



REGIONAL CAREER NETWORKING DAYS

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Searching 101

Sometimes the most challenging part of searching for a job or internship is knowing when and where to start. Follow these four steps to help you plan and execute a useful internship or job search.

Step 1: Define What You Want

To some extent, flexibility in your job search is essential. However, by narrowing your criteria, you reduce the number of search results and ultimately make it easier to discover positions that meet your specific criteria. To develop your job search criteria, ask yourself the following questions:

- What interests you?
- Are you looking for volunteer work, research, and internship, part-time or full-time job?
- Are you looking for a public, private, or non-profit organization?
- Are you open to positions in any location?
- When browsing open positions, what stands out to you in the job description?

You might be searching for more than one thing, and that's okay! If you can describe what opportunities you're searching for, you can organize your search appropriately.

Step 2: Know your Timeline

- We suggest starting your job search for full-time positions 6 to 9 months before your desired start date.
- 72% of companies complete their recruiting for summer internships and full-time positions during the fall semester.
- Not every industry recruits on campus, and some have unique hiring cycles — research hiring timelines in advance to plan adequate time for your search.

Step 3: Identify Possible Opportunities

Use search engines, niche job boards, networking, and events to understand the job market better.

- When using job boards or search engines, narrow down your search results using keywords and filters. You may use different search methods for different positions, organizations, or industries.
- To identify niche job boards, type into google "[name of the industry] job boards."
- The key to leveraging networking in your job search is to be open and tell others that you are searching criteria.

Step 4: Research the Company

Research is a crucial part of the job search process and can make all the difference. It is your responsibility, as the applicant, to research and understand what the employers are looking for, how you are a fit, and what skills or development you will gain from the position. Here are few suggestions to jumpstart your research



- **Company website** – read through various sections located on the company's website such as "About Us," "Employment," "Careers," "Our Team." Pay attention to the company's mission, vision, and values – and specifically how you align with the company's culture.
- **LinkedIn Network** – Find a college alum or a connection through LinkedIn to ask someone in the field what their day looks like to help assess whether or not you would be a good fit at the company. Click on your college name to review alums in your network: [BRCC](#), [NTCC](#), [RPCC](#).
- **Glassdoor** – Glassdoor provides key information such as open positions, company overviews, salary estimates, and interview questions.