

Consider using a staffing agency

Staffing agencies hire for temporary and permanent positions on behalf of other organizations. Many companies/organizations use these agencies — rather than their own internal recruiters — to fill open positions.

Staffing agencies typically offer temporary, contract, and direct-hire positions. And they generally fill professional positions as well as administrative jobs (although the offerings of various agencies do vary considerably, depending on their niche).

If you choose to work with an agency, do your research and ask questions to find the one that best fits your needs. Be sure as well to work only with those agencies that do not charge you, the job seeker. Staffing agency fees are typically paid by the employers who work with the agencies.

Working with a staffing agency has its own pros and cons:

Pros:

- Most agencies offer an extremely personal approach and will help you with your resume, interview preparation, and job fit
- You can gain short-term professional experience, perhaps with a variety of organizations
- An agency can help you secure a position quickly if you're moving to a new city without a job

Cons:

- Many temporary agency contracts offer no benefits
- Immediate job openings may require you to start work right away
- Though temporary positions may lead to full-time employment, there are no guarantees

Overcoming job search barriers

- ALWAYS send a cover letter, whether it's required or not, unless a posting specifically tells you not to do so
- Customize and proofread your cover letter, résumé, and all other required documents
- Identify a networking connection within the organization from sources such as LinkedIn and the Professional Networking tab on GoldPASS to understand the organization's culture
- Monitor your social media accounts for offensive or potentially misleading images or content
- Get creative and find ways to stay engaged in the industry you are targeting: volunteer, job shadow, or pursue and complete a project, or work part-time

Federal employment-specific information

Federal employment is much different and more nuanced in many ways. Start with these basics and refer to the Federal Employment Handout and website for more details.

- usajobs.gov is the official job posting and application website for federal jobs and internships
- Federal positions are grouped under broad categories called Occupational Series. Go to opm.gov to find which ones fit your career goals
- The Pathways Programs offer opportunities to gain experience while still in college and via entry-level positions once graduated. Check out gogovernment.org for more information
- In general, longer résumés are more favorable for federal positions. A résumé less than 3 pages will not be considered. Go to USAJOBS for examples

Before you begin your internship or job search, take time to narrow down what you are looking for (position type, organization type, location, etc.), this will equip you to create a targeted search approach that will lead to effective results.

Know Yourself
What are your values, interests, identities, personality, skills/competencies, strengths and needs?
What are your key educational, work, volunteer and leadership experiences?
What is your preferred type of work environment (e.g. team-oriented staff, travel opportunities, long-term projects)? What do I need from a supervisor (e.g. flexibility, autonomy)?
What geographic location are you targeting?
What type of position/job category/job titles are you seeking such as: banking, editing, human resources, public relations, teaching, computer sciences, research?

Research Industries and Organizations

- What type of employers are you interested in: nonprofit, for-profit, and/or government?
- What industry do you want to work in? Explore industries at: oneline.org/find/industry and/or search GoldPASS to search and explore positions by industry type.
- What organizations do you want to target?

Resources to help you narrow down your list:

- GoldPASS has a "find employers" tab you can use to search organizations by industry and/or location
- LinkedIn is the largest online networking website, use the "search companies" tools to identify organizations by industry, company size, location, and more
- The UMN Business Library: lib.umn.edu/business provides access to several databases to find organization information, one of the most popular is Hoovers
- Government agency directory: usa.gov/agencies
- Nonprofit directories: minnesotanonprofits.org, servicelearning.umn.edu/map, ideaslist.org
- Organization lists and profiles from The Muse; Wetfeet; Fortune Magazine; Minnesota Business Magazine; and Glassdoor

Start your internship and job search early

Internships and jobs are posted year-round and organizations have different recruitment timelines. Start the search process early as some organizations start their recruitment process several months in advance. For example, if you are looking for a summer internship or if you are seeking a full-time job for after May graduation, you should begin your search the fall prior.

The annual UMC Job & Internship Fair (Jan.) and the UMN Job and Internship Fair (Feb.) dates serve as good reminders of when you should be searching, preparing application materials, and applying for internships and jobs.

Am I Qualified for an Internship or Job?

- Internship and job descriptions are the employer’s wish list of what they are seeking, so don’t worry if you don’t have all of the qualifications listed, **if you have about 70% of the qualifications you should consider applying.**
- It is rare to see a job posting seeking zero years of experience, most will say at least 1-3 years--you should be applying for them as your coursework, internship, part-time job experience, etc. counts as experience!

Job & Internship Search Strategies

There is more than one way to find a job or internship. Approach your search with several strategies.

Try networking

70-80% of people cited networking as the reason they were hired. Networking is forming and maintaining relationships with people in careers and/or organizations of interest to you.

Use GoldPASS

GoldPASS is the U of M’s free source for internship and job postings, career events, employer contacts, and more with ~3,500 postings for jobs, internships, and volunteer positions on an average day. As a student or graduate, you have access for life.

To Search for Jobs, Internships, or Volunteer Positions:

- In the **Job/Internship Search** tab, start with job category and identify up to 5 options
- To identify an internship, under **Position Type**, choose: Internship, Part-time student, Summer job, Volunteer
- If Job Category isn’t helping your search, select **Advanced Search** and look by **Industry Sectors**
- Choosing **Area of Study** will limit your results

Top Ways Employers Find Candidates:

1. Referrals (networking)
2. Internship program
3. Organization’s website
4. College’s Career Center (GoldPASS) & Career Fairs

Create your own internship! If you’ve found an organization you are really interested in and no internships are open, consider contacting the organization to see if they would be open to creating an internship opportunity!

GoldPASS Tips:

- Update your Profile on a regular basis: Include your graduation semester and year, majors/s & minor/s, and GPA in order to qualify for particular jobs and for on-campus interviews
- Under **My Profile**, in the **Additional Information** section, choose to “Allow Employer Viewing” to increase your visibility on GoldPASS
- To apply for any position through GoldPASS, upload a résumé. Your first résumé will be under a pending status until it’s reviewed by professional staff member. You will be notified within 48 hours of that status. Once your first résumé is approved, you’ll be able to add additional résumés without needing them reviewed.
- If you are moving away from the area GoInGlobal through GoldPASS offers city and country guides to assist in your job search with local resources for each geographic location for UMN students and alumni

Go to career.umn.edu/diversity-career-resources for job search tips for specific populations: women, veterans, international students, multicultural students, LGBTQIA students, and students with disabilities.

Check out job/internship search websites

The following are other sites to utilize. in addition to GoldPASS:

- LinkedIn - Find out who you’re connected with at an organization of interest, whether local, national, or global
- Minnesota Council of Nonprofits - Opportunities at non-profits throughout the state
- Idealist - Opportunities at local, national, and international nonprofits and NGOs
- USA Jobs - This is the official job search website of the United States Government
- Professional Organizations - Often there are specific sites for your industry of interest where job and internship opportunities are posted.
- Depending on your career interest, you’ll find many other sites online. Always remember to be careful about the sites you use, and remember that it’s always best to use several different sources of information

Attend career fairs

From a UMN employer survey on career fairs, 69% of employers reported that they typically hire 1-20 students for full-time positions and 68% hire 1-20 students for internships.

Mark your calendar for UMC career fairs*:

- Campus & Community Part-Time Job Expo - August
- Graduate & Professional School Fair - October
- Annual UMC Job & Internship Fair - January
- Including over a dozen other regional & even online fairs

Additional U of M fairs and career events can be seen through the Career Fairs/Events section in GoldPASS. See tips for attending career fairs at: www.crk.umn.edu/units/career-development/career-and-internship-fairs