



Career Connections

Newsletter

Job Search Techniques

2016 Fall Semester
Issue 2

There isn't one place that holds all the jobs or internships out there which would make everything easier for us but when you are job hunting you have to use many strategies and not all of them are website listings of jobs. As a job hunter, you must explore many strategies and this article will give you some of the strategies you should be employing in your job search.

Eagle Career Launch – USI's Career Services & Internship's online job bank where employers can post local, regional and some national positions that could include part-time positions, full time positions and internships/co-ops. This site is exclusive to USI students only and when an employers' posts with this site, their main purpose is to recruit a USI student.

CareerShift – USI's Career Services & Internship bought this system for graduating seniors to use and this site is a comprehensive search engine site that pulls jobs from other job searching engines. This pulls any job listed on the internet and gives you access to contact information to use to personalize your cover letters.

Networking – Networking is really important and with this method you develop relationships and help people learn about you and what you are looking for. Attend networking events that USI sponsors, attend the USI Alumni Networking events, networking events in the community such as those sponsored by the Southwest Indiana Chamber of Commerce.

Career fairs – USI's Career Services & Internships offers career fairs annual and specific to certain majors. CareerLink which is the all majors career fair that is offered in the fall and spring semesters. If you are in the nursing and health professions industry then you should attend the Health Professions Expo. The Teacher Recruitment Fair is for those students majoring in Education. Employer are specifically coming to recruit and still prefer career fairs as one of their main methods in recruiting.

Social Media – Recruiters use LinkedIn, Facebook and Twitter to develop relations and post positions. Make sure you have a professional profile.

Job Searching websites – USI Career Services & Internships lists some of the most common job searching websites, follow this link to see some of the most popular to select in your job searching, <http://www.usi.edu/careerservices/job-resource-center/job-listing-websites>.

Check the specific careers page of specific companies because some do not list their positions anywhere but their own website.

Reach out to your contacts and tell them you are looking for a job. Many people will tell you that the job they found they found through a friend or acquaintance or through networking so make sure you start and nurture your relationships. Use these tools to develop your job searching strategy. Remember to start job searching at least 6 months before you want the position and continue to work your strategy.



Career Service Ambassadors are representatives for USI's Career Services & Internships that assist our office in promoting all our services and benefits to students and alumni. The benefit to joining is that employers like to see that students were active in an organization on campus and this is one way to be involved while at the same time developing marketable and transferable skills for your career. If you are interested in joining, we will be recruiting in January by completing the [application](#) by January 31st.

Events

Career Services Events

***All Career Services Events are FREE for USI Students**

Nov. 1—State Farm Information Session
“What to expect in becoming at State Farm Agent Employee.” Chick-Fil-A tenders available. 3:00 p.m.—4:30 p.m. BE 3033

Nov. 2—Career Coaching
Opportunity to ask questions one on one with a State Farm agent. Call 812-464-1865 for an appointment. 9:00 a.m.—4:00 p.m. Career Services Office. Orr 074

Nov. 3 —Free Workshop on “Selling yourself”
Learn how to market your skills to employers. Facilitated by local State Farm Agents. FREE Gift Card to first 25 students who attend. 3:30—4:30 p.m. in UC 2217.

Nov. 7—Network Change: Cultivating Networks Amongst Social Media. Learn to use social media to build your brand and find job opportunities 3:00—4 :00 p.m. in UC 2207.

Nov. 14—International Careers Event— Jean-Marc Hache, author of *The Big Guide to Living and Working Overseas* will be the guest speaker. Details TBA

Nov. 16—Law Enforcement & Investigative Careers Panel Presentation. Listen and ask questions of local law enforcement professionals. Located in Carter Hall from 4:00—5:30 p.m.

Jan. 18—Interview and Workplace Attire Fashion Show
USI student groups will be modeling current clothes to show students what to wear and what NOT to wear to an interview. 4:00 p.m. to 6:00 p.m. Performance Center.

Feb. 22—CareerLINK
This fair is for all majors. Watch for emails with details about employers who will attend and how to prepare. 10:00 a.m.—2:00 p.m. in Carter Hall.

April 11—Regional Teacher Recruitment Fair
School districts from around the US will be on campus recruiting Education majors for teaching positions. 9:00 a.m.—1:00 p.m. in Carter Hall.

Conversation Starter Tips

Technology is a great communication tool but employers report it hinders the ability for people to communicate face to face. In the business world we must still be able to look people in the eye and speak meaningful complete sentences, question and laugh with one another. It's not always as easy as it seems. Here are a few tips.

If you are uneasy about speaking to new people take comfort knowing the other person is too. You just found Common Ground.

Begin by shaking hands and introducing yourself. You may even acknowledge that these settings are a little uncomfortable for you. It's likely the other person will agree.

Move on to "So, what is your line of work? Or "What brings you to this meeting or have you lived here long"? Then move on to learning about the town or their job by asking "what do you like best about this town or your job?" That usually opens up a more relaxed conversation because people like to talk about things

that interest them. You interject the same information about yourself. In a few minutes you have made a new acquaintance or a new business contact. If you want to stay in touch always ask for a business card. Thank them for sharing a few minutes of their time. It's been enjoyable.

The more this skill is practiced the easier it gets. Put away the cell phone, get away from your email, walk up to someone and actually say the word "Hello , I am..." out loud. You'd be surprised who you may meet.



USI Career Services and Internships—Connecting Students with Employers



USI Career Services and Internships has many tools available to aid in your search for your first job or your next job. [Career Shift](#) is a tool that can help you understand what employers are seeking before you even graduate.

Access to Career Shift is available through USI Career Services and Internships. It is free to our junior and senior students and alumni for 1 year. Career Shift allows the candidate to search for any kind of job in any city or state in the US. This program sweeps traditional job sites and company websites at the same time. No more jumping from search engine to search engine. By using keywords you can learn what jobs are posted on all websites.

Read through several job descriptions for similar jobs in various locations to learn what skills, certifications or experience levels employers are seeking. If you see a requirement for the same certification over and over, then seek ways to obtain that certification. The same goes for skills. IF a job expects "excellent communication across all levels of company structure" then find ways to develop or improve your communication experiences.

Career Shift may also help to identify the name of the HR director or recruiter along with their contact information. What other website does that? It is so much more impressive if the cover letter is addressed to a specific person than, "To whom it may concern".

If you are a USI junior Senior or alumni, please contact Career Services & Internships to receive instruction to set up your free Career Shift account and begin plotting your future today.



State Farm is a mutual company – with policyholder members – not driven by the demands of investors. Currently ranked No. 41 on the Fortune 500 list of largest companies, State Farm insures more cars and homes than any other insurer and is a leading insurer of watercraft in the United States.



The driving force of the Company is comprised of more than 72,000 employees and 18,000 agents. For the past 90+ years, State Farm agents have built and maintained lasting customer relationships. Its tradition of innovation and customer commitment help keep State Farm the industry leader. Their specialties include: Insurance, Financial Services, Life Insurance, Health Insurance, and Auto Insurance.

To learn more about job opportunities in a State Farm Agent's office as well as becoming an Agent yourself, check out the following activities the week of October 31st: Monday—Information Table—UC East, Tuesday—Information Session—BE3033, Wednesday—Career Coaching by appointment. Call 812-464-1865 to schedule., Thursday—Workshop on how to sell your skills to potential employers. UC2217. Free gift card to first 25 students. *More details in the event section on page 1.

State Farm is interested in all majors for internships and information on how to become an agent for State Farm. Don't miss these events and the first 25 students that attend the "Selling Yourself" workshop on Thursday, November 3rd will receive gift cards.



Matthew Chipps

Senior Plant Engineer at Valero Renewable Fuels, Mt. Vernon, Indiana

Bachelor of Science in Engineering, 2008

Why did you choose engineering as a career and how early did you make that decision?

I chose engineering based on guidance from my parents, strengths in certain academic areas such as mathematics, personal interest, and earning potential. Throughout my academic life I tended to excel more in the math and science arena. Once I entered high school my parents tried to give me options they thought would suit both my interest and strengths. Accounting and engineering became the two options I researched, while ultimately choosing engineering after my freshman year in college.

Did you participate in an internship during college?

I completed an internship part-time during a two-year period with PPG Industries. They manufacture automotive glass for vehicle manufacturers such as GM, Ford and Mercedes. I was very fortunate to have a supervisor during my time there that loved to mentor. He helped show me how to apply what I was learning in the

classroom to the real world. It gave me a great base and taught me some general "best practices" utilized in the engineering field.

What services do you use in USI Career Services and Internships?

I recall getting assistance with resume tips and internship paperwork.

Any advice for students, while they are in college, to prepare for their career?

I would advise any college student to begin interviewing for internships/co-ops as soon as they can. Even if you feel you don't have enough coursework under your belt, interview experience is very valuable whether you get the job or not. Once you do land your first job in your career field, it can open up a lot more opportunities in the future. I would tell them to set goals for the internship and don't be afraid to ask as many questions as possible.

Any major surprises you remember about professional life that you didn't expect?

I started out working for a small family owned engineering consulting company after I left PPG. During my time there, we were bought out by a Fortune 500 company. This was unexpected at the time and I was worried how it could impact my career path. Fortunately, it didn't negatively impact my career; however, this may not always be the case. I would encourage any student to always keep your resume up to date and never stop browsing the job listings. It's good to be prepared in case of the unforeseen or you never know, you may find a job you feel that suits you better.

Can you comment on the importance of the soft skills as they relate to one's career success – communication (verbal and written), leadership, teamwork, for example?

Soft skills are arguably more important than technical skills. On a daily basis you are required to tap your soft skills, while utilizing your technical skills can be intermittent. In today's world of meetings, email, conference calls, etc. your communication, teamwork and leadership skills are called upon daily. If you would like a career path to end up in management, then these skills must be refined and are essential to being successful. "Individual commitment to a group effort: That is what makes a team work, a company work, a society work, a civilization work." -- Vince Lombardi

Donations Currently Being Accepted For Students

USI's Career Services Ambassadors (CSA's) are leading an initiative to collect interview and business professional attire to distribute to students needing interview clothing. The CSA's will partner with several other student organizations to kick off this new initiative with the first annual Interview and Workplace Attire Fashion Show.

All USI students, faculty and staff are invited to the Fashion Show on January 18th at 4:00 p.m. in the Performance Center.



If you have interview/business professional attire that you would like to donate, please bring it to the Career Services & Internship's Office in the lower level of the Orr Center M-F between 8:30 a.m. and 4:00 p.m.

Please only send attire that has been cleaned and in good condition. Details will follow to advise students when we have plenty of Career Clothing to distribute to students. We hope to have a good supply prior to CareerLINK in February 2017.

