The Proactive Job Search: Internships and Full-Time Positions in the Visual Arts and Built Environment

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Employer and Job Facts

• There are more than 6 million employers in the U.S.
• Most employers are businesses; 1 million are nonprofits; 80,000 are governmental
• Jobs of all kinds occur in all sectors
• Businesses with 500 or more employees employ only 21% of the workforce
• Many positions aren’t advertised
• Students must use a variety of methods to find jobs/internships
How Cornell Undergraduates Found Their Jobs

- 25.9% Previous Internship, Job, or Volunteer Experience
- 23.3% Job Posting (without campus interview)
- 20.2% Referral, Personal Contact, or Networking
- 18.7% Interview on Campus
- 8.0% Career Fair/Consortium
- 2.6% Cold Call or Letter
- 1.3% Entrepreneurial Venture
Your Job-Search To-Do List

• Conduct your job search like a research project; create a plan
• Assess your skills and interests
• Identify potential employers and job openings
  – Look for similar employers
• Prepare and submit your targeted application materials
• Follow up with employers/contacts
• Prepare for interviews, including practice interviews
• Network, network, network (throughout the process)
• Discuss your job search with a staff member if you are struggling to find jobs or secure interviews
Identify Potential Employers/Job Openings

Targeted Resources for AAP Students

- AAP Employer/Alumni Database
- Key-word search in CCS Library
Identify Potential Employers/Job Openings

- CCNet (create saved searches)
- CareerSearch (US, Canada, and other)
- Uniworld (multinational companies)
- Factiva (for articles)
- Hoovers (worldwide company/organization searches)
- Career Insider (Vault Guides)

Resources in the Johnson Management Library at Sage Hall access through CCS Career Library link career.cornell.edu
General Job-Search Engines and Career Insights

• indeed.com
• doostang.com
• simplyhired.com
• glassdoor.com
Additional Possible Websites

- Cornell Library Catalog: http://catalog.library.cornell.edu; e.g., search “Going Global” for international opportunities
- http://www.usajobs.gov/ for openings in various governmental agencies
- The Riley Guides: Meta-list of job listing sites arranged by career field/occupation
- Community Organizing: http://noacentral.org/page.php?id=89
- Non-Profit Sector: http://idealista.org/
- Development Research, Policy: www.eldis.org/go/jobs
- CSR Jobs (Corporate Social Responsibility): ellenweinreb.com
Tools & Resources: CCNet

Cornell Career Services’ communication tool and on-campus recruiting/job-posting management system
Welcome to CCNet, a service from Cornell Career Services (CCS) to communicate career-related information to you. You can also use this site to apply for jobs and internships, get in touch with one of our alumni mentors, and conduct career research. Be sure to complete your Student Profile completely so that you get the most out of the system. We also invite you to visit CCS in Barnes Hall and your college career office often.

On-Campus Recruiting is open to current students in residence in Ithaca, while other jobs and internships can be accessed by all users. To be eligible to participate in on-campus recruiting, you must complete the required online tutorial. Allow two business days after completion of the tutorial for your eligibility status to be updated. Confirm eligibility by checking your Profile; you will not receive notification of your status change.

When you choose to use the On-Campus Recruiting service, you also agree to abide by CCS’s On-Campus Recruiting Policies.

The Career Search mobile app is now available! Search for "Career Search Experience" to find it in iTunes; link directly to the app in Google Play. See icons to the left.

FEATURE REMINDERS

Login now to build your resume using our fully customized tool in Optimal Resume. The Cover Letter and interview Preparation tools are also available!

Graduate students...

Take advantage of our subscription to Versatile PhD to advance your careers.

The Calendar below includes recruiting-related events on campus. Also be sure to check the CCS Events schedule of workshops and programs.

UPCOMING EVENTS

Upcoming events offered by your Career Center:

- Interview Schedules
- CALS Employer Event
- Date 10/23/14

Jobs & Internships

Opportunity Type:
- Job
- Internship
- Co-op

Keywords:

- City:
- State:
- All States

Show international opportunities:
- Yes
- No

Show only jobs from my Career Center:
- Yes
- No

Search

Recommended Jobs

Tired of searching for the right fit? Tell us a little about yourself and we’ll find job matches for you.

Current Documents

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Employer Views</th>
</tr>
</thead>
<tbody>
<tr>
<td>JP MorganFinance.pdf</td>
<td>Resume</td>
<td>0</td>
</tr>
<tr>
<td>IMA STUDENT.doc</td>
<td>Cover Letter</td>
<td>0</td>
</tr>
<tr>
<td>CORNELL.pdf</td>
<td>Cover Letter</td>
<td>0</td>
</tr>
</tbody>
</table>

career.cornell.edu
Tools & Resources: CCNet Search Results

Search Results

Save Your Search | New Search | Change Search Settings

Narrow Your Results
- By Date Posted
  - Past 1-4 Weeks (15)
  - Past 1-3 Months (23)
  - Past 3+ Months (18)
- By Experience Level
  - Less than 1 Year (56)
- By Job Status
  - Accepting applications (25)
- By Opportunity Type
- By Industry
- By Job Function
- By Network
- Undo Filtering

Refine Your Search
Keywords: architect

Linkedin
Research the company or view contacts that may be able to help you land this job.
Connect your school & LinkedIn accounts.

Results 1-25 of 25
Select: None | Page | All (0 items selected)

<table>
<thead>
<tr>
<th>Job</th>
<th>Employer</th>
<th>Location</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architect</td>
<td>Bullinger</td>
<td>PA - Philadelphia</td>
<td>10/31/2014</td>
</tr>
<tr>
<td>Architect</td>
<td>EYP Architecture &amp; Engineering</td>
<td>NY - Albany</td>
<td>10/31/2014</td>
</tr>
<tr>
<td>Architect</td>
<td>Cannon Design</td>
<td>NY - New York City</td>
<td>10/31/2014</td>
</tr>
<tr>
<td>Entry Level Architecture Intern (Intern Architect)</td>
<td>RS&amp;H</td>
<td>FL - Merritt Island</td>
<td>10/31/2014</td>
</tr>
</tbody>
</table>

Protect yourself from scam employers
Tools & Resources: Business Databases

Most Popular Databases
- Thomson One (IE only)
- Factiva
- Capital IQ
- Hoover’s Online
- Business Source Complete

Most Popular Topics
- analyst reports
- career
- company
- finance
- industry

see all databases »

see all topics »

Register for online access to FT.com
Tools & Resources: Business Databases

• Hoovers Online (e.g.): provides comprehensive organization profiles that contain company overviews and histories, key personnel, financial performance, competitor information, and more.
Tools & Resources: Social Media

- LinkedIn
  - Social Media Website for Professional Networking
Tools & Resources

CCNet
Employers & Jobs

Hoovers
Additional Employers & Jobs

LinkedIn
Connections
Exploring the Tools & Resources

CCNet

Hoovers Online

LinkedIn
What Do I Do Now?

- Update your CCNet account
- Explore Hoovers Online (or other database)
- Create/update your LinkedIn account
- Connect your CCNet account and LinkedIn accounts
- Research and apply to positions
- Devote time to expanding your network
Prepare and Submit Your Targeted Application Documents

• Refer to slides from yesterday’s program on preparing materials for jobs in visual arts/built environment
Follow Up with Employers

• Students gather many business cards at different events but few follow up with the potential contacts

  – FOLLOW UP!
Prepare for Interviews

• Feedback from employers:
  – Did not answer the questions
  – Can’t answer the “WHY” question
  – Did not have good questions for us

• Research the industry/organization; understand its niche or focus

• Show focus when responding

• Have good questions

• PRACTICE, PRACTICE, PRACTICE
Network, Network, Network

• Develop your pitch
• Network to:
  – Learn about career paths/industries (information interviews)
  – Find potential leads/positions
  – Learn more about a specific organization
  – Get feedback about your resume
• Use LinkedIn, etc.
• Attend Networking Skills workshops
Advice in Closing

• Be flexible about your preferences
  – Consider multiple industries
  – Broaden geographic search

• Expand options (consider temporary and paid internships)

• Consider opportunities not thought of previously

• Change/amend goals for short-term

• Discuss your strategy with career services staff

• Evaluate the offer & accept once you’ve decided
Questions/Discussion