



MARIETTA COLLEGE CAREER CENTER

preparing students
for successful futures

Conducting an American Style Job Search

For employment authorization information, including information on the legal aspects of working on campus, off campus, performing internships and obtaining employment after graduation, please see the International Student Services Employment website -

<http://www.marietta.edu/intl/iss/employment.html>

Hiring Organizations

For the most part, it will be larger organizations and those with a global mission/focus or which have divisions/subsidiaries/ownership in your home country that will hire you for either CPT or OPT.

Organizations that require a security clearance (US government and defense industry positions) may pose an obstacle to getting hired.

Much of your potential ability to obtain a job in US depends on what you have to offer the organization in terms of your skills, experience, educational credentials, etc.

Resources

Print:

Almanac of International Jobs and Careers

Directory of American Firms Operating in Foreign Countries

Directory of Foreign Firms Operating in the US

Hoover's Handbook of World Business

Web Resources:

H1base.com – tool with allows one to search databases of “international student friendly” organizations. (must subscribe/pay for this resource)

H1visa.jobs.com

www.istudentcity.com

www.iie.org

www.globalgateway.monster.com

www.planetrecruit.com/channel/int

www.intercareer.com/japan

www.overseasjobs.com
www.careerforum.net

NACE Virtual Career Fair
www.naceweb.org/public/NISVCF/

What Employers Look For

Employers are looking for a wide range of skills for all positions. To be competitive, it is vital that you hone your written, spoken and reading English skills and make an effort to understand American business culture and etiquette.

How Can I Best Prepare for the American Workplace?

Utilize the services offered at MC Career Center.

Be aware of your Challenges:

- Work restrictions for non-American citizens
- Employers' perception that you may not remain in US
- Lack of established networks in America
- Cultural differences and/or language barriers
- Differences in job search strategy and style
- Difficulties of long distance research/job search

Career Development Process remains the same:

- 1) Self assessment
- 2) Exploration/Research (For international students, this also includes researching Employment Regulations!)
- 3) Practice/Experience
- 4) Decision making

Job Search Process:

- 1) Development of Resume, Cover letter, References & Portfolio
- 2) Mock Interviews
- 3) Informational Interviews/Networking
- 4) Tracking and Following up your Process
- 5) Staying Motivated & Obtaining Support

International Students: Specific Marketing Strategy

- When looking for a potential employer, keep in mind that you have three things to sell: bilingual abilities, cultural background and professional experience. Your reception will be the most positive if you focus on companies who will utilize all three. Thus, it is best to concentrate on companies who have ties (offices, plants, subsidiaries) in your country of origin. These companies will often have an interest in you to work for them in this country, or to return to your native land after some training in the US.
- It is less likely for a company with no ties to your country to hire you unless you have work experience in their industry. To sponsor you for permanent residence, the company usually must prove that there are no other qualified or willing US workers (citizen/permanent resident). Not all companies are willing to go through the paperwork unless there is a good chance of success. If you are seeking a position with one of these companies, be prepared to show how you are experienced and better qualified than a US citizen/permanent resident.
- Because it will be more difficult for you to secure a position, we suggest that you begin your search earlier than most!
- Sometimes companies give conflicting statements of policy to international students. This often occurs when the management personnel are not fully aware of the INS policies and their company's policies.
- Networking is even more important to you than to a US citizen/permanent resident. Networking is simply making personal, written, or telephone contacts with relatives, friends and alumni in the US and back home who may be helpful to you in your search.
- One of the most valuable sources here in the US is your embassy. Often foreign embassies maintain lists of contacts for employment. Call them!
- We suggest that you form a supportive group/cooperative with other international students so that you can remain motivated and share ideas.

- Communication skills are vital. How well do you speak and write English? If you have any doubt, ask someone you trust for an honest opinion. Consider taking additional English language courses.

Things to remember for the American Job Search:

- Never include personal information, such as, your weight, height, birthday, age, religious affiliation or marital status in your resume.
- Do not list your visa status on your résumé . (don't lie when asked, but given the reservations employers have about hiring an international student, it is not to your advantage to draw attention to it.)
- Resumes and cover letters should be typed and submitted on high quality, bond "resume" paper. Avoid fancy colors and styles.
- Dress in a suit for the interview.
- The handshake is extremely important as it demonstrates your confidence and ability to meet new people. Practice it!
- "American" eye contact is also vital and may seem uncomfortable for some international students. Practice it!
- Slow down and enunciate carefully, especially if you think you have an "accent" for the interviewer.
- RELAX but remain alert and focused. Smile occasionally but avoid laughing as it may seem like nervousness!
- It is important to speak confidently about your strengths and experiences in an American interview. This may seem like "bragging" to some people. Sell YOURSELF!
- Pay attention to your body language. Gestures are fine! Try not to slump or be "machine" like!

HANDLING ILLEGAL QUESTIONS

(Adapted from an article by Rochelle Kaplan, General Counsel for the National Association of Colleges and Employers)

Various federal, state and local laws regulate the questions a prospective employer can ask you, the job candidate. An employer's questions—whether on the job application, in the interview, or during the testing process—must be related to the job you're seeking. For the employer, the focus must be: "What do I need to know to decide whether this person can perform the functions of this job?"

Illegal Question

Legal Question

Are you a US Citizen?	Are you authorized to work in the United States?
Where were you born?	What language do you read/speak/write fluently?

If asked an illegal question, you have several options:

- 1) You can answer the question—you're free to do so, if you wish. However, if you choose to answer an illegal question, remember that you are giving information that isn't related to the job; in fact, you might be giving the "wrong" answer, which could harm your chances of getting the job.
- 2) You can refuse to answer the question. Unfortunately, depending on how you phrase your refusal, you run the risk of appearing uncooperative or confrontational—hardly words an employer would use to describe the "ideal" candidate.
- 3) You can examine the question for its INTENT and respond with an answer as it might apply to the job. For example, the interviewer asks, "Are you a US citizen?" or "What country are you from?" You've been asked an illegal question. You could respond, however, with "I am authorized to work in the US." Similarly, let's say the interviewer asks, "Who is going to take care of your children when you have to travel for the job? You might answer, "I can meet the travel and work schedule that this job requires."

3 Most Important Things to Consider:

- 1) *Learn how to explain your work authorization as many employers are ignorant.* Start by explaining that you (F1 student) have the legal right to work in the US for twelve months remaining in student status (after your practical training is authorized) which requires absolutely NO WORK on the employer's part. Then share that your work authorization can be renewed for another 3-6 more years with an H1B work visa. You should explain that it is NOT required for the employer to show that there are no US citizens qualified for the job, only that you meet the minimum requirements.
- 2) *It should be your goal to get passed the initial screening measures to gain an interview.* It is recommended that you address the issue of your work status during the first or second interview, but no later than the time of the job offer. Of course, if it comes up earlier, then you must address it honestly.
- 3) *Some companies will say that they don't hire international students.* It is up to you to decide if you should apply. It is your responsibility to educate them about the process of hiring a foreign national. By targeting organizations with a history of hiring employees on a work visa, you will stand a better chance.