Job Search Assistance
Quick Guide

Purpose of Job Search Planning
An effective job search can be exhausting & time consuming. Some refer to it being like a full-time job, (taking 30-40 hours per week). It can be stressful if you are not prepared. The process involves some the following:

- Understanding the present job market
- Learning how to research employers
- Utilizing career tools such as a resume, cover letter, portfolio, networking cards, LinkedIn profile, etc.

Creating a Job Search Plan

1. Write down career fields that are related to your skills, education, and interests.
2. Identify and list different job titles that are related to these fields.
   - Tip: Explore Career Pathfinder at: www.uis.edu/career/students/career-pathfinder/
3. Outline your Job Search Plan to best support your career goals and objectives.

Where to Look for a Job:

1) UIS CareerConnect

- Search and review job, internship, volunteer, fellowship and scholarship postings.
- Upload resumes for employers to search: Go to ‘My Documents’ tab, then click on ‘+Add New’ and browse.
- Access other online tools including: OptimalResume, Focus, GoinGlobal all from your homepage.

2) Going Global

- Country Career Guides - Provides expert advice and insider tips for finding employment opportunities at home and abroad.
- USA/Canada City Career Guide - Explore career and employment opportunities in the largest cities across North America.
- Job Postings & Internship Listings - Search for job openings and internship opportunities around the world and in the US.
- H-1B Information - the H1B Plus database allows for additional searches by job title, occupation, employer, wage and more.
- Key Employer Directory - access more than 400,000+ country-specific company profiles in industries such as manufacturing, transportation, consumer goods, consulting services, finance and technology.

3) Networking/Informational Interviewing

- Be aware of your own personal network and start early to expand your connections.
- Utilize LinkedIn, family, friends, peers, teachers, previous employers, career fairs, & other events to network.
- Informational interviewing involves meeting with someone in your chosen field and interviewing them to gather information and advice about their career field. See CDC webpage on Informational Interviewing at: www.uis.edu/career/students/career-planning/active-decision-making/informational-interviewing/

4) Other Connections

- Online Job Listing & Employer Web Sites
- Third Party Recruiters/Employment Agencies
- On-Campus Recruitment Opportunities
- Social Media

Helpful Resources

- Make an appointment with a Career Counselor to develop individualized strategies and resources:
  www.uis.edu/career/students/services/career-counseling/
- For Additional Information, Visit the Career Development Center webpage: Job Links and Resources at www.uis.edu/career/students/joblinks.html

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