



# ***JOB & INTERNSHIP SEARCH STRATEGIES CHECKLIST***

- Not sure which industry you're targeting? Start with O\*NET Online**
  - Offers a variety of search options and access to occupational data
  - Includes a section called MyNextMove.org which offers an online assessment to determine interests
- Handshake (electronic recruiting system) <http://usfsp.joinhandshake.com>**
  - Job bulletin board with over 26,000 employment opportunities available to USF students
  - access to all on and off campus career related events- such as local job fairs
  - upload employment information to allow employers to connect with you and have Handshake auto-populate potential jobs of interest on your homepage
- Job Fairs /Events**
  - Sponsored by the USFSP Career Center (Part-Time in Fall and Job & Internship in Spring)
  - Research additional Job Fair opportunities locally, institutionally or virtually.
  - Other Fairs to research: TampaBayJobFair.com, CareerSource, Professional association
- Online resources**
  - LinkedIn Job Board: Ensure your profile and career interests are filled out and up to date in order for LinkedIn's algorithm to recommend jobs that may match your preferences
  - Visit <http://students.linkedin.com> if you need assistance building your profile
    - USA Jobs (Federal jobs)- <http://www.usajobs.gov/>
    - Employ Florida- [www.employflorida.com](http://www.employflorida.com) (or web search other state resources)
    - Career Source Pinellas- <https://www.careersourcepinellas.com/>
    - Glassdoor.com- <https://www.glassdoor.com/index.htm>
    - Simply Hired- <https://www.simplyhired.com/>
  - google for jobs: A job can be as simple as google search? Check out this article to learn how to utilize Google as a job search tool
    - <https://www.inc.com/john-lincoln/why-google-for-jobs-is-a-game-changer-for-recruite.html>
- Professional Associations (National/Regional/Local)**
  - Web search your industry with words like organization, association, etc.
  - Many national associations have specialized job-boards where employers go to do targeted recruiting within a certain field
- Networking**

Make everyone aware of your search. networking is your key to the hidden job market!

  - Family, Friends, Co-workers & Classmates, Professors/Instructors, and Professional Acquaintances