



A critical piece of the job search process is knowing where and how to search for positions. This handout describes many different ways to find jobs outside academia.

Employer Preferences

According to Richard Bolles, author of *What Color is Your Parachute*, employers look for employees using the following methods, ordered from most preferred to least preferred.

- Inside the Company: Hiring or promoting from within – inside their company, either a present employee or a temp worker, or short-term contract worker, or volunteer, who is already working there
- Colleagues: Asking colleagues about employees, past or present, where those colleagues work
- Referrals: Asking colleagues about employees they might know of, at *other* workplaces
- Drop-Ins with Proof: In an interview, initiated by the job-hunter, asking for proof of what the job-hunter can do
- Contacts: Using a friend or business colleague for a direct introduction to prospective employees
- Agencies: Using an agency – private (executive search firms, college placement offices, etc.) or public, federal, state, or local employment agencies, to list a vacancy
- Ads: Placing an ad in a newspaper, or posting it on the Internet
- Resumes: Reading resumes, in order to decide who to invite in, for an interview

A survey regarding graduate students yielded similar findings. The survey was completed by 47 employers who had posted a graduate-level job in HuskyJobs, The Career Center’s online job/internship database, during autumn 2006. Below you will find the percentages of employers who reported using these methods to recruit master’s and doctoral level employees. View complete survey results at - <http://careers.washington.edu/gradstudents/beyond-academia>

• University job boards	78.7
• Referrals from current employees	76.6
• Referrals from friends, colleagues, family, etc	61.7
• Professional associations	53.2
• General job boards (monster, careerbuilder, etc)	53.2
• Contacting specific academic departments	51.1
• University career fairs	51.1
• On-campus recruiting	48.9
• Niche job boards	34.0
• Other university events (panels, etc)	29.8
• Staffing agencies	21.3
• Other	0

NOTE: Participants were recruited through our university job board, which should be taken into consideration when reviewing the findings from this question.



Contacts

As you can see, employers like to hire through their contacts! Most people are hired, at least in part, because of who knows them. Various research studies on this topic indicate that 40% - 80% of people get their jobs through contacts. Below are some strategies for making and using contacts.

- Spread the Word
 - It may seem basic, but as soon as you know you'll be on the job market, get the word out!
 - Tell your friends, family members, neighbors, classmates, professors, teammates, previous bosses, and others what skills you have and how you are hoping to use them in a job setting.
 - Keep an open mind about who might be helpful because it's a small world!
 - Ask your contacts to keep their ears and eyes open for opportunities that might be a good fit for you – at their company, in their industry, or anywhere.

- Conduct Informational Interviews
 - Find people who work in jobs, organizations, or sectors that sound interesting to you.
 - Request a few minutes of their time, so you can:
 - Ask them questions about what they do
 - Obtain ideas about how your skills and experiences might be useful in the world of work
 - People generally love to talk about themselves, give advice, and develop relationships with students so most are happy to participate in informational interviews.
 - Informational interviews are NOT job interviews. Do not ask interviewees for jobs!

- Utilize Alumni
 - Join the "University of Washington Alumni Group" in LinkedIn.
 - Husky Career Network is a great way to expand your network.
 - It's a searchable worldwide network of UW alumni volunteers offering networking referrals and information about their field and geographical area.
 - The network is sponsored by the UW Alumni Association.
 - Access is free for UW students.
 - <http://www.washington.edu/alumni/careers/hcn>
 - Ask your alma maters if they have alumni boards similar to Husky Career Network.
 - Ask if your academic department has a list of employers where graduates of your program have been hired.

- Attend Panels & Events
 - The Career Center and other campus groups periodically invite alumni and employer representatives to talk to students about careers.
 - These events provide an easy way for students to develop relationships with contacts who might prove helpful in the future.
 - Grad student career events - <http://careers.washington.edu/Calendar>
 - Events sponsored by the Graduate School - <http://www.grad.washington.edu/profdev/events.shtml>



- Attend Meetings
 - Organizations and committees provide a wonderful opportunity for you to meet other professionals in your field who might have job openings, know of job openings or referrals, or provide support for your job search process.
 - Here are some resources to help you locate organizations at the campus, city, and national level:
 - Campus committees - <http://depts.washington.edu/gpss/university-representation/committee-appointments>
 - Campus student groups - <http://depts.washington.edu/sao/rso-directory/>
 - Seattle organizations - <http://www.iloveseattle.org/>
 - National groups - <http://www.ipl.org/div/special/>
 - Miscellaneous - <http://careers.washington.edu/Resources/WebResources>
- Get Connected
 - Consider joining professional networking sites such as LinkedIn
 - For tips on creating an effective LinkedIn profile, visit - <http://grads.linkedin.com/>
 - Be cautious about content you put on social networking sites such as Facebook because employers often use the sites to conduct research on job applicants.
- For more information about developing and utilizing contacts, attend or download materials from these Career Center workshops:
 - Networking for Shy People – and Everybody! (open to all students)
 - Social Media: Find Jobs & Explore Careers (open to all students)
 - Working the Room (grad students)
 - Building Your Network Step by Step (PDF handout online)

Campus Resources

While using your contacts is your best bet for finding a job, utilizing campus resources is also effective. Employers often like to recruit from targeted schools through various methods.

- Departments
 - Employers and alumni often send job listings to colleagues in specific academic units.
 - Add your name to departmental listserves and read your emails from said listserves.
 - Check to see if your department has its own online job board, binder, bulletin board, etc.
 - Attend departmental networking events, career fairs, and guest speaker events.
 - Let your professors, advisors, and classmates know you are on the job market.
- HuskyJobs
 - HuskyJobs is a free job/internship database managed by The Career Center.
 - For many positions, applying is as easy as uploading a resume and clicking a button.
 - In 2012, the system typically contained 600-800 listings, about a third of which were open to graduate students.
 - Many industries, companies, and fields of study are represented.
 - <http://careers.washington.edu/HuskyJobs/Students>



- On-Campus Interviews
 - A sub-set of the employers who advertise on HuskyJobs conduct the interviews for their advertised positions in our office as part of our campus recruiting program.
 - Each year approximately 250 employers conduct interviews at the Career Center to select candidates for career positions, internships or summer jobs.
 - Campus interviews occur during autumn, winter and spring quarters.
 - <http://careers.washington.edu/Students/On-Campus-Interviews>
- Employer Information Sessions
 - Representatives from various employers provide potential job applicants with information about available opportunities (and typically provide free food).
 - <http://careers.washington.edu/Calendar>
- GradStudentJobs listserv
 - This opt-in listserv provides grad students with information about:
 - Employers who are trying to increase their visibility with graduate students
 - Specific job opportunities for which employers are specifically seeking graduate students through HuskyJobs and other venues
 - Subscribe at - <https://mailman1.u.washington.edu/mailman/listinfo/gradstudentjobs>
- Career Fairs
 - The Career Center hosts two fairs each year.
 - The big, general career fair is held in April.
 - The internship fair is in February.
 - The Society for Women Engineers, the Science and Engineering Business Association, the National Society of Black Engineers, and the Undergraduate Management Consulting Association are a few of the campus groups that host additional career fairs.
 - Find more information at: <http://careers.washington.edu/Calendar>
- Bio Careers
 - Bio Careers is a leading job resource for life sciences grad students, post-docs, alumni, & medical residents.
 - <http://biocareers.com/>

Internet

There are thousands of ways to search and apply for jobs using the internet. Spending some time using online job boards is encouraged, but don't use them to the exclusion of other job search strategies.

- Employer websites
 - Visit the websites of employers that interest you and look for the Jobs / Careers / Employment / Human Resources page.
- Professional associations
 - Visit the job boards on the websites of professional organizations in your field.
 - Members and non-members alike can often access these job boards.
- Graduate student job boards
 - Beyond Academia
 - <http://careers.washington.edu/gradstudents/beyond-academia> (Job Boards)



- Academic
 - <http://careers.washington.edu/gradStudents/academic-careers> (Finding Positions)
- General job boards
 - Web Resources
 - <http://careers.washington.edu/Resources/Web-Resources>
 - Careers with Social Impact
 - <http://careers.washington.edu/gradstudents/beyond-academia>

Agencies

Job seekers sometimes opt to have professionals help them locate open positions. Temp agencies, headhunters, and professional recruiters can be effective in helping you secure employment.

- Be cautious about paying for these services – the employers who are recruiting employees usually pay the recruiting fees.
- Understand that recruiters’ “clients” are the employers who pay their fees – not the job seekers. Therefore, recruiters may be interested in “placing” you in any job, rather than finding you a job that aligns with your goals, skills, etc.
- Be sure recruiters know what types of positions interest you.
- If you decide to use a headhunter or temp agency, continue using other job search methods as well.
- A list of Seattle recruiters and employment agencies is available at - <http://www.vocationvillage.com/seattle-recruiters.html>

Resources

- University of Chicago, Career and Advising Services
<https://caps.uchicago.edu/resourcecenter/allhandouts.html> (Informational Interviewing handout)
- University of California – San Diego, Career Services Center
<http://career.ucsd.edu/>
- University of Washington Alumni Group on LinkedIn
<http://www.washington.edu/alumni/careers/linkedin.html>
- University of Washington, Alumni Association
<http://www.washington.edu/alumni/careers/hcn>
- Bolles, R. N. (2012). *What color is your parachute? 2012: A practical manual for job-hunters and career changers*. Berkeley, CA: Ten Speed Press.