



Finding a job is a full time job. The more time in you invest in the process the faster you will find a job. The key to securing a position is to utilize multiple methods and be persistent.

Overview

- Identify career goal
- Identify potential employers
- Identify job search methods
- Set the strategies in motion to help you land the position that you want

SPIE

Connecting minds. Advancing light.

Determine Career Objective

- Assess skills, interests & values
- Determine compatible career options
- Define a specific career goal

SPIE

Connecting minds. Advancing light.

Career Assessments are available to assist you in identifying career options that are compatible with your skills, interests and values. Once you have a better idea of your skills, interests and values you should be able to determine a potential career goal. It is always a good idea to have a specific career goal in mind before beginning your job search.

Market Yourself Effectively

- Identify marketable skills
- Tailored Resume & Cover Letter
- Interview Skills
- Commercial

SPIE

Connecting minds. Advancing light.

It is much easier to write your resume and answer questions successfully in an interview when you have completed a self-assessment, know what kind of opportunity you are seeking, and have some knowledge of what qualifications the organization/employer is looking for in a candidate. You will want to emphasize the skills you have that are relevant to the position you are seeking. Make sure that your resume is tailored to meet the requirements listed on the job description. You will also want to make sure that you provide examples of these skills during the interview process.

Thirty Second Commercial



- Introduce yourself
- Program of study
- Interest in organization/position
- Briefly relay how your background (skills, experience, interests, education) meets the employer's needs

SPIE
Connecting minds. Advancing light.

- As you begin making contacts with friends, referrals, and professionals, you need to be prepared with a “Thirty-Second Commercial”, a brief description of your background which may include education, experience, and special skills.
- Your “Thirty-Second Commercial” has two objectives:
 - To generate interest in your skills and abilities
 - To demonstrate effective communication skills
- Your “Thirty-Second Commercial” should contain your most positive points. Education will definitely be one of your strengths, but be sure to include any relevant experience. If your experience is limited, talk about special skills you possess.

Exercise:

Have the students create a 30-second commercial indicating the type of jobs/internships that they are interested in pursuing. (See handout) Ask for volunteers to share their commercial with the other students. Have the students practice the commercial with another student in the workshop.

Identifying Potential Employers



There are numerous resources available to identify companies/organizations that hire employees in your industry. Take a few moments to show the students how to access the following resources:

- Vault** - Provides Information on companies, careers and industries. Get expert advice, access to newsletters, data on salaries and view career discussion boards.
- Wetfeet** - Use these snapshots to learn about company history, business, profitability and jobs.
- Book of Lists** – This reference tool provides industry-specific company ratings. Our library contains lists for San Diego, Orange County, Los Angeles, and the San Francisco areas.
- Survey of Top Employers** - Take a look at the top employers for 2006, including number of projected hires for each.
- UCSD Undergrad Survey** – Each year the Career Services Center conducts a survey of baccalaureate graduates. The survey results identify employers that consistently hire UCSD graduates.

University Career Center Resources



The following resources are provided by the Career Services Center to assist you with your job search. Take a moment to show the students how to access and utilize each of these resources on our website.

- Port Triton, our very own database of internships, work study, part-time jobs and full-time career opportunities is accessible through our website 24 hours per day. Historically, we receive over 10,000 listings per year.
- On Campus Interviews - In addition to job postings, over 90 employers conduct on-campus interviews with our students annually.
- Job Fairs- The Career Services Center hosts three major career fairs and multiple mini-fairs throughout the year. This is your opportunity to network with recruiters from a variety of industries.
- Job Websites

Networking



Networking is the process of using personal contacts to further your job search.

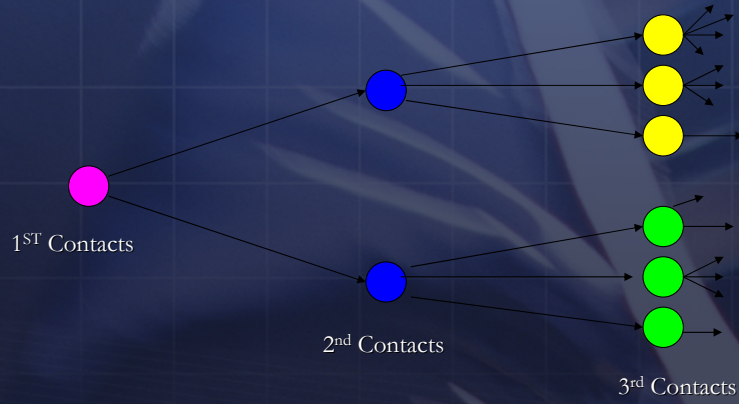
Personal Contact = Anyone who might have any possible information or additional contacts to assist you in your job search.

Networking Basics

- Develop contacts list and prioritize
- Develop a script:
 - Intro. self and purpose of contact
 - Include 30 second commercial
 - Ask for information, leads, referrals
 - Ask permission to “keep in touch”
 - Contact your contacts
 - **Don't ask them for a job !!!**

1. Don't overlook “weak” contacts...you never know who might have information that can help you.
2. Ask for 15-20 minutes of their time. Don't be greedy.
3. Can be done on phone to cover more ground but “in person” often best.
4. Don't forget to send a “thank you” email or not will all who you contact.

Expanding Your Contacts



Networking Opportunities

- Internships/Previous Experience
- Career Fairs
- Employer Information Sessions
- Professional Associations
- Student Clubs
- Alumni Association
- Attend Conferences

SPIE

Connecting minds. Advancing light.

Affairs
ter
iego

There are numerous networking opportunities available. We recommend getting involved in the following opportunities:

- **Career Access Network (CAN)** - CAN is a database of alumni throughout the country who have agreed to be contacted for career advice and informational interviews. Alumni association membership is required for students to access this service.
- **Internships** – Our surveys have shown that nothing influences post-graduation outcomes as much as receiving career-related practical experience before graduating. Internships often lead to full-time job opportunities.
- **Career Fairs** – The Career Services Center sponsors three major career fairs during each academic year. Career Fairs typically bring over 100 employers to UCSD's campus to recruit our student for employment opportunities. In addition, we have a variety of mini-job fairs through out the academic year.
- **Life 101** - This conference is designed to help you successfully navigate the transition from student life to the world beyond UCSD. It's an excellent opportunity to network with established alumni who will be participating in the workshop series as speakers, discussion leaders, and mentors.
- **Employer Information Sessions** - Many companies and graduate school recruiters come to campus to give presentations to students and alumni during fall, winter and spring quarters.
- **Professional Associations** - Get involved with professional associations to make contacts in your field and get ideas, information and resources that will help you throughout your career. Being active in an association may also be a resume booster in the eyes of a potential employer.
- **Student Clubs** – There are over 400 student organizations at UCSD. Many of these organizations offer networking opportunities.
- **Alumni Association** – As a Student Member of the Alumni Association you can enjoy networking dinner and access to successful alumni across the country for career guidance
- **Conferences**

Networking with Organizations



Provide the students with 10 minutes to practice their commercial while networking with the other students attending the workshop. The students should try to obtain potential networking contacts for professionals in their field of interest. This short exercise shows how effective the networking process can be.

Process Questions:

What did you learn in this exercise?

How many of you were able to obtain networking contacts?

Will you follow through in making these contacts?

Did any of you not find a contact?

How many of you will you use this process in the future?

Professional Organizations

- SPIE - International Society for Optical Engineering
- OSA - Optical Society of America
- American Institute of Physics
- U.S. Committee for the International Commission for Optics

VARIETY IS NOT ONLY THE SPICE OF LIFE, BUT IT IS A
KEY INGREDIENT IN FINDING A JOB.

SPIE

Connecting minds. Advancing light.

Alternative Job Search Strategies

- Electronic Databases & Job Boards
- Employment Agencies
- Classified Ads
- National Publications & Journals
- Direct Inquiry

VARIETY IS NOT ONLY THE SPICE OF LIFE, BUT IT IS A
KEY INGREDIENT IN FINDING A JOB.

SPIE

Connecting minds. Advancing light.

Follow up and Stay Organized

- Contact Referrals in a Timely Manner
- Keep a list of contacts/collect business cards
- Thank you email or phone call
- Keep a Log

SPIE

Connecting minds. Advancing light.

Which Strategies Will You Use?

- Internships
- Career Fairs
- On Campus Interviews
- Employment Agencies
- Information Interviews
- Alumni Association
- Professional Assoc.
- Grad Survey
- Online Databases
- Networking
- Classifieds
- Company Websites
- Attend Conferences
- Journals
- Direct Inquiry

SPIE
Connecting minds. Advancing light.

There are multiple job search strategies. Focus on the strategies that prove most effective and work best for you.

The Typical Job Search Looks Something Like This:

- Maybe → Not Yet → No → 2nd Interview → Rejection Letter →
- Hopefully → Delay → Possibly → No Response
- Canceled Meeting → No → Wait →
- Wait some more →
- YES!

Don't Give up!

~Thank You~
rfarkas@ucsd.edu

