

Post Completion OPT Job Search Workshop

The Career & Co-op Center at the University of Massachusetts Lowell

978-934-2355 | career.uml.edu

450 University Crossing | 105 O'Leary Library

Workshop Agenda

- Being proactive (not only reactive)
- Online job search
- Networking
- How we can help

Being proactive

- This means NETWORKING!
- How much time should you spend on the job search?
- It's OK to be anxious – as long as it motivates you to take action

The Online Job Search

- CareerLINK
- Indeed.com/Simplyhired.com
- Specialty job boards (those on our website and others)

Example: ISPE (International Society for Pharmaceutical Engineering)

CareerLINK

- <http://career.uml.edu> – click on **CareerLINK** (note the videos!)
- Click on **“Student Login”**
- Click on **“Job Search”** and then **“Advanced Search”**

Career & Co-op Center

Home > Student Affairs & University Events > Career & Co-op Center > CareerLINK

Get to Know CareerLINK!

UMass Lowell's Career & Co-op Center is pleased to offer a comprehensive recruiting system called CareerLINK. This system provides customized job-search features to UMass Lowell students and recruiting employers, including job, internship, and co-op posting and searching; online job applications; online event registration; career-related information sharing; and more! Feel free to start exploring!

UMass Lowell alumni are welcome to use our CareerLINK service as well. Graduating students' accounts are kept active in the system for approximately a year. If you are a UMass Lowell alum, to ensure you have an active CareerLINK account, please contact the Career & Co-op Center at 978-934-2355 or by email at career_services@uml.edu.

CareerLINK

- Student Login
- **Video: Upload Resumes to CareerLINK | Video: CareerLINK Tutorial I & II | Student CareerLINK Guide**
- Employer Login
- Employer CareerLINK Guide
- Faculty/Guest Login



- Aggregators will allow you to get search results from:
 - websites
 - online job boards
 - newspapers' job boards
 - blogs
 - company employment pages
- Set up alerts (as many as you want!) to get notifications
- No need to post your resume on either site

Networking



- What is networking?
Making connections with people in your field, who may eventually be able to help you find employment
- What percentage of jobs are gotten through networking?
Across all occupations, approximately 75-85%!
- How do you do it?

Networking Step by Step



1. Make a list of connections you already have
2. Create your “pitch” or 30-second introduction
3. Contact your connections, set up informational interviews, etc.
4. Send thank you, and keep in touch!

1. Make a list of connections you already have

- Friends, former classmates, professors, neighbors
- Alums (you can find many on LinkedIn)
- People in your field that you've already met at events

Finding connections through LinkedIn – especially alumni



- Create a professional profile page, including photo
- Customize your LinkedIn invitations to connect
- Join relevant groups and contact appropriate members

Examples:

-UMass Lowell Alumni-Student Career Connections

-UMass Lowell Alumni

-Specialty groups

Example: UMass Lowell Plastics Engineering Alumni

Create Target List of Companies

- Use Google and/or CareerLINK to research companies by industry and location
- Explore association websites (ex: www.massbio.org) to find names of member companies
- Find “careers” page of each company’s website to locate job listings
- Are there companies that do business in your home country?
- Keep track of all activity within your target companies

2. Create your 30-second introduction

- Modify your introduction according to the situation and whom you're talking to:
 - by email
 - by phone
 - on LinkedIn
 - at a professional event
 - at a career fair
 - HR person; technical staff

Sample

30 Second Introduction (asking for an informational interview)

My name is _____, and a friend of mine, _____, suggested I get in touch with you. I'll be graduating in May with a Master's in _____ from the University of Massachusetts Lowell, and I have experience in/knowledge of _____ and _____.

Right now I'm very interested in learning about the role of the [type of position] at different companies. Would it be possible to meet with you briefly? I will not pressure you about job openings. Instead, I would just like to learn more about your company.

3. Contact your connections, set up informational interviews, etc.

- Email potential contact, then call to follow up
- Prepare for informational interview (questions, dress, resume)
- Length of an informational interview?
- Purpose of meeting?
- Get business card
- Ask for referral!

4. Send thank you, and keep in touch!

- Email a thank you message within 24 to 48 hours of meeting
- How regularly should you keep in touch? (probably monthly)
- How could this lead to a job? (when a job becomes available at your contact's company, your contact may be able to put in a good word for you)

Other ways to network



- Follow employers and industry leaders on Twitter
- Meet employers at on-campus and off-campus events
- Check the Career & Co-op Center's weekly emails and our website

Example: <http://bos.newco.co/2016-schedule/>

Example: <https://www.massbio.org/events/listing?eventHost=massbio>

- Join clubs, groups, and professional associations; go to “meet-ups”

Examples:

- SWE
- IEEE
- AICHE
- ASME
- SPE
- ASCE

Suggestions

- Don't underestimate the importance of *talking* to people
- Give yourself PLENTY of time to conduct a thorough search
- Do you have a support system?
- Use a variety of resources; don't rely on just one
- Make an appointment with the Career & Co-op Center to review your progress
- Try your best to remain **positive**

How we can help

UMass Lowell Career & Co-op Center

- 2 locations
- Career counseling appointments available (get help with your job search strategy!)
- Drop-in resume / cover letter critiques
- Networking events / panel presentations / workshops
- Practice interviews

Questions & Contact Info

Offices: 450 University Crossing | 105 O'Leary Library

Web: career.uml.edu

Phone: 978-934-2355

Email: career_services@uml.edu

Follow us on Twitter and Instagram: UML_Career_Serv