



# 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 😊

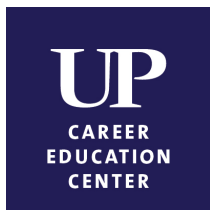


**Informational interviewing** is one of the most effective ways to reach the hidden job market



**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 Education Center (CEC) 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.

## Sample Scripts for Requesting an Informational Interview — pg. 5

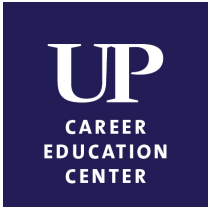
One of the best methods to learn about organizations and occupations is to talk to people working in your field or specific organization of interest. This method is often referred to as informational interviewing. In many situations, informational interviewing is an effective way of uncovering "hidden" 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. These sample scripts act as guides for initiating contact with professionals who you have identified and want to connect with.

## Tips for the Informational Interview — pg. 6

Review these tips for how to prepare for and conduct yourself during an informational interview. Review suggested questions to ask professionals during informational interviews.

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

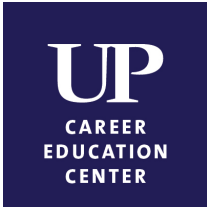
Once you begin reaching out and conducting informational interviews, you want to be sure to stay organized and follow up with your new contacts. Use this as a template to create a spreadsheet that works for you.



# Internship & Job Search Action Plan

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

Week	Goals
Week 1	
Week 2	
Week 3	
Week 4	



# Internship & Job Search Action Plan

## 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:

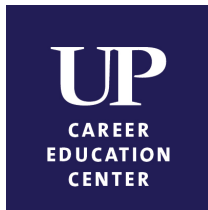
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

### 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"/>



# Internship & Job Search Action Plan

## SAMPLE SCRIPTS FOR REQUESTING AN INFORMATIONAL INTERVIEW

### **If the interview is for career exploration:**

*Hello, Ms. Olmos.*

*My name is Lee Douglas, and I'm a student at Sample University majoring in \_\_\_\_\_. I received your name from Professor Chris Jones.*

*I'm doing some career research in the field of advertising, which I'm thinking about pursuing after school. I'm hoping you could meet with me for 20 or 30 minutes for an informational interview to discuss the field.*

*If that would be possible, please let me know when that might be convenient for you.*

*Again, my name is Lee Douglas, and I can be reached at 123-456-7890 or ldouglas@gmail.com.*

*Thank you.*

### **If the interview is to uncover actual job opportunities:**

*Hello, Ms. Olmos.*

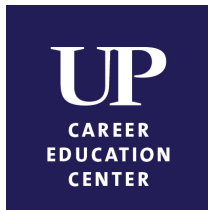
*My name is Lee Douglas, and I'm a senior at Sample University majoring in \_\_\_\_\_.*

*I am beginning my job search, and I'm hoping to conduct informational interviews with professionals in the field of advertising. My goal in meeting with you would be to gain your perspectives about the field, and perhaps referrals to others in your network to learn more.*

*If you could meet with me for 20 to 30 minutes, please let me know when that might be convenient for you.*

*Again, my name is Lee Douglas, and I can be reached at 123-456-7890 or ldouglas@gmail.com.*

*Thank you.*



# Internship & Job Search Action Plan

## Tips for the Informational Interview

Here are a few tips for making your informational interviewing activities successful, both for you and the person you're meeting with:

- Be flexible. Work around your contact's busy schedule when arranging a date and time to get together.
- Research the person's occupation/organization ahead of time so that you can go in with thoughtful questions.
- Dress in a way that is authentic to you, comfortable, and showcases how you would like to be viewed in a professional setting.
- Arrive five to 10 minutes early so that you're respectful of the interviewee's schedule.
- Bring a list of questions you want to ask, along with a notebook where you can take notes.
- Ask for the names of additional people you can contact, and ask if you can use your interviewee's name as a referral.
- Before you leave, ask for the person's business card so that you have accurate name, title, and address information.
- After the interview, send a thank-you note promptly—within 48 hours.
- It may be appropriate to bring your résumé to the informational interview—not to apply for a job but, rather, to request some feedback on it. You could also ask the person you're interviewing to pass it along to others if appropriate.
- Alternatively, you could send your résumé along with your thank-you note after the interview. You can say something like: "I've included my résumé in case opportunities come up in the future." Tailor your résumé to the specific company/organization as much as possible.

## What to Ask in an Informational Interview

Here are a few sample questions you can ask in an informational interview. You'll likely have lots of your own questions too. Be sure to think your questions through in advance so that you'll know how to proceed efficiently, being ever mindful and respectful of your interviewee's time.

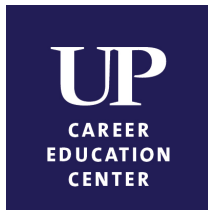
Bring your list of questions with you, but don't feel tied to it. Having some questions prepared ahead of time will simply help you feel more confident, and will allow the conversation to flow more naturally once you get under way.

### Personal information

- How did you become interested in this field?
- What are the most and least satisfying aspects of your work? What would you change?
- What experiences in your background have contributed to your success in this career? What would you have done differently?
- If this job or field were to become obsolete, in what other kinds of jobs could you apply your skills?

### Questions about the organization/company

- How would you summarize what your organization does? How is it unique from your competitors?
- How would you characterize the culture of this organization and/or your department? For example, would you describe your position as closely supervised? Is this a high-pressure organization?
- What does your company look for when recruiting people?
- What other types of internships and jobs are available in your company/organization?
- How has the company grown, and what are its strategies for future growth?
- What is the dress code here?
- What is turnover like in this organization? Why do you think people stay or leave?



# Internship & Job Search Action Plan

## Sample Informational Interviews Contact & Tracking Sheet:

Name	Title	Company	Email	Phone	Date of Contact	Follow Up	Referred By	Notes
Chelsea Chase	Career Counselor	UP Career Education Center	<a href="mailto:chase@up.edu">chase@up.edu</a>	503.943.7201	10/29/19	Thank you note sent 10/30/19		Let Chelsea know how meeting with Wally goes
Wally Pilot	Mascot	UP Athletics	<a href="mailto:wally@up.edu">wally@up.edu</a>	503.943.7201	11/1/19	Send follow up email on 11/15/19 if I don't hear back before	Chelsea Chase	Wally has contacts at Nike