



# Internship & Job Search Action Plan

## Did you know?



Only **20% of jobs are posted publicly!** (This is called the traditional job market).

Which means that **80% of jobs are never posted!** (This is called the “hidden” job market).

### What your job/internship search looks like on the **traditional job market:**

1. Hiring manager goes to Human Resources (HR)
2. They write a job description
3. The position is first posted for current employees
4. The position is then posted publicly
5. Applications are screened
6. Finalists are forwarded to the hiring manager
7. Interviews are conducted
8. References are checked
9. HIRED!

### What your job/internship search looks like on the **“hidden” job market:**

1. Hiring manager talks with people they know about their need to fill a position
2. Those people send hiring manager leads and resumes
3. Interviews are conducted
4. HIRED!

So, what does this mean for the internship or job seeker?



All of the people that told you **networking is important** — they’re not wrong 😊



**Informational interviewing** is one of the most effective ways to reach the hidden job market



**Attend professional events** and programs, both on and off campus

Whether you’re searching for an internship or a job, there are many effective ways to find a new position—there is no one magic strategy. It’s important to use a combination of approaches in your search to find a position that’s valuable to you and to not miss out on great opportunities to explore areas of interest. It’s not enough to simply apply online; in fact, the way most people search for positions online is the exact opposite of how most employers prefer to recruit. Internship and job boards are a good resource, but *connections* are what will help you tap into the “hidden job market” and land the 80% of jobs that are not posted.

# Internship & Job Search Action Plan

Not sure what steps to take and how to organize a search? No worries! This packet contains worksheets which outline the basic components and recommended steps for a successful internship or job search in which the seeker is *actively engaged in the process through making connections*. Below we have outlined how to use each worksheet, so you can be focused and organized throughout this searching process.

Staff members in the Career Center are available to support you: from helping you develop your personal search plan, to writing effective resumes and cover letters, to connecting with alumni on LinkedIn, to preparing for an interview! Visit during Daily Drop In hours or schedule an appointment for a more in-depth conversation. Additionally, check out the handouts and resources at [up.edu/career/handouts](http://up.edu/career/handouts) for more information.

## Internship & Job Search Goals – Blank Four Week Plan — pg. 3

Use this worksheet to break up your internship or job search into achievable goals, week by week. *Example goals:*

- **Week 1:** Schedule a resume review appointment. Reflect on your skills, interests and values to identify organizations and positions that might match. Set realistic goals for your internship/job search.
- **Week 2:** Identify three people to contact for informational interviews. Research potential networking or professional events. Submit three applications to organizations I'm interested in.
- **Week 3:** Attend a professional event. Conduct an informational interview. Send thank you notes to interviewers.
- **Week 4:** Set up informational interview with new contact. Review goals and determine next steps.

## Weekly Plan Set Up — pg. 4

Once you've set weekly goals for the next month, this worksheet will help you map out and focus on achievable tasks to complete each week, based on how much time you can dedicate to your internship or job search.

## Requesting to Network — pg. 5

One of the best methods to learn about organizations and occupations is to talk to people working in your field or specific organization of interest. This method is often referred to as informational interviewing. In many situations, informational interviewing is an effective way of uncovering "hidden" job opportunities (employment opportunities that are not advertised). However, the purpose of an informational interview is to obtain information and learn as much as you can about occupations and industries, not to ask for a job. Use this sheet to craft a succinct, customized email or phone outreach message to professionals that you have identified and want to connect with.

## Sample Informational Interviews Contact & Tracking Sheet — pg. 7

Once you begin reaching out and conducting informational interviews, you want to be sure to stay organized and follow up with your new contacts. Use this as a template to create a spreadsheet that works for you.

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## Internship & Job Search Goals – Blank Four Week Plan

Week	Goals
Week 1	
Week 2	
Week 3	
Week 4	

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## Weekly Plan Set Up:

Week of: \_\_\_\_\_

Number of hours I will work on my internship & job search: \_\_\_\_\_

### People I will contact:

*\*About 80% of your time should be spent networking, talking to people and making connections.*

Completed

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

### Follow up emails sent to:

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

### Applications I will submit this week:

*\*Remember, only about 20% of your time should be spent applying to posted positions.*

Organization, Job Title

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

### Organizations I will research this week:

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

### Informational Interviews I will conduct this week:

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

### Thank you notes to write and send this week:

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>



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## Requesting to Network:

This guide will help you to create a succinct and effective networking introduction when reaching out to potential contacts to request an informational interview or meeting for career advice. **The best way to use this template is to customize it to your unique situation.** In addition, practice your verbal introduction or read over your email carefully before you make the call or send the email!

### Greeting

**Phone call:** Hello, Mr. \_\_\_\_\_ or Ms. \_\_\_\_\_, my name is *(include your first and last name)* \_\_\_\_\_.

**Email:** Dear Mr. \_\_\_\_\_ or Ms. \_\_\_\_\_,

*Please note that in emailing, you do not need to start off your first sentence with your name, since your full name will be at the bottom of the email. It is important that the written opening is formal and uses "Dear Mr. or Ms. ....," not "Greetings...," "Hello...," "Hi...," "Hey..." or any other informal phrases.*

### Main body of message

I am a \_\_\_\_\_ *(student, or senior, or English major, or any combination to identify yourself)* at University of Portland *(include "in Portland, OR" if the person is not a graduate of UP)* and will graduate in \_\_\_\_\_.

I was referred to you by \_\_\_\_\_ *(insert the name of the person who made the referral and relationship to you, for example, a career counselor at the Career Center, or my academic advisor, Dr. Smith, etc.)* who suggested I should get in touch with you. *(If someone you know has referred you, make sure you have that person's permission to get in touch with the contact prior to contacting them! It is also important to follow up with your referral source to let him/her know that you did connect with the person.)*

I am writing or calling because \_\_\_\_\_. *(Indicate to the person why you would like to talk to him or her. For example, "I am exploring a career in law and speaking with attorneys in different practice areas to determine if this is a good career fit for me." Or, "I have taken very stimulating business classes, but I am not exactly sure where I fit in the marketing field." Or, "I am seeking career advice from art administration professionals working in public theater, my area of interest.")*

I would appreciate it if you would meet with me for about 20-30 minutes to \_\_\_\_\_. *(Suggest what you would like to know which should be related to the reason you reached out to him/her. For example, "share with me your perspective on your specialty in the field of law," or "provide your insights on coursework that might prepare me for an entry-level marketing position after graduation," etc.)*

**If the person is in your current location:** I am available during \_\_\_\_\_ *(Suggest no more than three times in coordination with your academic and work schedule, for example, "Monday afternoons, Wednesday mornings and Friday after 3:00pm, etc.)* and will accommodate your schedule if we could meet. If those times do not work, I am open to other suggestions at your convenience.

**If the person is outside of your current location:** I will be in \_\_\_\_\_ *(location, e.g. New York City, Denver, etc.)* *(when, e.g. "during my winter break in mid-February, or the entire summer, or next month, or provide very specific dates*



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*if necessary*) and will accommodate your schedule if we could talk then. If that is not possible, I am open to other suggestions at your convenience. *(Don't be afraid to suggest a phone meeting or Skype call)*

## Closing

### **Phone, if you have spoken with the person and set up a time to meet:**

Thank you for your offer to meet and discuss \_\_\_\_\_. *(reiterate what you are looking forward to speaking with them)*. I look forward to meeting you in person on \_\_\_\_\_ *(include date, time and location of meeting)* and will be sure to confirm with you a day before our meeting *(make sure to send him/her an email to confirm your meeting or call and leave a message to confirm one day prior to meeting)*. Thank you again for your advice and assistance!

### **Phone, if you have spoken with the person and they requested that you email to set up a time to meet:**

Thank you for your offer to meet and discuss \_\_\_\_\_. *(reiterate what you are looking forward to speaking with them)*. I will send you a few dates, times and locations that hopefully will work with your schedule via email *(make sure to ask him/her for email address)*. Once we have set our meeting up, I will confirm with you a day before our meeting *(make sure to send him/her an email to confirm your meeting or call and leave a message to confirm one day prior to meeting)*. Thank you again for your advice and assistance!

### **Phone, if you are leaving a voice mail message:**

I can be reached by phone at \_\_\_\_\_ or by email at \_\_\_\_\_. *(Say this slowly and you should spell out your email so that each letter is clear)*. I look forward to hearing from you. Thank you very much.

### **Emailing:**

You can reach me at this email address or by phone at \_\_\_\_\_. I look forward to hearing from you. Thank you very much.

Sincerely,

Your Full Name *(Be sure to include your email and phone underneath your name as a professional signature)*

