HOW DO I GET A JOB OR INTERNSHIP?

<table>
<thead>
<tr>
<th>Visible Job Market</th>
<th>Hidden Job Market</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-person events: fairs, OCR, information sessions,</td>
<td>Ongoing networking connections through family or friends</td>
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<tr>
<td>networking events</td>
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<tr>
<td>Job boards and applications: tribecareers.wm.edu,</td>
<td>Newly created positions after a strong positive impression</td>
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<td>indeed.com, internships.com, etc.</td>
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<tr>
<td>Someone leaves and a job that needs to be filled</td>
<td>Directly approaching an organization with no posted openings</td>
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</tbody>
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THINGS TO THINK ABOUT BEFORE YOU START:

- While some industries follow regular recruiting schedules for standard, entry-level positions, most openings occur when someone leaves an organization or if an organization expands.
- Consider if the position fits your values, skills, and goals:
  - The employer is evaluating you, but you are also evaluating how the job and employer fit you.
  - What environment do you thrive in best? Think about how you work and your most productive self.
- Employers are often looking for transferable skills such as teamwork, leadership, communication, problem-solving, etc. Be sure to talk about the skills you can bring to the table and how they transfer to the workplace.
- Internships develop industry specific skills and allow you to build professional connections.

NETWORKING:

- Results in a majority of all job offers.
- Takes place in a variety of ways, including:
  - Career fairs
  - Employer events
  - Professional associations
- Take advantage of social media:
  - LinkedIn: quick access to over 40,000 alumni when researching by school, major, current location, and current employer.
  - Twitter, Facebook, Instagram, etc.: Follow organizations for updates in the field, position postings, and influencers in the industry to indicate interest.
- Consider expanding your network through anyone you know; they can always introduce you to others:
  - Family members
  - Classmates & friends
  - Faculty
  - Co-workers
  - Service providers (doctors, dentists...)

facebook.com/wmcareercenter  @wmcareer  @cohencareercenter
TRIBE CAREERS (TRIBECAREERS.WM.EDU):

- Job and internship postings by employers seeking William & Mary students and alumni
- Update your profile interests to receive industry specific information (not just by major!)
- OCR (on-campus recruiting) is when employers come to campus to interview you
  - The only time an employer will come to you for the interview
  - Small portion of the total positions available
- The majority of opportunities are non-OCR. The interview will take place away from campus: in-person or via phone or Skype
- Upload as many as 10 documents to your document library, including:
  - Targeted resumes and cover letters; save documents with organization or industry name
  - Unofficial transcripts from Banner
  - Writing samples
- Utilize the events tab to find career fairs, employer events, panels, workshops, and more
- Tribe Careers is also a portal to several other job sites including:
  - Writing, Editing & Communications Jobs
  - ArtSearch (art and creative jobs)
  - Liberal Arts Jobs
  - Education Jobs
- For more external job boards, visit mycareer.wm.edu