

## International Students

If you are an international student interested in a job in the United States, follow the 10-step process below to manage your job search. If you have any questions about your job search, meet with a career advisor for your undergraduate college or your graduate field. You will find workshops, career fairs, employer information sessions, and networking events posted on Handshake and in the Cornell Career Services (CCS) Event Calendar. For graduate students, the Graduate School Program Chart also lists additional professional development programs.

### Step 1: Understand the U.S. Job-Search Process and Your Visa Requirements

Learn about your U.S. work authorization needs and the process for finding a job in the United States.

- Attend a CCS workshop or view previous presentations to learn job-search tips and strategies
- Review visa information on the International Students and Scholars Office (ISSO) website
- Meet with an ISSO immigration advisor
- Attend an ISSO visa workshop

### Step 2: Understand Yourself

In your cover letter, resume, and interview, U.S. employers will want to hear about your skills, career goals, interests, and strengths. This knowledge will also be important for you to identify career options and focus your job search.

- Discuss your interests and assessment options with a career advisor for your undergraduate college or your graduate field
- Complete self-assessment exercises in:
  - ScienceCareers's MyIDP
  - O\*Net

### Step 3: Explore Career Options

After identifying your career interests and goals, use the following resources to explore career options.

- Attend a job-search workshop, career fair, or employer information session listed in Handshake
- Search LinkedIn to learn what careers individuals pursue with your degree
- Explore career options using:
  - Career Insider's Vault Guides

- Exploring Career Fields, CCS Link Library
- Learn About Career Paths, CCS Media Site
- CCS's Media Site
- O\*Net
- ScienceCareers's MyIDP
- Jobipedia.org
- EClips Career Corner
- Versatile PhD (for graduate students)

### Step 4: Develop An International Job-Search Strategy

In case you are unable to find a job in the United States that meets your career goals, it is important to develop alternate career options abroad. Consider the following.

- What would be your goals in obtaining this position outside of the United States?
- What type of organization might appreciate your unique skill set?
- What steps do you need to take in order to pursue this career option?
- If you have to pay back U.S. student loans, which positions and organizations might help you meet your financial needs?
- When should you start implementing this alternate plan? Do research to understand if there are peak hiring times in another country—or if hiring processes for certain jobs require you to submit an application one year in advance of your start date.

### Step 5: Gather Information on Jobs and Employers

By gathering this information, you can determine if a potential career or organization is a good match for your skills and interests.

- Learn about employers using databases such as:
  - Hoover's Online
  - Uniworld
  - Leadership Library
  - Guidestar
- Identify employers who might sponsor visas for international students:
  - Myvisajobs.com
  - FindTheData H-1B Visas
  - CCS's list of employers who have posted jobs for international students

### **Step 6: Build Your Network**

Some career questions cannot be answered through online searches or databases. Networking is a great approach for finding answers to your specific job-search questions, getting advice on your job search, and establishing your network of future colleagues. Follow the steps below to build your network.

- Attend a networking workshop and view previous networking presentations
- Use LinkedIn to create a profile, join groups, follow employers, and find alumni
- Conduct informational interviews with Cornell alumni and LinkedIn contacts
- Join a professional society in your field

### **Step 7: Search for Jobs**

In addition to looking for jobs posted on individual organizations' websites, find active job postings with the following resources.

- Handshake
- Job and Internship Search resources in the CCS Link Library
- LinkedIn

### **Step 8: Develop Your Application Materials and Apply for Jobs**

Create a resume and cover letter for your job applications by taking the following steps.

- Attend a workshop or view previous presentations
- Create your documents with OptimalResume
- Read the Cornell Career Guide
- Get your resume or cover letter critiqued by a career advisor for your undergraduate college or your graduate field
- Receive additional assistance with your documents by visiting the Knight Institute's Walk-In Writing Service or the English Language Support Office for graduate and professional students

### **Step 9: Prepare for Interviews**

The interview is the stage in the job-search process where hiring decisions are made. Your goal during the interview is to use knowledge you have gained about yourself and the organization to convince the interviewer that your qualifications match the employer's needs. It is essential that students are well prepared: prepare, practice, perform, and follow up!

- Schedule a mock interview with a career advisor for your undergraduate college or your graduate field

- Conduct thorough background research on employers and the position using resources such as:
  - Factiva
  - Hoover's
- Practice interviewing with OptimalResume's Interview Prep Tool
- Schedule a mock interview with a career advisor for your undergraduate college or your graduate field
- Learn how to speak to employers about work authorization by discussing approaches with advisors in the ISSO office or the international student career advisor in Barnes Hall

### **Step 10: Evaluate the Job Offer**

It is important to evaluate all aspects of the job offer and think objectively about your choices before responding to an offer.

- Learn how to evaluate and negotiate offers by meeting with a career advisor for your undergraduate college or your graduate field
- Conduct research on typical salaries using:
  - NACE Salary Calculator
  - Glassdoor
  - Kiplinger