

## THE JOB SEARCH FOR SENIORS

A number of seniors have contacted us and seem to be unsure about how to start a job search. Here are some things to think about to get you started.

- 1. It all begins with you:**
  - a. What are your skills, interests, values?
  - b. What work experience have you had so far?
  - c. What courses have you enjoyed?
  - d. Where will you be living upon graduation? Will you be going home? Relocating?
  - e. At what kind of job or industry or company would you choose to begin your employment?
  
- 2. Get your documents in order:**
  - a. Resume
  - b. Cover Letter
  - c. LinkedIn Profile
  - d. References
  - e. Handshake Profile
  
- 3. Who needs what you have to offer? Start looking on:**
  - a. Handshake
  - b. Indeed
  - c. LinkedIn
  
- 4. Start applying for positions:**
  - a. Send targeted (written specifically for each job) resume and cover letter to each position
  - b. Keep a spreadsheet of the positions for which you have applied

- c. Copy and paste job description to have accurate description of duties for interviews

## **Misconceptions/Clarifications/FAQ's**

### **If I don't get a job, I can just do another internship, right?**

No, probably not. Companies set the requirements for their open positions. Usually, an applicant must be a fully matriculated student (enrolled full time in a degree program) to apply for and be accepted for an internship. Once you graduate, you are usually no longer eligible for an internship. You need to be looking for a full-time job.

### **What should I do if I never had an internship?**

It is important to know that you do not have to have an internship to apply for a fulltime job. Prospective employers are looking to hire candidates who have had some kind of work experience and who can explain how that experience will add value to the company to which you are applying. You will be expected to understand the work being done at and culture of the company and make connections between your work and their mission/culture.

### **I will just go to grad school and put off the job search. This is a good option, right?**

A lot of students get nervous about the job search and look to put off the search by "going to grad school." Remember that just like looking for a job, there is work to be done in the search to find the correct graduate school and graduate school program. Here are some steps to consider:

- Searching for the correct university and graduate program
- Identifying the entrance exams and preparation for the exams
- Application process and deadline dates
- Prerequisites: Some programs have specific courses that must be completed before applying; others may require a number of years in the workforce before acceptance is granted
- Update of resume for grad school application process
- Personal statement: why do you want this specific program? What will you bring to the field of study upon graduation?
- References – faculty and previous employers who can attest that you have the level of expertise needed to complete the program
- Cost. Is this the right time to go to school? Would it be better to search for employment? Often companies offer tuition benefits that could pay for your grad school

### **Other Options to Consider:**

- *Leadership Development or Rotational Programs* are an excellent way to learn a company from the ground up. These are competitive positions offering full time employment with a company. Rather than having a specific job title, once hired the new graduate rotates through the different business lines, earning a professional wage. Upon completion of the program, that could range from three months to two years, a conversation takes place between HR and the employee, and the employee will be assigned to a specific department.
  
- *Register with a Placement Agency* – Agencies such as Aerotek, Aston Carter, Bridge Technical Solutions, Graysmith, and Robert Half serve as an intermediary in the workplace. These agencies work with companies who have need assistance: either in finding help for a temporary position or a specialized project or sometimes to try out potential candidates before a fulltime hire is made. These agencies need people to fill those requests. If you are interested in this type of work, you would interview with the agency, who will determine your skills and interests, and then match you to the needs of the hiring companies. Permanent or fulltime work is not guaranteed, but this could be an excellent way to explore a variety of companies before deciding where to apply permanently. On the positive side: variety, entry and exposure to companies with stringent hiring requirements; Negatives: depending on need, there may be a gap in employment.

### **Resources:**

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Sean Rogers, Interim Director of Charles T. Schmidt, Jr. Labor Research Center, [rogers@uri.edu](mailto:rogers@uri.edu) (Master's in Human Resources and Labor Relations)

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**Career Connect:** Career Connections – Connect with an alum and do an informational interview or career conversation.

<https://www.alumni.uri.edu/s/1638/o2-alumni/interior-wide.aspx?sid=1638&gid=2&pgid=39>

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