

Securing a satisfying position takes time and may require you to utilize several strategies. Remember to set small, achievable goals with deadlines as part of your larger goal of obtaining meaningful work opportunities.

Career coaches in the Career Center can provide advice and support for the journey and also help you identify resources and connections for your specific path.

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Who are you and what do you want?

The key to job satisfaction is truly understanding who you are as an individual and allowing your values, interests, and skills to guide your career decision-

Researching Opportunities

Your job or internship search will likely involve researching opportunities posted online. Here's a short list of online job boards:

Handshake

Employers seeking to hire NWU students post positions on Handshake. Visit the Career Center website at career.nebrwesleyan.edu and look for the Handshake logo.

Indeed

Indeed compiles job postings from other websites, making your search more efficient. On Indeed, there is an option to apply for positions through their website. We recommend going to the organization's website and applying directly through the organization.

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Google

Google's technology makes it easy to find jobs that are a good match. Similar to Indeed, Google pulls positions from a variety of sources.

Job Search Safety Tips

Scam artists post fraudulent jobs that may be difficult to spot. If it sounds too good to be true, it probably is. Signs that a posting may be fraudulent include:

- Anyone asking for money in advance of your being hired, or offering to send you a check before being hired
- Being hired before meeting face-to-face with the employer
- Email communications from a non-company email account (e.g., Yahoo, Hotmail)
- Employers asking for Social Security or bank information
- Job postings that include several spelling and/or grammatical errors
- A high salary for a position that requires few skills
- Anonymity. If it is difficult to find an address, actual contact, company name, etc., this is cause to proceed with caution.
- The job description focuses on the amount of money to be made rather than the responsibilities of the job.

Step 3: Build and Use your Network

Contact family members, friends, parents' friends, advisors, professors, peers, alumni from your school, acquaintances from activities you are involved in... everyone! Let them know your skills and the type of position/organization you are seeking. Ask if they know of a specific position, organization, or someone connected in the industry that you are interested in. Request for them to keep you in mind if they hear of any positions or prospects and offer to send them a copy of your résumé.

Informational interviews or job shadowing can be a great way to establish contacts and learn where and how people obtain positions. Nebraska Wesleyan's [Career Assistance Network](#) consists of NWU alumni who have agreed to share information and advice on careers, employers, and job searching. See the "Information Interviewing" handout in the Career Center, which includes examples of emails to send to organizations and contacts.

Also, consider joining a young professionals organization in your target city. These groups offer the chance to gain knowledge of the business community, find a mentor, show off your leadership skills, learn about opportunities such as conferences and other business events, and find job prospects.

Attend career fairs and other networking events. You won't want to miss NWU's Backpack to Briefcase reception early in the Spring semester. Additionally, UNL has the largest career fairs in the state, which are open to the public. These occur every fall and spring.

Maintain Your Network

Whether you chatted at a hiring fair, met through a family friend, or had coffee after being introduced by a professor, maintain contact! Send a follow-up email asking additional questions about a topic they touched on. Share an article you enjoyed about t

Step 4

Disabilities Disclosure in the Job Search

Decisions regarding if, when, and how to disclose disability-related information during your job search are highly individual and depend on multiple factors. Connect with a Career Coach to talk through challenges/concerns.

When making decisions about disclosure, some basic questions to consider might include the following:

- Will the employer find information about your disability by researching you online?
- Will you need reasonable accommodations to participate in the interview?
- Will reasonable accommodations be needed to perform the essential functions of the job?
- How and when will you disclose? In person or via email? Before or after the job offer?

The Job Accommodation Network (askjan.org) offers excellent resources, in particular their Disclosure Information, found here: <https://askjan.org/topics/disability-disclosure.cfm>.

Research ADA and Workplace Accommodation Information:
<https://www.eeoc.gov/employees-job-applicants>

[abilityJOBS](#) offers a large nationwide job site and resume database of job seekers with disabilities.

[LimeConnect](#) focuses on attracting, preparing, and connecting high-achieving professionals and university students for scholarships, leadership programs, internships and full-time careers.

Job Search Considerations for International Students

International students may be eligible to work in the U.S. short-term by using Curricular Practical Training (CPT), commonly for internships, or Optional Practical Training (OPT), commonly for full-time jobs. Employer-based visa sponsorship such as the H-1B visa is required if you want to work long-term in the U.S. after graduation.

Finding employers that may hire international students

[Handshake](#): You can find employers in Handshake sponsoring work authorization for international students by using the "[US work authorization not required](#)" or "[Open to candidates with OPT/CPT](#)" job search filters.

[Myvisajobs.com](#): This site provides information on H-1B Visa sponsorship trends by employers, industry, job title and occupations in its [top 200 sponsors](#) report.

[H-1B Employer Data Hub](#): This site offers a database of employers petitioning for H-1B employees. It allows you to search for H-1B sponsors by employer name or location.

Keep Good Records

Step 6: Evaluate Job Offers

Job Offers – After the Interview

If an employer has not gotten back to you within the time frame discussed, it is appropriate to contact them to follow up on your status. If a time frame was not mentioned, wait two weeks after the interview to follow up. Keep in mind that employers may be busy. Limit the frequency of follow-up contacts to avoid annoying the employer.

Receiving an Offer

An offer of employment is often delivered over the phone by your primary point of contact. Be sure to thank them for the offer and clarify when you need to provide a decision. Do not instantly accept the offer. Even if you are confident about the opportunity, take appropriate time to think through all aspects of the opportunity.

Turning Down an Offer

Be tactful and timely when declining an employment offer. It is important not to “burn bridges.” Indicate any aspects of the recruiting process or organization that you enjoyed or appreciated. Be sure to call your main point of contact at the organization to decline verbally, but also decline in writing. Use this example as a guide:

Thank you for offering me the position of Business Assistant with XYZ Company. Your organization’s reputation for exemplary customer service was reflected in the courtesy and professionalism provided to me throughout the interview process.

However, after careful consideration, I have decided to accept another position that aligns more closely with my skills and interests at this point in my career.

Thank you again for the opportunity to interview and learn more about your organization. I enjoyed meeting you and the other members of the sales team.

Coping with Rejection

If you get the dreaded rejection email, it's okay to feel disappointed.

Give yourself time to grieve and then move on. Analyze the process

and what you could do differently next time.