International Bridge Program: Job Search

Amanda Baker, Assistant Director
Johns Hopkins University Career Center

www.jhu.edu/careers

410-516-8056
3rd Floor Garland Hall
Career Center Services

- Career Counseling
  - Assessment
  - Resume Writing
  - Cover Letters
  - Job Search Skills
  - Mock Interview
  - Decision Making
- Drop-in Hours
- Resource Library
- Dossier Service
- Social Media

- Employer Relations
  - On Campus Recruiting
  - J-Connect
- Career Fairs
  - September: General
  - February: STEM
  - February: MCC
  - March: Humanities
- Information Sessions
- Networking Events
- Alumni Panels
Information Sessions

Career Fairs

Navigating the US Job Market for International Students

17th EUROPEAN CAREER FAIR @ MIT
February 23-25, 2013
MIT, Cambridge, MA
www.euro-career.com

Check out our calendar of events website!
Job Search: 10 steps

Manage Time & Space
Know Yourself
Explore
Network
Application Materials
Identify Opportunities
Interview Prep
Follow-up
Analyze Progress
Close the Deal
Manage Time and Space to Maximize Opportunities

Keep Records
- Folders
- Charts
- Checklists

Track progress

Develop a system

10 to 15 hours per week!
Know Yourself

- Career Goals or Objectives
- Strengths & Weakness
- Values, Skills, & Abilities
- Interests, Motivations, & Passions
- Accomplishments & Outcomes
- Geographical preferences or limitations
- Salary considerations
Explore the Job Market

- Research:
  - Occupations
  - Companies
  - Industries

- Understand:
  - Conditions
  - Salary
  - Hours
  - Environment

- Resources:
  - J-Connect
  - Vault
  - Going Global
  - LinkedIn
  - Career & Major Profiles
  - Career Center Library
  - Networking Contacts

Career Center
Identify & USE your Network

- Friends & Family
- Professors, Teachers, Mentors
- Supervisors, Co-workers
- Professional Associations, Conferences
- Hopkins Alumni
- Employer Information Sessions
- Career Services Professionals
- Career Fairs
Networking Resources

- Alumni Association
  - www.alumni.jhu.edu
  - conect.jhu.edu
- Professional Organizations
- Employer Information Sessions
- Panel Discussions
- Career Fairs
- Social Events
Informational Interview

- Meeting
- Up-to-date information on the industry
- Low-stress situation
- Helps you focus
- Discover the requirements
- Learn the culture
- Competitive edge in interviewing
- Develop self-confidence
- Ask for other referrals
Polish Application Materials

- Resume or Curriculum Vita
- Correspondence
  - Cover Letters
  - Networking Letters
  - Thank You Letters
- Transcript
- References
- Portfolio
- Writing Sample
- Personal Statement
Identify Job Opportunities

Networking
J-Connect
On-Campus Recruiting
Career Fairs
Professional Organizations
Internet Sites

Career Center
Prepare for the Interview

Before
• Professional Dress
• Company Research
• 30-second pitch
• Practice

During
• Confidence
• Behavioral Based Questions
• Ask Questions
• What not to ask

Career Center
Special Interview Situations

Career Center
Follow-up after the Interview

Career Center

When to follow-up

How to follow-up

Thank-you notes
• Reiterate interest
• Show enthusiasm
• Forgot something
• Correct mistakes
Analyze your Progress

- Enthusiasm
- Persistence
- Energy
- Creativity

- Rejection
- Disappointment
- Reassessment
  - Follow-up
  - Tailored resumes
  - Interview skills
  - Career Counseling

APPLY, APPLY, APPLY!
Close the Deal

Career Center

Negotiate salary
Accept the offer
Reject the offer
Multiple Offers
Next Steps...

Career Center

Website:
www.jhu.edu/careers

Update your J-Connect Account

Start Networking!

www.jhu.edu/careers
410-516-8056
3rd Floor Garland Hall