

Job Search



If you know what you are looking for, you are more likely to find it!

Being proactive and looking for job opportunities in many different ways will ultimately give you greater results. Finding a position may feel easy for some part-time roles, but gets progressively more difficult as the stakes become more competitive in securing an internship or full-time job.

Campus recruiting and other resources can help facilitate your job search, but you must start early so you don't miss key deadlines or specific companies. There are an abundance of opportunities in our society, but that doesn't mean the job search is easy. Truly, it takes:

- Perseverance
- Advanced Preparation
- Resilience

Job Search Tips:

Do This

- Prepare quality materials - [see Resume resource](#).
 - Target your resume (and other job materials) for each particular job description.
 - It is important to use keywords for your industry or field of interest. To start your keyword list:
 - » Research occupations and discover what is needed for that job - a great resource for this is [O*NET Online](#).
- Analyze job descriptions and assess particular qualifications an employer is seeking.
 - Great resources are - [Zippia](#), [Hire System](#), or [Indeed](#).
- [JobScan.co](#) is a FREE resource. Cut and paste your resume and the job description and aim for an 80% match (up to five times).
- Research to find the best fit:
 - Position postings and corporate websites.
 - Current events or newsworthy items.
 - Attend career fairs and connection sessions.
 - Talk to faculty, Career Services, and other trusted sources.

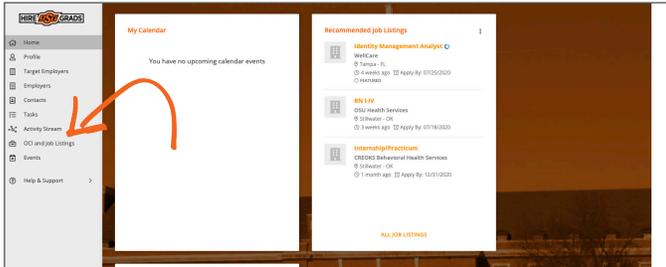
Don't Do This

- Undersell yourself.
 - Think about how your academic career, experience, and involvement have shaped your skills.
- Procrastinate.
 - Job searches can take six to nine months and you want to have options.
- Harass prospective employers.
 - Apply for the position, send a thank you note, and respect timelines before following up on a position.
- Rely on just one job search method.
 - Your opportunity could come from a variety of sources.
- Treat all positions or companies the same.
 - Opportunities and companies are unique, therefore, each application should market you for that specific role.
- Appear desperate.
 - Employers can easily identify who wants "a" job and who wants "the" job. Stand out from your competition by considering why this is the right opportunity for you.
- Give up. **Your opportunity awaits!**

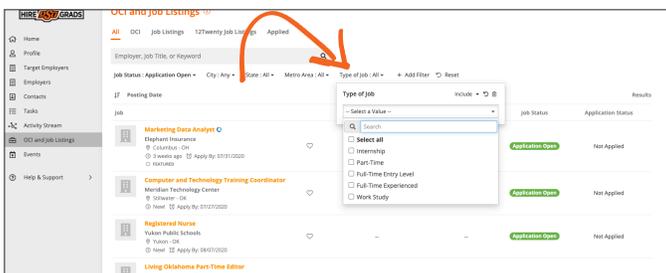
OSU Hire System:

The Hire System, OSU Career Services job database system, has full-time positions, internships, work study, and part-time jobs. You can access the Hire System by going to HireOSUgrads.com. The Hire System login is the first link on the left-hand menu.

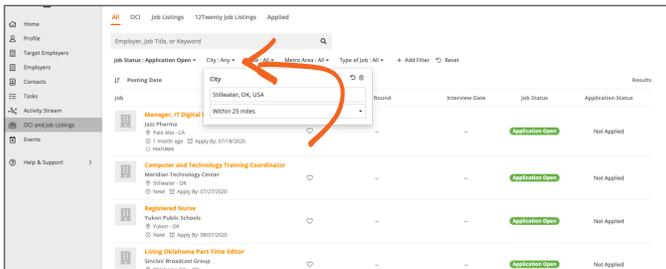
Navigating the OSU Hire System:



Use your o-key credentials to login to the Hire System. Once you are in, the best way to find part-time and on-campus jobs is to use filters to see the type of jobs you are seeking. Utilize the tab on the left menu called "OCI and Job Listings" to see all of the jobs in the system.



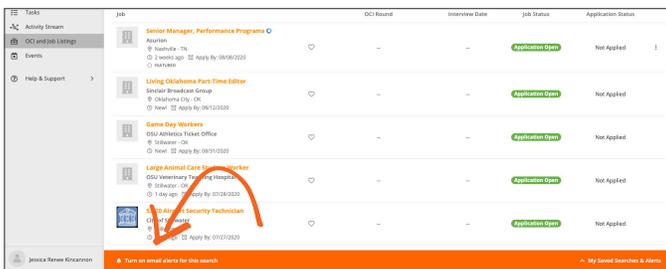
In the "type of job" field choose Part-Time to narrow your results. You can also include "Work-Study" if you qualify.



To narrow your results even further, use other filters. Such as "Stillwater-OK" in the City. Add another filter to see only on-campus positions: type Oklahoma State University into the Employer field.



Once you find a position that interests you, click on the job and read the information. Sometimes you need to fill out an application using the external link provided, and sometimes you apply via the system by clicking the "apply" button on the top right of the job description.



New jobs are added everyday! So check back often, or you can turn on the job alert feature on the bottom of the search, to be notified via email every time a job is listed that meets your criteria.

Lastly, here is a one-minute video on how to find a part-time job using the OSU Hire System.

<http://hireosugrads.com/StudentsAlumni/Jobs-PartTimeJobs.aspx>

Part-Time Job/Work-Study Job Search:

Needed Materials:

As you prepare for a job search, there are certain materials that you will want to prepare to present yourself as a strong applicant:

- Resume
- References
- Class Schedule
- Financial Aid Letter - if you qualify for work-study

Steps to Finding a Part-Time Job:

1. Start early - for summer work, begin two to three months in advance. For work during the academic year, start one to two months in advance.
2. Make a list of your work and volunteer experience and identify examples that demonstrate the skills, qualities, and characteristics that make you a good fit for the job.
3. Prepare a resume and cover letter - make an appointment with a Career Consultant to review both documents. (Refer to Resume and Cover Letter resources)
4. Visit with professors, your academic advisor, and Career Consultants to let them know you are looking for a part-time job.
5. Check out the Hire System for part-time job opportunities. You can find both on-campus and off-campus positions.
6. Visit departments on campus to look for potential employment. Bring copies of your resume with you.

Where to Find a Part-Time Job:

- ✓ Hire System, job posting board on hireosugrads.com
- ✓ Part-time and Volunteer Job Fair held each year in August
- ✓ "Help Wanted" signs throughout the Stillwater community
- ✓ Fliers on bulletin boards
- ✓ A-frames around campus
- ✓ On-campus departmental offices
- ✓ Word of mouth from current student employees
- ✓ Social Media (Facebook, Instagram, etc.)
- ✓ Personal contacts (faculty, friends, family, classmates, etc.)

Internship/Full Time Position Job Search:

Needed Materials:

As you prepare for a job search, there are certain materials that you will want to prepare to present yourself as a strong applicant.

- Cover Letter
- Resume / Curriculum Vitae (CV)
- Transcript
- Sample of Work (writing sample, portfolio, etc.)
- LinkedIn Profile

Utilize a Diversified Job Search Strategy:

1. Campus Recruiting

Think outside of the box about opportunities that may be available outside of your major. For example, an engineering firm will still need accounting, computer science, or MIS folks. Similarly, a business student wishing to work in the hospitality industry could find opportunities at the Business Fair and Hospitality Days.

Job Search Opportunities on Campus:

- [OSU Hire System](#), job posting system on hireosugrads.com.
- Campus career and internship fairs (approximately 12 fairs held each academic year)
- On-Campus Interviews (OCI) in Career Services' interview rooms
- Connection Sessions with company representatives

2. Networking

Networking is the process of making intentional, career-related contacts through personal acquaintances and their referrals. The purpose of networking is to gather information, advice, and references that will ultimately lead to interviews and employment offers. **Networking is still the #1 way to find a job.**

Networking Opportunities:

- In-person events such as: professional associations (student chapters), student organizations and clubs, OSU Alumni chapters, industry conferences, meetups or special interest groups, volunteer activities, local Chamber of Commerce events, social or civic organizations
- [LinkedIn](#)
- [AlumniFire](#) (virtual networking platform)
- [Career Shift](#) (virtual networking platform)
- Informational Interviews

3. Online Job Boards

There are many job boards from professional groups/associations and niche websites such as agcareers.com (for agriculture based jobs), teamworkonline.com (for positions in the sports industry), idealist.org (for opportunities in the non-profit sector) and many others. Many students have heard of resources like Indeed.com, but fail to unlock the potential in niche websites!

Common Job Boards:

OSU Career Services' Hire System

- Full-time positions, internships, work-study, and part-time jobs.

General Job Boards:

- [Indeed](#)
- [LinkedIn Jobs](#)
- [Monster](#)
- [ZipRecruiter](#)
- [Zippia](#)
- [Career Builder](#)
- [Granted](#)
- [Neuvoo](#)
- [OKJobMatch](#)
- [SimplyHired](#)

Internships:

- [Chegg Internships](#)
- [Internship Programs](#)
- [Internjobs.com](#)

Higher Education and Education:

- [HigherEd Jobs](#)
- [The Chronicle of Higher Education](#)
- [Higher Education Recruitment Consortium](#)
- [Academic 360](#)
- [PhD Project](#)
- [PhD Jobs](#)
- [K-12jobs.com](#)

Veterans:

- [Department of Veterans Affairs](#)

Government & Nonprofit:

- [USAJOBS](#)
- [State of Oklahoma](#)
- [Idealist](#)
- [DevEx - International Development](#)

International Students:

- [GoinGlobal](#)
- [MyVisaJobs](#)
- [H1B Visa Jobs](#)

Diversity Job Boards:

- [Diversity Employers](#)
- [Equal Opportunity Publications](#)
- [INROADS](#)

Athletics:

- [Athlete Network](#)
- [Team USA](#)
- [NCAA](#)
- [TeamWork Online](#)

Disabilities Job Board:

- [abilityJOBS](#)
- [Career Opportunities for Students with Disabilities](#)
- [Equal Opportunity Publications](#)
- [Job Accommodation Network](#)
- [Bender Consulting Services, Inc.](#)