

## **Some General Job Search Tips**

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### **Professional Networking:**

- Expand your Networking to include some Professional Networking (which is different from Social Networking).
- Attend local events that will allow you to meet working engineers and hiring managers.
- Talk to working engineers about the type of projects they do at their company.

### **Professional Engineering Societies:**

- If you are a member of any Student Engineering Society (like IISE or INCOSE), you should list these on your Resume; particularly, if you were an officer.
- If you attended any of the Society's national or regional Conferences, list each of these on your Resume.
- If you are not active with any Professional Engineering Society, you should consider joining as a student – so you can attend their events and do some Professional Networking (where many current jobs are identified, thru your Networking contacts).

### **Interviewing for Information:**

- Plan to do some informal Interviewing of working engineers and others at companies you are interested in working for.
- Attend some local events like Engineering Society events, so you will meet working engineers and ISE alumni.
- Utilize your Interviewing results, to help focus your Job Search and your Career Objective.

### **Career Objective:**

- Think carefully about the type of Industrial & Systems Engineering work you would prefer to do at a company or organization.
- If listing a Career Objective on your Resume, be specific in what type of position you are seeking (otherwise a person reading your Resume will have to figure this out, from your Work History & Education).
- If you are applying for an Internship make sure you state this clearly.

### **Work History:**

- For each of your past employers, and any current employer – you should describe on your Resume the products made or services provided at the site you worked at, and size of the facility (this helps put your Work Experience there in perspective).
- If you did any Internship jobs in your field, mention these on your Resume (but mark them as Internships of only a few months duration).
- If you did a Senior Design Project or any project-related assignments while in college – you should describe these as well (but note that they were projects done while at the University).

### **References:**

- You should have 4-5 References written up on a separate MS Word file, and ready to send out to a potential hiring manager upon request. And you should mention at the bottom of your Resume that you can provide a list of References.
- Make sure you contact all your References, and get them to help you with your current Job Search.
- Make sure you talk to your Professors about possible job leads and contacts.

### **Practice Interviews:**

- Do some “mock” Interviews, if these are available on campus, or do some practice Job Interviews with a friend, acting in the role of the hiring manager.
- This will let you get familiar with answering typical job-related questions, and in utilizing your Resume during a Job Interview.

### **Professional Certification Training & Additional Education:**

- For some types of positions, you may need to pursue a Professional Certification. Even if you don't complete it, just taking the class (live or online) may help your Resume and give you something additional to talk about in a Job Interview.
- A Master's degree (Engineering or MBA) may help your Job Search, particularly if attending a well-known U.S. University, if foreign born. If possible, get some hands-on job experience with your undergraduate degree before pursuing an advanced degree. Many companies will reimburse your fees for an advanced degree if done off-hours.

### **Industry and Company Investigations:**

- Focus on a few companies that you like, and a few industries that you have some experience in – with a focused job search.
- When placing your Resume on a company's Jobs website, follow the site's instructions carefully. Look for a variety of job titles that you qualify for.
- Monitor the results of your Job Search. If you are not getting Job Interviews, try a different approach until you have some results. If you are getting good Job Interviews, but no Job Offers, consider doing some Mock or practice Job Interviews to better prepare yourself.

### **Career Fairs & Hiring Events:**

- If any companies you are interested in have a local Career Fair or Hiring Event on campus – plan to attend and bring several copies of your Resume.
- Be ready to talk about your Career Objective and your Work History very quickly & concisely (since you will have very little time to talk with each company representative).

### **Search Jobs Listing websites:**

- Utilize the University's Engineering Career Center and Placement Office, for Job Search information.
- Use a good general Jobs Posting website, and check it often for possible job openings in your field (and be creative with the types of job titles you regularly look for).
- Also, *Indeed* is a broad, general, job-search site that many working engineers and managers use. It has various filters that can help focus your job-search for locations, as well as specific job titles.