JOB SEARCHING

Searching for a new job can be a daunting prospect for any professional. Securing the right position takes hard work, research, persistence and good instincts. Below are some strategies to help you make the most of your search efforts:

• **Clarify your career goals.** Take the time to evaluate what you want out of your career. What does your ideal job look like to you? What is your career trajectory? Write your answers to these questions and keep these in mind during your search.

• **Research the market.** Know as much as possible about the organizations that interest you. You can find this information through company websites, Handshake [http://jhu.joinhandshake.com](http://jhu.joinhandshake.com), local newspapers, state industrial directories, and reference books. Try targeting a few companies in which you are interested (whether they are advertising or not) and calling to see if they are hiring in the near future.

• **Network.** Identify and choose people to connect with. Be thorough and creative in compiling your list of people to contact. Begin with people you know: faculty, classmates, former employers and colleagues, family members, and alumni. Collect new contacts; develop relationships. Create advocates for yourself to be aware of opportunities on your behalf. Develop a networking plan: make calls, send emails and letters. Have business cards printed and with you at all times.

• **Location vs. Industry.** A question to ask yourself - is geographic region more important to me or is the industry/company more important to me? An answer to this question may help you to decide between what you want and what you’re willing to accept.

• **Reverse pyramid.** Consider starting your job search broadly at first and then narrowing it down as you progress further in your education and training.

• **Brush up on skills.** Online courses can help you stay current. You might also want to evaluate how your soft skills could be improved; consult friends, former colleagues or career staff for tips.

• **Make your case in writing.** Ensure that your resume and cover letter are error-free – ask a career services staff member to double-check both for spelling and grammar.

• **Consider temporary employment.** Professional-level temporary assignments enable you to work for companies of all sizes and across many industries. You'll gain valuable experience that just might help you land your next job.

Searching for a position is full-time work in itself. By following the suggestions above, you’ll be well on your way to clarifying your career goals and building skills that will serve you well in your next job—and future jobs.

Advance your career with Handshake - [http://jhu.joinhandshake.com](http://jhu.joinhandshake.com)
Handshake is the new university wide platform to:
• Connect with career services staff and resources
• Find jobs and internships
• Learn about recruitment events, career fairs and professional development opportunities
• Access information on over 50,000 employers

For more information and assistance in accessing the system, contact Career Services at (410) 955-3034 or JHSPH.careers@jhu.edu.
JOB SEARCH STRATEGIES FOR INTERNATIONAL STUDENTS

International students are encouraged to include skills assessment in the job search process while completing academic studies. Visit the Career Services Office to find out what services are available to you. Talk with a career coach who can help identify your skills, interests, and abilities and assist you with identifying what jobs might be appropriate. In addition, you can discuss the best strategy for translating previous overseas experience.

Internships

An internship experience in the U.S. enhances your skills and adds American work experience to your credentials. In addition, it provides valuable networking contacts with potential employers and professionals in your field and gives you exposure to the work environment of an American or multinational company. Similar benefits accrue for students who pursue work experience in other countries or at home.

Rules of the American Job Search Process

For positions in the U.S., begin eight to ten months in advance of the date you wish to be employed. This will help you to become familiar with the American job search process and allow adequate time to research employers, develop job search skills, and conduct the search. Meet with a career consultant to discuss goals and plans for your job search. Take advantage of the workshops offered throughout the academic year to develop your job search skills and gain confidence in American-style interviewing.

Office of International Services (OIS)

The Office of International Services (OIS) is the sole unit at Johns Hopkins dedicated to providing consistent, exceptional immigration services and international programming support for all Johns Hopkins divisions and their international students, scholars, faculty, researchers, and staff in the United States. OIS serves over 3,300 international students from more than 130 countries, as well as over 3,000 international visiting scholars, faculty, researchers, staff, and their dependents annually through our five service locations at Harbor East, Homewood, Medical Institutions, Peabody Institute, and Washington, D.C.

OIS @ Medical Institutions

1620 McElderry Street, Reed Hall, Suite 405
Baltimore, Maryland 21205
(667) 208-7012 FAX : 410-955-0871
Email: internationalservices@jhmi.edu; Website: http://ois.jhu.edu/

Office Hours: Monday-Thursday 8.30am-4:30pm. The OIS is closed to the public every Friday however, advisors are still accessible via email and phone.

Want to Talk with an Expert?
Walk-in Hours

- Monday and Wednesday, 1 pm - 4pm (last sign-in at 3:45 pm)
- Tuesday and Thursday, 9am - 12pm (last sign-in at 11:45 am)

Walk-in hours are for general F-1 and J-1 questions that can be addressed in five to ten minutes. If you have questions regarding other visa types, please contact the appropriate advisor.

Hiring in the U.S.

Meet with an international student advisor in the Office of Office of International Services at Medical Institutions, to learn about regulations governing practical training and employment, and prepare to educate potential employers about visa issues and practical training. Some employers may be reluctant to hire individuals who are not permanent residents or citizens of the U.S. because:

- They have government contracts which preclude hiring non-U.S. citizens.
- They view the process of understanding and working with immigration laws and visas as too complex.
- They have a wealth of other qualified candidates from which to choose.

Be prepared to answer these questions: “Why should I invest time and resources in hiring you for only twelve months of practical training?” “What happens after practical training ends?” “Are you willing to return to your home country or
relocate to another country?” Appropriate responses impact the outcome of the interview. Remember to apply for a social security number. This is a requirement if you are considering employment in the U.S.

Employer Expectations
Make sure you understand the cultural dynamics and overall expectations of working in an American organization. U.S. employers expect their employees to be hard-working, creative, problem solvers, and independent workers as well as team players. The ability to communicate well is important. In addition, employers appreciate a professional style of dress and personal interaction that is direct and assertive, not aggressive. Work with a Career Services coach to better understand American employer expectations and attitudes, and become familiar with this type of work environment.

Start a Networking Campaign
While you may have excellent credentials and an impressive academic record, you will need to find contacts that can assist you in your job search. Do not ignore direct sources of finding a job such as internet advertisements or job fairs. You will find that personal contacts (family, friends, faculty, classmates and alumni) can help you discover valuable opportunities and introduce you to prospective employers. Look for expatriates and tap into their cultural network. It is also helpful to seek out professional organizations such as the American Public Health Association (APHA) and the Association of Schools and Programs of Public Health (ASPPH).

Use Other Job Search Strategies for U.S. and Home Country Employment
- Campus Interview Program: Several employers participate in our on-campus interviewing program
- International Student Groups or MPH Societies (J.B. Grant)
- Your Country’s Embassy in Washington, DC
- Direct Contact with Employers through Letters, Calls, Information Interviewing

You may not get the first, second or even fifth job for which you have applied or interviewed, but do not take this as a personal rejection. To increase your competitiveness, use all you have learned in the job search process to present your capabilities effectively. In addition to your experience (internationally and in the U.S.) and your language skills, do not forget to emphasize your academic experience received through work on major projects, papers, etc. Remember, any information that signals unique or special talents will help you stand out in a prospective employer’s eyes. Don’t delay. Start the process as soon as possible. Come to the Career Services Office to speak with a career coach.

**CAREER RESOURCES IN THE HOPKINS COMMUNITY**
This career resources website is a collaboration between all JHU career services offices, the Student Services Excellence Initiative (SSEI), and the Sheridan Libraries. Together, we have created a guide using a step-by-step approach to career planning and development, featuring easy-to-use online tools and resources. These resources are meant to help you focus your career direction, identify personal and professional goals, and implement an action plan to accomplish these goals.

Hopkins Exclusive Resources- By using your JHED ID, you will have exclusive access the following career development resources:
- **Candid Career** - Candid Career has thousands of career videos to help you find your dream job. Want interview tips, job information, or career guidance for students.
- **CQ Interactive** - The most advanced on-line interactive case training developed. CQI focuses on the skills you need to walk into the case interview well prepared and confident.
- **GoinGlobal** - GoinGlobal helps job and internship seekers find opportunities both at home and abroad.
- **Interview Stream** – Interview Stream powered by RIVS is an easy to use online video interviewing solution company that provides a hiring advantage and advanced recruiting technology
- **Vault** - Vault.com provides in-depth intelligence on what it’s really like to work within an industry, company, or profession—and how to position yourself to launch and build the career you want.
- **Versatile PhD** - Versatile PhD is the oldest, largest online community dedicated to non-academic and non-faculty careers for PhDs in humanities, social science and STEM

For more information and access to the system, contact Career Services at (410) 955-3034 or JHSPH.Careers@jhu.edu.