



## **JOB AND INTERNSHIP SEARCH**

The Office of Career Management offers job and internship search-related services to students, including on-campus recruiting, resume referrals, and job postings. Although these services are an excellent source of leads, you must support these activities with your own job search and not rely on any one method for getting a job.

This resource provides information on the following:

1. Self-Assessment
2. Fisher Specific Job/Internship Resources
3. Expand Your Network
4. Identify Companies of Interest
5. Follow Up & Track Goals

### **NARROW YOUR SEARCH**

Before you begin, it is important to have a clear understanding of what you want and which jobs match your skills and interests.

- What is your major?

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- Are you seeking an internship or a job?

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- Full-time or part-time?

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- What are your geographic preferences?

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- What industries are you targeting?

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- Are there specific jobs/internships that you are interested in pursuing?

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### **FISHER SPECIFIC JOB/INTERNSHIP RESOURCES**

You must be admitted to your specialization to be able to use FisherConnect. In addition, you must participate in QUIC, the Qualified Undergraduate Interview Candidate program to be eligible to interview on-campus. Participation in QUIC requires completing 5 on-line modules and passing a quiz on each, having your resume approved and passing a QUIC interview.

#### **On-Campus Interviews**

Employers post job and/or internship opportunities in FisherConnect and conduct interviews on-campus.

#### **Resume Referrals**

Employers use FisherConnect to source resumes of qualified students.

#### **E-mail Notices from the Office of Career Management**

Based on information you provide in your FisherConnect profile, targeted e-mails will keep you up-to-date on career related opportunities, programs, and events.

## **Job/Internship Postings**

Employers post job and/or internship opportunities in FisherConnect and conduct interviews off-campus.

## **Employer Contacts for Companies that Recruit at Fisher**

Use FisherConnect “Employer Search” to locate contacts at companies of interest. Employer contacts can choose to make their contact information visible to students. Some companies have many contacts, so it is important to review the profile of the contact to make sure they are an appropriate person for you to contact.

## **Goinglobal**

Students can access Goinglobal through FisherConnect. This resource provides Country Guides, USA/Canada City Guides, H1B Info, an Employer Directory, and Global Job/Internship Postings.

## **Job Fairs**

Fisher hosts two large career fairs during the academic year, the Fisher Fall Career Fair (early September) and the Fisher Spring Internship & Job Fair (late Jan./early Feb.).

## **EXPAND YOUR NETWORK**

### **[OSU Alumni Clubs and Societies](#)**

Alumni clubs and societies offer opportunities for continued friendship and service to Ohio State. Clubs bring together alumni in more than 200 locations around the world. Societies—more than 60 of them—link those with common educational backgrounds or interests. Alumni in all groups enjoy sharing the Ohio State experience among themselves and with future students.

### **LinkedIn**

There are over 30 million students and recent college graduates on LinkedIn. Be sure your LinkedIn profile is up to date.

LinkedIn Alumni: Connect with Alumni from Fisher, OSU, or any other academic institutions you have attended. Use the Connections tab in LinkedIn to Find Alumni.

LinkedIn Groups: Although there are many groups that you will likely want to join based on your affiliation with OSU, professional associations, and interest groups, be sure to join “**The Fisher College of Business at The Ohio State University**,” as it is the official alumni group for the Fisher College of Business. Use the Interests tab in LinkedIn to find Groups.

LinkedIn Student Jobs: Job postings targeted at students and recent graduates. Use the Jobs tab in LinkedIn.

[LinkedIn for Students](#): An overview of what LinkedIn can do for students

### **Student Organizations**

Many student organizations host company representatives and speakers at their meetings or involve them in other ways, such as mock career fairs, competition judges, and employer site visits to name a few. Take advantage of any opportunity you have to engage with these company representatives. Be engaged if they give a presentation, ask questions and participate as a member of the audience, introduce yourself, thank them for coming to Fisher, reach out to them with a personalized LinkedIn invitation.

### **Informational Interviews**

Informational interviewing is a method of career exploration and a way of discovering jobs not publicly advertised. It is not the same as a job interview. Informational interviewing allows you to talk with people already in the industry you have targeted. By obtaining informational interviews, you have gained access to the “inside information” regarding career paths, alternate careers that will use your skills, and people to contact who may be looking for an employee like you.

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## **Professional Associations**

Involvement with professional associations in your field can be a great way to expand your network within a city, region of the country, nationally, or even internationally. Many associations offer discounted rates to students for membership and/or conferences and some even have special sections of their websites for job seekers.

## **Faculty**

Talk to faculty, especially in your major, to make sure they know who you are and your interests. Many faculty interact regularly with Fisher alumni and business professionals in their network.

## **Personal Networking**

Make use of your family, friends, parents' friends, friends' parents, and anyone who might know someone in the field you are interested in or your preferred geographic location. You may be surprised how people know people who know people who may be willing to help you.

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## **IDENTIFY COMPANIES OF INTEREST**

### **OSU Library - [Business Resources](#)**

The OSU Library offers many databases that can be extremely helpful when identifying companies and conducting research as part of a job or internship search. Consider scheduling an appointment with the Business Librarian to obtain more information about how these resources can help you. Some of the resources available include:

#### **The Book of Lists (BizLink)**

The Book of Lists contains key contact information and facts for thousands of top local businesses, industries, professions, governmental units, and nonprofit organizations for select cities. Book of Lists is available for Columbus, Ohio and a variety of other cities (although not all cities). The Columbus Book of Lists will be featured and you will click on other cities of interest to connect with the respective Book of Lists.

#### **Hoover's Online – The Business Authority**

Hoover's delivers comprehensive company, industry, and market intelligence that drives business growth. Hoover's provides sales, marketing business development, and recruiting professionals with the global business intelligence they need to prospect and prepare for client meetings, sales presentations, vendor and partner negotiations, and other business opportunities.

Use the "Build A List" feature in Hoover's to identify companies in your geographic areas of interest.

## **Company Websites**

Identify companies that interest you and search their websites, as many have job and internship postings online. You may have even better results if you can have someone who works at the company refer you. Additionally, make sure to call to follow up on your resume (and cover letter) submission.

## **Other Colleges/Universities**

If you are targeting a city other than Columbus, contact colleges and universities in that area. Check for services available to you or any job fairs that are scheduled. You can call to see if you can attend any job or internship fairs they are hosting. In addition, see if they have an annual report posted on their website, as many schools will highlight their top hiring companies.

## **Focused Employer Outreach**

Focused employer outreach can be done by sending personally tailored cover letters and resumes to a few seriously selected and carefully researched organizations. **Follow-up is crucial to success.** When utilized with informational interviewing and networking, this is a very successful tactic because of the personalized and tailored nature of the job leads and your response to those leads. Many leads can be found by using the employer search feature in FisherConnect.

### **Job Search Databases**

Depending on your areas of interest, there are many job search engines on the Internet. By doing a Google keyword search, e.g. “nonprofit jobs” or “federal jobs” can help you generate the job search databases that may be of interest to you.

Some examples:

[www.usajobs.gov](http://www.usajobs.gov) (Federal Government), [www.indeed.com](http://www.indeed.com) (general), [www.idealists.org](http://www.idealists.org) (Nonprofit jobs).

### **Chamber of Commerce**

Contact the Chamber of Commerce in your targeted geographic location. Many Chambers of Commerce will provide information regarding housing, employers, and other city information to help your job search and move easier. Some Chambers also sponsor job fairs!

### **Advertisements**

Responding to announced vacancies on the Internet or in newspapers, journals, bulletin boards, newsletters, in-house publications, etc. is a traditional means of looking for a job. These continue to be sources you should utilize, but never let this be your only means of job searching. Positions advertised with the Office of Career Management are legitimate positions for which employers are looking for candidates. However, sometimes positions advertised in newspapers are filled internally before they are posted, or companies advertise in newspapers as a strategy for identifying a candidate pool for eventual hiring. Continue to supplement your responses to advertised positions with other strategies.

### **Third Party Agencies/Data Bases**

Employment agencies may be successful if you are obtaining an advanced degree and have some technical expertise. Caution: there is always a fee involved for someone! Ask about fees up front—if the employer doesn't pay the fee, you will!

### **FOLLOW UP & TRACK GOALS**

In addition to using these techniques during a job search campaign, it is also important to keep accurate records in order to follow up effectively. Without follow up, you become one of the many faceless resumes received by that company each week and may not be given a second glance. Keep a simple Excel spreadsheet with the company name, contact person, position title, telephone number, and important dates of contact, along with notes about follow-up actions

Another crucial step is the development of weekly goals, so that you force yourself to get things done. This keeps you on track and motivated. It also allows you to check your progress as your job search continues over time. Procrastination can kill a job search! Periodically, you need to sit back and evaluate your progress. Are there things you need to improve? Are you reaching your goals or falling short? Be sure to have some support while you are job hunting. The Office of Career Management staff is always here to help you.