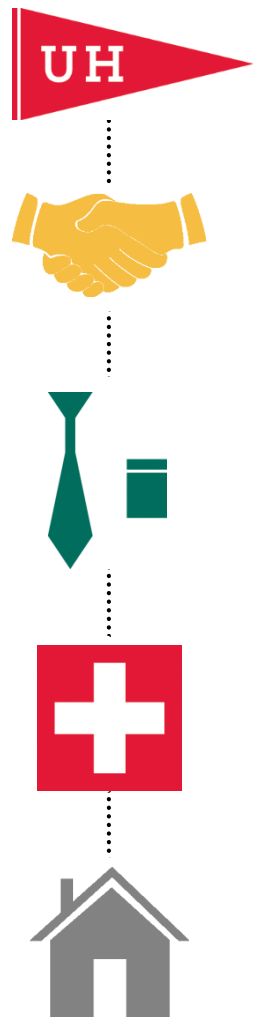
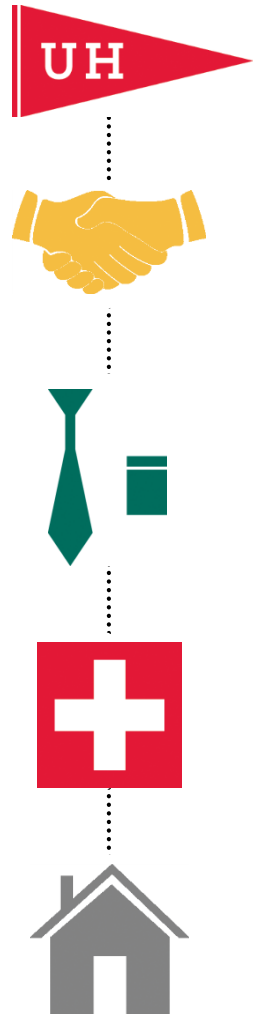


Getting ready for the Job Search



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UNIVERSITY of **HOUSTON**

DIVISION of STUDENT AFFAIRS and ENROLLMENT SERVICES

Overview

- **Learning and understanding the system**
- **Tools for effective Job search**
- **Tips, techniques and strategies**
- **Leveraging your skills and qualifications**
- **Resources**

How can UCS serve students?

- Review **Resumes, Cover Letters & Personal Statements**
- Monthly workshops for **Professional/Career development**
- **Cougar Pathway (Various job postings)**
- Host **Career Fairs, Info Sessions & Career Events**
- Offer **1:1 Career Counseling (Drop-ins + Scheduled)**
- Conduct **Vocational Assessments for Career Exploration**

Post Graduation Decisions

- **Remain in the U.S.**
 - Begin OPT
 - Continue in F-1 status by beginning another degree or enrolling for a more advanced degree program
 - Apply for a change in visa status, commonly...H-1B (be compliant)
 - Seek full time employment with sponsorship
- **Graduate and leave the U.S.**
 - Move to another country
 - Return to home country and achieve success with American education

Action items for remaining in the US

- Types and guidelines for obtaining a work permit
- Career information and options
- Build a network/contacts pool



Working in the US

- Understand the employment and hiring process and how it applies to you
- Know what is acceptable and not acceptable in the US work place
- Be willing to learn and be culturally sensitive
- Start your job search early (6 months - 1 year) prior to graduation
- Get involved in the community i.e. Volunteer
- Research, research, research

Tools for Effective Job Search

- Strategic Resume, CV's and cover letters
- Interviewing skills
- On campus interviewing
- Research global companies
- **Networking**
- Verbal and non verbal communication skills
- Target companies for job leads



Accomplishments



Education



Career Goals



Experience

Tips, Techniques and Strategy

- **English Language matters**
- **Be flexible and open to change**
- **Professional Dressing and grooming matters**
- **Practice the new skills you learn**
- **Know when/how to reveal your immigration status**
- **Have a plan B**

Strategy

- Utilize the resources and services of UCS
- Engage with recruiters on LinkedIn
- Every students' situation is different, focus on yourself
- Network with alumni who have been through the process
- Get involved
- Find a professional or personal mentor
- You are an asset to a companies diverse workplace needs

Types of communication

- Phone
- Email/mail
- In person
- Skype
- Text/group text/WhatsApp
- Social media
- None



Leverage your Skills and Qualifications

- **Identify unique skills**
- **Use your past experience as a marketing tool**
- **Use your transferable skills**
- **Market the fact that you are different and have something new to offer**
- **Understand and use your strengths**

Resources

- Social media for networking i.e. LinkedIn
- www.myvisajobs.com
- www.uniworldonline.com (directories of American companies operating in foreign countries and foreign companies operating in the US)
- www.usvisanews.com
- www.immihelp.com (search for companies who have sponsored H1-B visa candidates)



Thank You!