Initiating a Successful Job Search: For International Students

EAP Workshop September 2014

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CSLC (Center for the Study of Languages and Cultures)

329 DeBartolo Hall

http://cslc.nd.edu

EAP (English for Academic Purposes)

http://cslc.nd.edu/programs/eap/

Weekly Workshops, Tutoring and Consultation Services, Courses for Graduate Students

loglesbe@nd.edu

Graduate Career Services

502 Main Building

http://graduateschool.nd.edu/

574-631-7544

gradcareers@nd.edu

Career exploration and planning; Developing career skills and capabilities; Building and enhancing your professional presence; Researching and landing career opportunities; Networking with alumni and employers

Graduate School Professional Development

graduateschool.nd.edu/professional_development

graduateschool.nd.edu/professional_development/pdcalendar

Our learning objectives for this workshop are:

US

To identify the challenges faced by international citizens job-searching in the

To identify resources for overcoming those challenges To share ways to prepare for the Job Search

Networking Challenge

Networking is like exercise!

Why not do it?

- Not sure what to say
- I'm an introvert
- I'm too busy
- I'll do it later

Why to do it?

- Discover opportunities
- Seek advice
- Build connections
- Develop your skills

4X4 Networking Challenge:

- Every month
- 4 people you want to know better
- 4 new people

Challenges Facing the International Citizen:

- Current US job market
- Visa quotas
- Employers perceive the hiring process as more complicated
- Perceived lack of commitment to US job
- Communication Concerns
- Cultural Differences

But when viewed rightly, many of these 'challenges' become strengths!

International Citizens have a lot to offer:

- Broader, global perspective
- Different cultural background
- Demonstrated communication skills in multiple languages
- Experience of persevering through and adapting to challenges
- Specialization in your field of study

Be Prepared for the Job Market:

- Start Early!
- Decide career goals (short-term and long-term) and consider multiple career paths
- NETWORK—professors, colleagues, peers, alumni, other international students who attained US employment
- Understand visa laws and immigration policies
- Practice English all the time!
- Use resources on the Notre Dame campus
- Have a back-up plan

Resources on Campus

ND Graduate Career Services—Career planning advisement, workshops, help with CVs, resumes, cover letters and interview strategies

CSLC (EAP)—Practice conversational English or interviewing; revise application materials, publications

Writing Center—*Revise written work*

ISSA (International Student and Scholar Affairs)—*Visas*, issues of being an international citizen

Your Professors and Department (Job Placement Director)

Resources Online

Search Engines for Job Postings

www.higheredjobs.com www.academic360.com

STEM Resources

phds.org onetonline.org Elsevier

Career Planning Advice, Non-Faculty (Academic and non-Academic) Jobs

www.insidehighered.com/advice www.phdcareerguide.com versatilephd.com

ND Career Center Online—resources for international students

http://careercenter.nd.edu/students/international-students/

Jobs and Visas

myvisajobs.com resource for employees

resources for jobs with companies that have sought visas

<u>Job Search in Specific Countries (Multi-National Companies)</u> rileyguide.com/internat.html

Notre Dame Alumni Association Job Board, Career Advising, Networking Events

LinkedIn

Discipline-Specific Boards

Visas

Go to ISSA (international.nd.edu/international-student-services/) 105 Main Building

Workshops on <u>CPT and OPT</u> (temporary work visas following or concurrent with academic program)

Be familiar with immigration policies

www.uscis.gov United States Citizenship and Immigration Services

H1B Visas

No cap for higher education or research 65,000 yearly cap (applications start in April, fill quickly)

Limited additional visas available for citizens of Chile, Singapore, Australia, Mexico, and Canada, and for those holding advanced degrees from the US

myvisajobs.org

Companies that have previously filed for H1B

While an ideal situation might look like:

Which employers sponsor visas? \rightarrow Find employers \rightarrow Find jobs \rightarrow Find and apply for jobs with employers that sponsor \rightarrow You get the perfect job in the US!

You might find challenges at any one or more of those steps. But there are strategies that can help you meet each of those challenges.

If you can't find employers in your field that sponsor visas....

- Widen your list of employers
- Consider working in a different area/ use wider defintion of skills

- Consider working abroad (home country or elsewhere)
- Talk to people
 - LinkedIn/Alumni databases
 - o Informational Interviews

If you can't find open job postings.....

- Talk to individuals about when jobs might be posted
 - o Human resources representatives at companies
 - o Alumni
 - o Individuals in the field (LinkedIn)
 - o Representatives at Career Fairs or information sessions
 - o Graduate Career Services staff
- Find additional companies

If the job postings you find want someone with more experience.....

- Talk to individuals in the field
 - o Would you be competitive for higher-level jobs?
 - Could you gain experience (through classes, internships, volunteering) that would improve your chances?
 - Are there training programs?
- Consider working abroad, moving back to the US later
 - o Talk to individuals in your home country
 - Do informational interviews with individuals at multinational corporations

If your applications aren't getting any responses.....

- Meet with someone in Graduate Career Services, EAP tutoring, or the Writing Center
 - Bring resume, cover letter, job posting, and talk about approaches
- Do informational interviews and ask for advice
- Submit application to a real person, when possible

If you don't have the time to do all this research....

- Decide how much time you realistically have to spend on this and set goals and a timeline
- Know your OPT/CPT timeline (ISSA workshops)
- Maximize what you can do in the limited time
 - Schedule appointments with Graduate Career Services, friends, colleagues, professors
 - o Attend Career services Workshops, Job Fairs

Other Ways to Prepare for the Job Search:

- Practice English all the time!
 - EAP tutoring
 - Learn idioms: usingenglish.com/reference/idioms/
 - o Learn US slang: onlineslangdictionary.com
- Be ready to communicate your strengths and uniqueness as a candidate, in cover letters, resume, and interviews

Sell Yourself:

- Give employers a frame of reference for your achievements:
 - o "Second-largest manufacturer in China"
 - "Prestigious private university"
- Emphasize strong GRE skills
 - o Provide TOEFL, GRE/LSAT/GMAT scores
 - List English classes completed
 - Cite employment, teaching, or presentation experience conducted in English
- What makes you unique?
 - o "Traveled extensively through Easter Asia"
 - o "Lived in India for 7 years, and the UK for 2"
 - "Fluent in English, native speaker of Mandarin, proficient in German"

If you have further questions, please contact us at the EAP for tutoring.

Thanks to our colleagues at Cornell, Duke, Michigan, UCI and Virginia for sharing their information.