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, [JHSPHConnect](http://jhsph.experience.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.

Need to find a JOB?

**Try JHSPHConnect**

Johns Hopkins Bloomberg School of Public Health’s Online Career Management System

It’s easy, it’s always available, and most importantly, IT WORKS!!

[http://jhsph.experience.com](http://jhsph.experience.com)

- Research the more than 3300 organizations that use the system
- Receive New Job Announcements directly from the system via email
- View upcoming events using the calendar function
- Use the one-click & customized job searches to focus your job search

For more information and access to the system, contact Career Services at (410) 955-3034 or careers@jhsph.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 consultant 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 at Medical Institutions (OIS@JHMI)

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The Office of International Services at Medical Institutions (OIS@JHMI) helps international students, scholars, researchers, clinicians, staff and faculty with visas and immigration. We also support the administrators who assist them.

The OIS@JHMI supports the international population of the Johns Hopkins Medical Institutions (JHMI) and assists JHMI in maintaining its commitment to internationalization. As the sole authority on the JHMI campus in interpreting and advising regarding immigration regulations, the OIS serves as a liaison between the JHMI international population and U.S. immigration authorities and assists JHMI departments in hiring international employees. The OIS works with international students, faculty, researchers, clinicians and staff in the Schools of Public Health, Medicine and Nursing, The Johns Hopkins Hospital, Kennedy Krieger Institute and The Johns Hopkins Health Systems.

Want to Talk with an Expert?

Walk In Hours

- Monday and Wednesday, 1 pm - 4 pm
- Tuesday and Thursday, 9am - 12pm

Walk in advising is for F-1 and J-1 questions that can be answered in ten minutes or less. For other questions, please call 410-955-3372 to make an appointment.

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

http://www.jhsph.edu/careers

(410) 955-3034
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 consultant 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. Johns Hopkins alumni are an important key to your job search: http://alumni.jhu.edu. 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 of Public Health (ASPH).

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 consultant.

Passport Career
Passport Career™ is your portal of entry to explore, learn and access useful country-specific career information and resources. Finding a job in another country can be a daunting task for spouses/partners of international employees/assignees or for students looking for jobs in other countries. From executives to spouses to students, where to begin both overwhelms and challenges the individual with regard to launching a global job search. Passport Career™ is designed to demystify the process and open the doors to the unique employment resources and tools that will help international professionals move forward with their job search goals.

Passport Career™ is the first-ever, comprehensive, online global job search support system for globally-minded organizations and institutions that support people moving to or living in unique and challenging destinations around the world. Passport Career™ provides more than 12,000 pages of unique content and resources that cover 75+ countries and 250+ cities around the globe—more than any other online career tool available!

Passport Career™ includes the following:
- Career & Job Search Information, Resources, & Services
- Job & Internship Search Tools
- Internship & Volunteer Search Tools
- Global Effectiveness Resources

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

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