is my backup plan?
- What other factors do I need to consider in my career search: Significant other? Family responsibilities? Financial needs? Special needs? Other?
- What would a Google search of my name reveal about me? How does my Facebook or MySpace account reflect my character? What would an employer think of me?

If you need assistance in answering these questions, schedule an appointment with a career counselor at CDES (814-871-7680), or use the resources on the CDES website www.gannon.edu/student-life/career-development.

- Research career information for your selected field. The online versions of the Occupational Outlook Handbook (www.bls.gov/oco/) and the ONET site (http://www.onetonline.org/) are good resources to learn about job requirements, skills, job outlook, salary information and related jobs.

- Conduct Informational Interviews. Talk with faculty, family members or friends at other schools who are doing the work you would like to do. Set up a time to talk in-person, by phone, or perhaps by email. Ask that person about their typical day, why they chose this field, how their career path developed, and advice they would give to someone like you just starting out. Follow up with a thank you note. See page 15 for more on Informational Interviewing.

- Prepare your credentials and job search correspondence.
  - Prepare your resume/cover letter and have it reviewed by a CDES staff member. U.S. resumes are set up differently than international resumes and it is important that you have a professional style resume when competing for jobs in the U.S. The counselors at the Career Development and Employment Services office can assist you in preparing a professional resume.
  - Ask three to five people to be your references (professors, employers, mentors/advisors) and get their contact information (title, professional address, phone number and email address). Give each a copy of your resume. Provide them with a copy of your resume and keep them informed of your job search progress. Remember that faculty serve as a reference for many students each year; keeping them informed keeps you on their mind.
  - Complete some job applications for practice. Many companies will require you to complete an application as part of the hiring process. Completing several applications ahead of time will give you a good idea of what information you will need to provide.

- Using the following resources, you can research companies that have potential job openings. Learn as much as you can about the company. Visit the company website or Google the company name.

  - H1Base.com – U.S. immigration, work visa and employment center.
http://www.internationalstudent.com/ - Provides information for international students on attending college and graduate school, obtaining scholarships and insurance and job opportunities in the U.S. and other countries.

http://www.istudentcity.com/career/career_placement.asp - Information for international students including on-line chats with other international students about job searching after graduation. Serves as a placement service, but a **fee is required** once placed.

http://www.flcdatacenter.com - Provides lists of companies that sponsor students for the H1-B visa at no charge through the U.S. Department of Labor.

https://ucso.indiana.edu/cgi-bin/brochures/student/companieshiring.cfm - Indiana University Career Services - Companies that Hire International Students.

http://www.gannon.edu/student-life/career-development-and-employment-services - Career Development webpage which includes information and links for International students seeking employment in the U.S., as well as students seeking employment abroad.

Other resources:
- Use the reference section of the Nash Library to access Standard & Poor, Fortune, and other resources that provide information on specific organizations, including a financial snapshot, chief officers, main competitors and corporate rankings.
- Read trade magazines, newspaper articles.
- Consult faculty, family members, and friends who work, or have worked, at the company.

**PRIORITIZE YOUR JOB SEARCH!**

<table>
<thead>
<tr>
<th><strong>HIGH IMPACT</strong></th>
<th><strong>LOW IMPACT</strong></th>
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<tbody>
<tr>
<td><strong>PRIORITY #1</strong></td>
<td><strong>PRIORITY #3</strong></td>
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<tr>
<td>IMMEDIATE ATTENTION</td>
<td>SPARE TIME</td>
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<tr>
<td>EMPLOYER KNOWN TO HAVE SPONSORED BEFORE</td>
<td>EMPLOYER NEVER SPONSORED BEFORE</td>
</tr>
<tr>
<td>HAVE AN INSIDE CONTACT</td>
<td>NOT MOTIVATED TO HIRE ME</td>
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<tr>
<td>POTENTIALLY MOTIVATED TO SPONSOR ME</td>
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**PRIORITY #2**

| PLAN & SCHEDULE | |
|-----------------| FORGET IT! |
| EMPLOYER KNOWN TO HAVE SPONSORED BEFORE | |
| NO INSIDE CONTACT | |
| POTENTIALLY MOTIVATED TO SPONSOR ME | |

**PRIORITY #3**

| SPARE TIME | |
|------------| |
| EMPLOYER KNOWN TO HAVE SPONSORED BEFORE | |
| NOT POTENTIALLY MOTIVATED TO EMPLOY ME | |
SELLING YOURSELF TO EMPLOYERS

The job search is much like a sales campaign – employers have certain hiring needs and you are the product that can meet those needs. It requires that you know the product well (self assessment), and that you have good information about the needs of the target audience (job and company research).

Below is a list of candidate qualities/skills that American employers have identified as being important in the hiring process. Take some time and identify your strengths and weaknesses from the list below. This will help you when reviewing job descriptions so you can readily see how your product matches up with the needs of the potential employer. Think about stories from your background (education or experience) to determine which will highlight the qualities listed in the chart. These stories will be used once you are called for an interview. It is never too early to begin preparation for an employment interview; in the job search process, the resume is designed to get you an interview, and how you perform in the interview will determine if you get an offer.

Employers Rate the Importance of Candidate Qualities/Skills

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<tbody>
<tr>
<td>Communication skills</td>
<td>4.6</td>
<td>Detail-oriented</td>
<td>4.0</td>
</tr>
<tr>
<td>Strong work ethic</td>
<td>4.6</td>
<td>Organizational skills</td>
<td>4.0</td>
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<tr>
<td>Teamwork skills</td>
<td>4.5</td>
<td>Leadership skills</td>
<td>3.9</td>
</tr>
<tr>
<td>Initiative</td>
<td>4.4</td>
<td>Self-confidence</td>
<td>3.9</td>
</tr>
<tr>
<td>Interpersonal skills</td>
<td>4.4</td>
<td>Friendly/outgoing personality</td>
<td>3.8</td>
</tr>
<tr>
<td>Problem-solving skills</td>
<td>4.4</td>
<td>Tactfulness</td>
<td>3.8</td>
</tr>
<tr>
<td>Analytical skills</td>
<td>4.3</td>
<td>Creativity</td>
<td>3.6</td>
</tr>
<tr>
<td>Flexibility/adaptability</td>
<td>4.2</td>
<td>Strategic planning skills</td>
<td>3.3</td>
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<tr>
<td>Computer skills</td>
<td>4.1</td>
<td>Entrepreneurial skills/risk-taker</td>
<td>3.2</td>
</tr>
<tr>
<td>Technical skills</td>
<td>4.1</td>
<td>Sense of humor</td>
<td>3.1</td>
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</table>

(5-point scale, where 1=not important; 2=not very important; 3=somewhat important; 4=very important; and 5=extremely important). Based on a National Association of Colleges and Employers (NACE) survey of employers.

Only a small percentage of college graduates land an entry-level job after the first resume is sent out or the first interview is complete. Most will average one or two interviews for every 15 to 20 resumes sent out. Rejection is part of the process; learn from the experience and make your job search better as a result.
### Common Cultural Barriers

<table>
<thead>
<tr>
<th>U.S. Employer Expectations</th>
<th>Conflicting Values of Another Country</th>
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</thead>
<tbody>
<tr>
<td><strong>1. Self Promotion</strong></td>
<td></td>
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<tr>
<td>• Assertiveness.</td>
<td>• Unless presented as part of group</td>
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<tr>
<td>• Confidence in openly</td>
<td>activity, citing accomplishments and</td>
</tr>
<tr>
<td>discussing goals and</td>
<td>skills is viewed as boastful.</td>
</tr>
<tr>
<td>accomplishments.</td>
<td>• Asking employer directly about</td>
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<tr>
<td>• Follow-up with</td>
<td>status of application is rude.</td>
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<td>employers (telephone</td>
<td></td>
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<tr>
<td>inquiries about status</td>
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<td>of application, thank-</td>
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<td>you notes).</td>
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<tr>
<td>• Appropriate dress</td>
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<td>(See CDES Interviewing</td>
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<tr>
<td>Guide for guidelines</td>
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<td>on appropriate dress.</td>
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<tr>
<td>[<a href="http://www.gannon.edu/">http://www.gannon.edu/</a></td>
<td>Student-Life/Career-</td>
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<tr>
<td>Development/Students-</td>
<td>and-Alumni/Job-Search-</td>
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<tr>
<td>-Tools/Online-Search-</td>
<td><a href="http://www.gannon.edu/Student-Life/Career-">www.gannon.edu/Student-Life/Career-</a></td>
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<td>Guide/)</td>
<td>Development/Students-and-Alumni/Job-</td>
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<td></td>
<td>Search-Tools/Online-Search-Guide/)]</td>
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<td>**2. Directness in</td>
<td></td>
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<tr>
<td>Communication**</td>
<td></td>
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<tr>
<td>• Open and direct</td>
<td>• Eye contact, especially with persons</td>
</tr>
<tr>
<td>response to questions.</td>
<td>of higher status is disrespectful.</td>
</tr>
<tr>
<td>• Eye contact with</td>
<td>• Appearance of criticism must be</td>
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<tr>
<td>interviewer and relaxed</td>
<td>avoided.</td>
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<tr>
<td>posture.</td>
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<tr>
<td><strong>3. Self-Disclosure</strong></td>
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<tr>
<td>• Personal descriptions</td>
<td>• Personal questions about likes,</td>
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<tr>
<td>of experiences, hobbies,</td>
<td>dislikes, etc., are discussed only</td>
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<tr>
<td>strengths, weaknesses.</td>
<td>with close friends and family.</td>
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<tr>
<td>• Answers to questions</td>
<td></td>
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<tr>
<td>related to personality</td>
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<td>(leadership style,</td>
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<tr>
<td>problem-solving</td>
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<tr>
<td>abilities).</td>
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<td><strong>4. Career Self-Awareness</strong></td>
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<tr>
<td>• Demonstrating knowledge</td>
<td>• Questions about role in a company</td>
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<tr>
<td>of self, career goals,</td>
<td>indicate potential disloyalty.</td>
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<tr>
<td>and how they relate to</td>
<td>Company assigns work</td>
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<tr>
<td>the job.</td>
<td>responsibilities.</td>
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<tr>
<td>• Discussion of long-term</td>
<td>Individual must be flexible to</td>
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<tr>
<td>career plans.</td>
<td>accept whatever job becomes</td>
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<td></td>
<td>available.</td>
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<td>**5. Individual</td>
<td></td>
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<td>Responsibility in Finding</td>
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<tr>
<td>Employment**</td>
<td></td>
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<tr>
<td>• Networking.</td>
<td>• Jobs are found through government</td>
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<tr>
<td>• Use of wide variety of</td>
<td>or family.</td>
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<tr>
<td>resources for identifying</td>
<td>• Dependency relationships in job</td>
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<td>jobs (career services,</td>
<td>search are fostered.</td>
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<tr>
<td>academic mentors,</td>
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<td>friends, family</td>
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<td>contacts, associations,</td>
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<tr>
<td>etc.).</td>
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<td>**6. Informality in</td>
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<td>Interview Process**</td>
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<tr>
<td>• Congenial interviewing</td>
<td>• Sitting with person of higher</td>
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<tr>
<td>environment that</td>
<td>status requires deference. The job</td>
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<tr>
<td>encourages openness,</td>
<td>applicant is very polite and does not</td>
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<tr>
<td>some joking, exchange</td>
<td>ask any questions or provide</td>
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<tr>
<td>of information.</td>
<td>information that may indicate lack</td>
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<td>of respect to the interviewers.</td>
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<td></td>
<td>• Handshaking, touching, using first</td>
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<td>name, crossing legs, etc., are</td>
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<td></td>
<td>inappropriate.</td>
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<td>**7. Effective Letters of</td>
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<tr>
<td>Application and</td>
<td>• Resumes are a detailed chronology of</td>
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<tr>
<td>Resumes**</td>
<td>academic and formal work</td>
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<td></td>
<td>experience and not a tool for self-</td>
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<td></td>
<td>promotion.</td>
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<td>• One page, error-free,</td>
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<td>concise and attractive</td>
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<tr>
<td>outline of relevant</td>
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<td>job experiences, skills,</td>
<td></td>
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<tr>
<td>accomplishments and</td>
<td></td>
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<tr>
<td>academic credentials.</td>
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<tr>
<td>**8. Preparation and</td>
<td></td>
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<tr>
<td>Organization**</td>
<td>• Research about organization may</td>
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<tr>
<td>• Obtain as much</td>
<td>indicate excessive and undesirable</td>
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<td>information as possible</td>
<td>initiative or independence.</td>
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<tr>
<td>about job and</td>
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<tr>
<td>organization before</td>
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<tr>
<td>interview.</td>
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<tr>
<td>• Demonstrate awareness</td>
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<td>of organization in</td>
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<td>letter of application</td>
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<td>and during interview.</td>
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</table>

Source: h1visajobs.com
It is important to examine your beliefs about job searching and to separate myth from fact. The way you will conduct a search depends upon your perceptions, so eliminating misperceptions and false beliefs will enable you to get positive results more quickly. Below are a few myths and their corresponding facts. If you have questions about these or other job search issues, contact Career Development and Employment Services (CDES) to speak with a counselor.

<table>
<thead>
<tr>
<th>Myth</th>
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<tr>
<td>The Internet is the #1 way to find a job.</td>
<td>Networking accounts for 60+% of how college grads find their first job in America. About 5% of job seekers find jobs through ads (Internet, newspaper, trade magazines). Posting resumes on multiple job boards may increase your spam, not job opportunities.</td>
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<tr>
<td>The Internet is useless in the job search.</td>
<td>The Internet, when used wisely, is a valuable job search tool. It is great for researching companies, salary and relocation information. Using targeted job boards and company websites increases your chances.</td>
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<tr>
<td>Finding a job will be easy.</td>
<td>The average job search takes three to six months, longer if the economy is struggling. Factors influencing the length of a job search include: job market and the demand for your major (local, regional, national), flexibility in relocation, qualifications, time spent on the job search, interviewing skills, and the types of resources used in the search.</td>
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<tr>
<td>It is best to look for a job only in the U.S.</td>
<td>Due to changing economic conditions, it is best to conduct a job search in the U.S., as well as in other countries.</td>
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<td>I can put a resume together in an hour.</td>
<td>An American style resume is your advertisement and it needs to be designed to get the employer’s attention. Getting help with developing a quality resume will result in more interviews over time. In today’s job market, you may need two resumes - a simple one (no fancy fonts, bolds, italics, etc.) for on-line posting, and the other prepared as a Word document to be used when mailing or emailing as an attachment. Use the CDES Resume Guide.</td>
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<tr>
<td>The most qualified get the best jobs.</td>
<td>The best mix of qualifications, interpersonal skills and interviewing skills will lead to the best offers. When offered an interview, the employer believes you match the basic qualifications of the job. How well you interview often will determine if you get the job offer.</td>
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<tr>
<td>The only jobs available are in the want ads.</td>
<td>Only 20 to 30% of all job openings are in the want ads (Internet, newspaper or trade magazines). The want ads are one tool and are good for locating information on job demand in a specific region.</td>
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<td>I am on my own in my job search.</td>
<td>CDES has counselors and resources that can make your job search more effective. The more people involved in the job search, the more opportunities you will generate.</td>
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JOB SEARCH ATTITUDE: DO’S AND DON’TS

It’s important to develop a positive attitude toward your job search. Employers want candidates who will be a “good fit” for their companies, and negative, frustrated, desperate job seekers do not inspire confidence in potential employers! Be sure to understand how the hiring process works, follow the application instructions and respect the hiring process for each company.

Develop a support system (family, friends, career counselor, and faculty) and keep them informed of your progress, or lack of, during the job search. The support system can serve to encourage you and be a resource to evaluate your progress along the way.

The longer the job search takes, the more likely you will become discouraged and frustrated. These traits can sabotage your best efforts if they show up in an interview or phone conversation with a potential employer. Remember, finding a job is hard work. Focus on the skills and background you possess, and build on the results you have accomplished. Take responsibility and let the following ten, two-letter words guide you: “If it is to be, it is up to me.”

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<td>Be positive, upbeat, and confident.</td>
<td>Be negative, downcast, or frightened.</td>
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<td>Look ahead to the next step.</td>
<td>Let a setback drag you down.</td>
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<td>Concentrate on opportunities you have.</td>
<td>Focus on opportunities you missed.</td>
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<td>Learn from each experience and grow.</td>
<td>Dwell on and relive your mistakes.</td>
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<td>Develop your outgoing, friendly side.</td>
<td>Behave in unfriendly ways.</td>
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<tr>
<td>Consider your search a challenge.</td>
<td>Look at it as impossible.</td>
</tr>
<tr>
<td>Visit CDES for some assistance.</td>
<td>Believe we can be of no help.</td>
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Emphasize the positive. It is an advantage to many employers to have a bilingual employee and/or an employee familiar with work abroad. The fact that international students have lived and studied abroad shows tenacity and resourcefulness. Convey to the interviewer challenges faced and overcome in this process. Be prepared to explain to your potential employer how hiring you offers more advantages than disadvantages. You might want to contact the employer’s HR office prior to an interview to ask about organizational policies regarding hiring non-citizens or permanent residents. Ask if the employer will help a qualified non-citizen obtain work authorization.
Developing an effective job search plan can reduce the length of your search. The key is having an organized approach. To help you get started, a sample job search schedule and a blank schedule are located at the end of this guide.

- **Know U.S. law and hiring practices for international candidates.**

- **Identify job search methods that best meet your goals.**
  Methods are outlined on pages 11 to 15. Be sure to utilize several methods that keep you active in the search. Networking is a “must do” for every job seeker.

- **Schedule your time.** Develop a plan outlining daily and weekly goals and STICK TO IT. F-1 students in the first twelve months of OPT must not be without employment for more than 90 days total. Use the schedule form on page 18 to log what you have done to seek employment. For assistance in setting up your schedule, see a CDES Counselor.

- **Set reasonable short-term goals.** Examples: While in school, try to expand your network by one or two people a week; identify and apply for three positions a week; research three companies a week. Objectives such as these will give you a sense of accomplishment on a regular basis, while increasing your chances of finding work.

- **Identify companies or organizations** that you’d like to work for and collect information on each. Identify people in your network who may have contacts with the company or organization.

- **Keep notes on your contacts**, including correspondence, conversations and interviews. Use index cards, a notebook or a computer database to track your network. This will help you recall contacts’ names and your interactions with them.

### HOW DO EMPLOYERS RECRUIT COLLEGE GRADUATES?

There are many ways employers recruit candidates. Here are the most common:

- **Advertising** - Employers may advertise in newspapers, trade publications, on radio or television, on the Internet, at government Job Centers or on telephone job hotlines.

- **Job Fairs** - Job fairs are an excellent resource for entry-level employees. Employers who recruit at job fairs are usually building a pool of candidates to fill current or future needs.

- **Internet** - Jobs are posted on company, general or specialized job sites.

- **Internal Hires** – Co-op, internship, part-time, or volunteer workers get the first shot at a job opening. Many employers will first post their jobs internally so interested employees may apply.

- **Referral Network** - Referral from a trusted employee, colleague, or peer is the source preferred by most employers. Many employers actively solicit these referrals as part of their recruitment efforts.

- **Job Boards at Colleges** – Jobs are submitted to local, regional or selected colleges and universities that have the desired degree(s).

- **Placement Service Providers** - Employers may use private and public placement agencies to recruit candidates. Many employers are turning to temporary and contract agencies for employee recruitment. **Do not use a firm that charges a fee** and remember the CDES staff has the training to help you develop a professional resume and cover letter.
JOB SEARCH METHODS

It is best to learn how to utilize a variety of job search methods and integrate them into your overall job search plan. The most effective job searches incorporate three to six different techniques at the same time. If you have questions about your search, visit CDES to meet with a counselor. If you are out of town, you can schedule a phone appointment or relay your questions via email to CDES@gannon.edu.

RATED AS THE MOST EFFECTIVE JOB SEARCH METHODS:

Career Development and Employment Services (CDES)

What: CDES is full of great resources and knowledgeable, friendly counselors. You can get help with resumes, interviewing, setting up a job search plan, networking strategies or reviewing information on companies and industries. And yes, we have access to job search resources.

Tip: Check out the websites of career centers at colleges in the geographical area where you are job searching. This can get you access to local and regional job resources.

Resource: Career Development and Employment Services
A.J. Palumbo Center, 1st Floor, Room 1040
Call 814-871-7680 to schedule an appointment
Email: cdes@gannon.edu
Visit the website at http://www.gannon.edu/student-life/career-development-and-employment-services as a way to get started.
Networking
What: Getting people you know to help you in your job search (professors, co-workers, friends at other colleges or who are already working in the U.S.). You should have a resume to give to each contact.
Tip: Start with the four F’s - family, friends, former supervisors and faculty. (See expanded techniques on page 14.)

Information Interviewing
What: An interview with someone working in the career field you hope to enter. Ask general questions about the work they do, how they got to their position, and other related questions. A polite phone call or letter requesting a short (30 minutes or less) amount of time will usually get you a meeting. Use your network to identify and connect with potential people.
Tip: Prepare a written list of questions – see samples on page 15. Never ask directly for a job or job leads - your purpose is to learn about the career and expand your network.
Resource: Information Interviewing, by Martha Stoodley, in the CDES Library.

The Internet
What: Job boards in specific fields are better than “one size fits all” sites. Riley Guide, JobWeb, and Quintessential Careers provide good resources on job searching, employer information, salaries and job outlook.
Use to research employers to understand the company. WetFeet.com has profiles of thousands of firms.
Tip: Make your search general at the beginning and then narrow it from there. Review a wide range of sites and pick out the best ones for you.

TRADITIONAL JOB SEARCH METHODS:

Want Ads
What: Job listings in the newspaper, magazines or on-line.
Tip: Use the language of the ad in your cover letter and on the resume.
Resource: www.newspapers.com

Cold Calls
What: You telephone or visit a company to inquire about job opportunities. Usually you have a script or prepared statement before calling.
Tip: Good for people with strong communication/presentation skills who have an assertive personality.
Targeted Mass Mailings

What: Prepare cover letters and a resume, and send to companies that interest you or that hire people in your field. Follow up with the companies.

Tip: Get the name of the college recruiter or department supervisor in your field and direct the letter to that person. Send out about five to ten a week. Follow up with a phone call.

Employment Agencies

What: Companies use employment agencies to locate full-time, part-time, and temporary or contract employees. If you meet the employer’s criteria, the agency will place you. Watch for hidden fees.

Tip: Be clear and selective about what jobs you will and will not take.


Make the Career Development and Employment Services website your first stop:

NETWORKING is the process of developing and using personal contacts to exchange career/employment information, ideas, and resources. Most job search experts believe that 60% of jobs are found through a person’s personal and professional network.

**Networking in the job search can provide:**
- Professional contacts
- Job referrals
- Information about careers and skills needed for entry-level positions
- A realistic view of the work world
- Job search tips

Jack Erdlen, president of a human resource consulting firm near Boston stated, “Networking is certainly very important, and it gets even more important in a tight labor market.” He also mentioned, “Companies are scrutinizing their potential hires more closely, so the person who comes to them directly, or through a friend, has a better chance because they’re looking to keep costs down.” Networking can connect you to the people who make the hiring decisions.

**How to make networking work for you:**

1) Make a list of people you know who are in a position to provide you with employment or career information. Ask them for career/job search advice and to refer you to people they know who may be in a position to help you.

**Good resources are:**
- Friends, neighbors, classmates (current and past), and relatives.
- Current and former employers.
- Professors, teachers, coaches or advisors.
- Members of your church, clubs or professional associations.
- Ask yourself “Who do I know, and who do I know who knows somebody, and who do I know who knows somebody who knows somebody who can be helpful in my job search?”

2) Initiate contact with individuals through informational interviewing. Use your networking resources to develop contacts with professionals in your career field and interview them regarding career opportunities.

3) A good networking pace is two new contacts each week. By the end of the first month, you will have initiated eight contacts. Networking is effective. It will work with patience and persistence.

**Informational Interviewing** (A networking technique to be used with companies that are H1B friendly):

What can you do if your contact or networking list is not extensive? How can you fully utilize the contacts you do have? A key component in networking is informational interviewing, which is an information-gathering and advice-seeking interview in which you ask the questions.

Begin by targeting individuals on your networking list who can connect you with people who are in a position to provide advice and/or job leads in your career area. Then contact those people to set-up an informational interview.

When calling to schedule an appointment, make sure to introduce yourself, indicate the person who referred you, state the purpose for seeking an appointment and give a short synopsis of your background and career interest. Request 20-30 minutes of the individual’s time and prepare interview questions in advance.

| What to say: | “Hello, my name is ________, and I’m a (student/alumnus) from Gannon University. I (was given your name by____ /found your company through____). Do you have a few moments? I would like to conduct a brief informational interview with you to discuss (industry, jobs, professions). Do you have time on ____ (date/time)? Yes, I’m available at that time also. I will see you on ____ at ____. Thank you for your time.” |

For the interview, be sure to dress appropriately (see CDES Interviewing Guide for guidelines on appropriate dress [http://www.gannon.edu/Student-Life/Career-Development/Students-and-Alumni/Job-Search-Tools/Online-Search-Guide](http://www.gannon.edu/Student-Life/Career-Development/Students-and-Alumni/Job-Search-Tools/Online-Search-Guide)), arrive on time and be prepared to initiate the conversation, since you are the interviewer.

Questions to ask: Open-ended questions are most beneficial; try to avoid “yes” or “no” questions. You may want to rehearse these questions to increase your readiness.

**Career Field Questions:**
- How did you get involved in this occupation?
- What is a typical day like?
- What challenges have you faced in your career field?
- What rewards do you get from working in this occupation?
- What jobs are good starting points for this career field?
- What skills and qualifications are needed to qualify for this career?
- What type of person succeeds in this career?
- What are some of the problems or frustrations encountered in this occupation?
- How will this occupation change in the next five years?
- What is the job outlook?
- What is the best way to get experience or develop skills for this occupation?
- What are some related occupations?
- Is there any personal advice you can give to someone entering this occupation?
- Is there anyone else I could talk to about this type of work? May I use your name?

**Follow-up**
Career experts believe this is as vital as the informational interview itself. After each interview, **make sure to send a thank-you note** and keep the individual posted on your progress. If you have not discussed your background with the individual in great detail, you may send a copy of your resume with the note. If any of the informational interviews result in a formal interview, consider tailoring your resume to the needs or specific duties of the company. It’s not always what you know; it’s who you know that will help you find a job.

Resource: *Information Interviewing*, by Martha Stoodley, in the CDES Library
Attached are a sample weekly schedule and a blank schedule for you to copy and utilize. There are many job search ideas displayed on the schedule. In a typical job search plan for a college senior, two to three hours a week would be devoted to the job search, increasing the time in the final semester before graduation. Copy and use the blank schedule to develop a job search schedule that will work for you.

**Sample Job Search Schedule**

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<tr>
<th>Time</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
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<th>Tuesday</th>
<th>Thursday</th>
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<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td>8:00 – 9:00</td>
<td>Class</td>
<td>Class</td>
<td>Class</td>
<td>8:00 – 9:30</td>
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<tr>
<td>10:10 – 11:05</td>
<td>Appt. at Career Development</td>
<td>Library</td>
<td>11:00 - 12:00</td>
<td>Club meeting</td>
<td>Meet with advisor</td>
<td>10:00 – 11:00</td>
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<td>11:15 – 12:10</td>
<td>Attend Job Fair</td>
<td>Library</td>
<td>12:00 – 1:30</td>
<td>Lunch/co-op</td>
<td>Lunch/co-op</td>
<td>11:00 – 12:00</td>
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<td>12:20 – 1:15</td>
<td>Lunch/Rec Center</td>
<td>Lunch/Rec Center</td>
<td>1:30 – 3:00</td>
<td>Co-op</td>
<td>Co-op</td>
<td>12:00 – 1:00</td>
<td>Check Internet sites</td>
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<td>1:25 – 2:20</td>
<td>Class</td>
<td>Class</td>
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<td>3:00 – 4:00</td>
<td>Co-op</td>
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<td>3:00 – 6:00</td>
<td>Dinner</td>
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<td>5:00 – 6:00</td>
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<td>3:00 – 6:00</td>
<td>Work on resume</td>
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<td>6:00 – 7:00</td>
<td>Research company info</td>
<td>Class</td>
<td>6:00 – 7:00</td>
<td>Prepare for interview</td>
<td>6:00 – 7:00</td>
<td>Mail out resume and cover letters</td>
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<td>7:00 – 8:00</td>
<td>Call friends: networking</td>
<td>Class</td>
<td>7:00 – 8:00</td>
<td>Prepare resume and cover letter</td>
<td>7:00 – 8:00</td>
<td>Dinner</td>
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<td>8:00 – 9:00</td>
<td>Compose thank you letters</td>
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Memos
Career Development and Employment Services
Located in the Student Success Center
A.J. Palumbo Academic Center ~ First Floor
Ph: (814) 871-7680 ~ Fax: (814) 871-7220
email: cdes@gannon.edu