Before the Search

What do you need to know?
Before the Search

Determine your priorities
• Industry, job responsibilities, location, company size, type of organization
• Values

Do your research
• Focus on specific field/industry,
• Investigate specific companies
• Find out where to look for jobs in this field
## Finding Jobs

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertised Jobs</td>
<td>• Most popular&lt;br&gt;• Most competitive</td>
</tr>
<tr>
<td>Hidden Job Market</td>
<td>• 70-80% of jobs are not posted&lt;br&gt;• How to break into the hidden job market</td>
</tr>
<tr>
<td>Career Fairs</td>
<td>• Preparation and Research&lt;br&gt;• Ask questions</td>
</tr>
</tbody>
</table>
Helpful Resources

• I-Link: https://i-link-illinois-csm.symplicity.com/students/

• LinkedIn Alumni: https://www.linkedin.com/edu/alumni?id=18321&name=University+of+Illinois+at+Urbana-Champaign

• TEC Social Fuse: http://tec.illinois.edu/experiences/socialfuse

• IBC: http://www.ibc.illinois.edu/
# Government

<table>
<thead>
<tr>
<th>Federal Hiring</th>
<th>Application Tips</th>
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<tbody>
<tr>
<td>• Federal jobs posted at <a href="http://www.usajobs.gov">www.usajobs.gov</a></td>
<td>• Focus on a few agencies of interest</td>
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<tr>
<td>• Federal resumes should be <strong>detailed</strong></td>
<td>• Follow the directions carefully</td>
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<tr>
<td>• Some applications may have questionnaires</td>
<td>• Include all relevant experiences</td>
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<td></td>
<td>• See: makingthedifference.org</td>
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</tbody>
</table>
Nonprofits

Hiring Practices

- Less centralized postings
- No regular hiring schedule
- Often positions are unadvertised

Ways to succeed

- Networking is even more important!
- Show your relevant experience
- Get experience from the inside
Apply!
- Use multiple job search techniques
- Stay focused and motivated

Tailor your materials
- Research field, organization, and position
- Determine important experience and highlight relevant skills
Career Development Office

**Web resources**
- Topics from exploring careers to negotiation
- grad.illinois.edu/CareerDevelopment
- go.illinois.edu/JobTalk (LinkedIn group)
- i-link-illinois-csm.simplicity.com (I-Link)

**Workshops**
- Visit the Graduate College webpage for a complete list!

**Individual advising**
- Schedule an appointment: GradCareers@illinois.edu