# International Student Job Search Steps

## PHASE I – EXPLORE EMPLOYMENT REGULATIONS

<table>
<thead>
<tr>
<th>Schedule an appointment with your OISS advisor to discuss employment options</th>
<th>• Rice University Office of International Students and Scholars</th>
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<tbody>
<tr>
<td>Eligibility to work - Work authorization criteria for your specific visa status</td>
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<tr>
<td>International Student Employment Types</td>
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<tr>
<td>Understand US legal requirements</td>
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</table>

## PHASE II – CONSIDER AMERICAN EMPLOYMENT SYSTEM

<table>
<thead>
<tr>
<th>Get familiar with job search processes in the U.S.</th>
<th>• Rice Center for Career Development</th>
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<tbody>
<tr>
<td>• Review job search steps in this guide</td>
<td>• Schedule an appointment on RICELink: Powered by Handshake</td>
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<tr>
<td>• Talk with a Career Counselor</td>
<td>• Cultural Barriers</td>
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<tr>
<td>• Examine common cultural barriers to the job search</td>
<td>• US Business Culture</td>
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<tr>
<th>Learn business etiquette</th>
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<tbody>
<tr>
<td>• Research American business etiquette</td>
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<tr>
<td>• Learn American work values</td>
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## PHASE III – JOB SEARCH

### STEP 1: Identify a specific career objective

<table>
<thead>
<tr>
<th>• Match your personality, skills, values and interests to career fields and job titles</th>
<th>• Rice Center for Career Development</th>
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</thead>
<tbody>
<tr>
<td>• Research your career field</td>
<td>• Take career assessments to find out your true interests</td>
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### STEP 2: Gain experience and develop career related skills

<table>
<thead>
<tr>
<th>• Join student clubs and organizations</th>
<th>• Get Involved On-Campus</th>
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<tbody>
<tr>
<td>• Conduct job shadowing &amp; informational interviews</td>
<td>• Student Organizations</td>
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<tr>
<td>• Volunteer</td>
<td>• Working on campus</td>
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<tr>
<td>• Complete an Internship</td>
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<tr>
<td>• Consider on-campus employment</td>
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<tr>
<td>• Participate in extracurricular activities</td>
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</table>
### STEP 3: Write an effective resume

- Understand purpose of resume: to showcase your background, skills and accomplishments to get an interview
- Learn American resume format
- Improve your writing skills
- Write an effective resume to support what you want to do. Be sure to list:
  - A clearly constructed summary
  - Education/certification
  - Relevant experience
  - Awards, honors
  - Leadership abilities
  - Multicultural background
- Have your resume critiqued by a Career Counselor
- Have your resume proofread at the Writing Center

### STEP 4: Research Preferred Employers

- Identify employers in your field of interest
- Consider companies that have a relationship with your home country and international companies
- Target companies that previously hired international students

### STEP 5: Network

- Develop an introductory (“elevator”) speech
- Join professional networking websites
  - Connect to key professionals in your field
- Join a professional organization with your interests
  - Attend networking events
- Conduct informational interviews
- Follow up with each contact person

### PHASE IV – INTERVIEW

#### STEP 1

**Prepare for the interview**

- Research the legal requirements for OPT and H1B visa so you can educate the employer
- Examine cross-cultural communication differences and non-verbal behaviors
- Make a list of your achievements, strengths, and skills related to the job
- Review practice interview questions and telephone scripts
- Research the company and the job
- Participate in a mock interview
- Be ready to explain why hiring you will be advantageous
- Research diversity and how it benefits the company

#### Resume / Cover Letter Resources

- Have your resume critiqued by Center for Career Development staff in appointments or walk-ins
- Center for Written, Oral, and Verbal Communication

#### Researching an employer

- Buzzfile
- FindtheData
- LinkedIn
- Going Global
- UNIWORLD
- MyVisaJobs
- Vault
- Glassdoor

#### Elevator Speech

- LinkedIn
- Informational Interview Guides
  - Center for Career Development Guide
  - QuintCareers.com

#### Rice University Office of International Students and Scholars

- CPT - Curricular Practical Training
- OPT - Optional Practical Training
- United States Citizenship and Immigration Services

#### Hiring International Students

- Employers’ guide to hiring international students
- Hire F-1 Students

#### Interview Preparation

- Presentation
- Guide
### STEP 2

**Participate in interviews**
- Conduct yourself in a professional manner (e.g., timing and attire)
- Wait until after the initial screening to bring up visa status
- Respond to visa questions clearly and confidently
- Capitalize on selling points:
  - Multicultural competence
  - Adaptability and flexibility
  - Communication in multiple languages
- Send a thank-you letter for every interview
- Continue to follow up on every interview until position is filled

- [Interview Preparation Guide](#)
- [CareerOneStop Thank-you note](#)
- [Vault – Sample Questions and Video Advice](#)

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**PHASE V - EVALUATING AND DECIDING ON AN OFFER OF EMPLOYMENT**

| Carefully evaluate the job offer based on type of work, location, salary, benefits, possibility for sponsorship | • About.com “How to Evaluate Job Offer”
• CareerOneStop Salary Info
• Salary.com
• Glassdoor.com
• Indeed.com |
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<tbody>
<tr>
<td>Negotiate salary/benefits</td>
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