JOB SEARCH

Getting Started
Searching online is one of many ways to look for a position, but it should not be the only way. Consider trying these methods in addition to searching on the below links:

- Attend professional conferences
- Network with alumni associations, family, friends, and previous associates
- Look on professional association websites for a job or career tab for additional listings

Academic Careers
The recommended period of time to start search for an academic position is approximately 6-8 months before graduation. There are several things that you will need to prepare for various applications:

- Academic CV
- Teaching Philosophy/Statement
- Research Statement
- Cover Letter
- “Job Talk” – presentation on your previous research and plans for future research
- Portfolio
- Transcripts
- Letters of Recommendation

Suggested reading: The Academic Job Search, by Mary Morris Heiberger and Julie Miler Vick

Professional Associations & Conferences
Getting involved in professional associations and participating in conferences are great ways to build relationships with other academics in your area of study. Conferences typically have several sessions in which presenters discuss their research and other relevant topics. If you enjoyed a presenter’s talk, go up after their presentation and introduce yourself. This is an excellent way to begin building a professional network. Don’t forget to ask for a business card and to keep in touch periodically!

Many associations give discounted rates to student members. Evaluate the benefits of joining before making a financial commitment. Things to investigate:

1. Does it have a job listing section?
2. Does it give contact information to other members? (You could use this information to identify a person to contact about conducting an informational interview).
3. Are there any special discounts or other benefits?
Online
Academic 360 (http://www.academic360.com)
Academic Keys (http://www.academickey.com/all/choose_discipline.php?go=find_a_job)
Higher Ed Jobs (www.higheredjobs.com)
Higher Education Recruitment Consortium (http://www.hercjobs.org/)
Student Affairs Jobs (http://www.studentaffairs.com)
New Scientist Jobs (http://www.newscientistjobs.com/jobs/default.aspx)
PhDs.org - Academic (http://jobs.phds.org/academic)
PhDs.org - Post Docs (http://jobs.phds.org/postdoc)

Industry Careers
Job searching is a big time commitment that can be difficult to manage with your coursework. Starting early is essential. Employ multiple techniques; job search strategies that work for someone else may not work best for you. Avoid “putting all of your eggs in one basket.” Start your preparation early (the semester before graduation) and break the process down into parts.

Common ways you can job search include industry/area specific searches, geographic searches, through professional association, via social media, and networking. More information about how to employ these tactics are detailed below.

Industry/Area Specific Search
Search on industry specific job search sites to identify organizations hiring in your area. Examples of industry or area specific sites:

- www.engineerjobs.com
- www.higheredjobs.com
- http://jobs.phds.org/industry
- http://www.job-hunt.org/
- www.medzilla.com
- www.newscientistjobs.com/jobs/default.aspx
- www.sciencejobs.org
- www.studentaffairs.com

Check out the links at the bottom of the Career Center’s “What can I do with a major in...?” guides to find industry specific sites in your area:
http://www.career.uga.edu/majors_careers/what_can_i_do_with_a_major_in

Be sure to look on individual company/organization’s “Careers” or “Jobs” tab and apply directly. You can identify companies broken down by specific industries by using employer databases like Career Search or Reference USA.

Federal Employment - www.usajobs.gov
If you are interested in jobs within the federal government, be sure to look at the Government Jobs section of the Career Center website for more information to help you navigate through the process. Be sure to pay special not to the Presidential Management Fellows Program section (https://www.pmf.opm.gov/index.aspx), which is designed to prepare talented people for upper level management positions in the federal government. It is a prestigious two-year program for those completing any type of graduate degree.

Looking directly on the websites of National Laboratories may inform you of additional opportunities: http://www.er.doe.gov/National_Laboratories/

Geographic Search
You can identify companies located in your geographic area of choice by using employer databases like Career Search (found under Online Resources tab on Career Center’s main page) or Reference USA (found under Online Resources→UGA Main library). Hint: narrow down the results by selecting specific industries or job functions.

Check for regional job boards (example: www.atlantajobs.com) and listings that may be posted in local newspapers or magazines. City Chambers of Commerce often lists local employers on their websites under the “Economic Development” section. As soon as you identify local businesses that you may be interested in working for, visit their company website to see open opportunities.

Professional Associations
Getting involved in a professional association is a great way to build relationships with professionals in your area of study. Many open positions may never be posted online or may be hard to figure out where they are posted, so a great way to hear about the “hidden job market” is to get to know others in positions you would like to be in one day.

Many associations have annual conferences, which provides an excellent opportunity for you to meet other professionals, stay up to date in industry news and emerging issues, and some may have a career fair built into the conference agenda. Many associations give discounted rates to student members. Evaluate the benefits of joining before making a financial commitment. Things to investigate:

1. Does it have a job listing section?
2. Does it give contact information to other members? (You could use this information to identify a person to contact about conducting an informational interview).
3. Do you get access to industry specific news?
4. Are there any special discounts or other benefits?

Social Media Job Search Tips

Networking
Networking is a term used to describe building relationships with others for a professional purpose. Network contacts can consist of family, friends, professors, fellow students, professional organizations and so on. Be sure to give sample positions or companies you would like to work for to help your network help you. The more examples you give the more likely you will receive relevant and helpful advice.

Example: I would like to work in biotechnology, preferably in the Southeast.
Example: I would like to work in a research role focused on plants; this could involve nucleic acid isolation, PCR, agarose and polyacrylamide electrophoresis.

Including this information may help your network suggest appropriate companies or personal contacts for you to connect with.

You may also want to conduct an informational interview with someone working in a company or position you would like to work in to gain their advice on how you could break into the industry. See our informational interviewing tips here:

http://www.career.uga.edu/job_search/networking#informationalinterviews

Tip: Identify a UGA alumni to contact. They may be more receptive to your phone call or email!