

# International Student Job Search Steps


## PHASE I – EXPLORE EMPLOYMENT REGULATIONS

<p><b>Schedule an appointment with your OISS advisor to discuss employment options</b></p> <p>Eligibility to work - Work authorization criteria for your specific visa status</p> <p>International Student Employment Types</p> <p>Understand US legal requirements</p>	<ul style="list-style-type: none"><li>• <a href="#">Rice University Office of International Students and Scholars</a></li></ul>
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## PHASE II – CONSIDER AMERICAN EMPLOYMENT SYSTEM


<p><b>Get familiar with job search processes in the U.S.</b></p> <ul style="list-style-type: none"><li>• Review job search steps in this guide</li><li>• Talk with a Career Counselor</li><li>• Examine common cultural barriers to the job search</li></ul> <p><b>Learn business etiquette</b></p> <ul style="list-style-type: none"><li>• Research American business etiquette</li><li>• Learn American work values</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Rice Center for Career Development</a><ul style="list-style-type: none"><li>○ Schedule an appointment on RICELink: Powered by Handshake</li></ul></li><li>• <a href="#">Cultural Barriers</a></li><li>• <a href="#">US Business Culture</a></li></ul>
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## PHASE III – JOB SEARCH

<p><b>STEP 1: Identify a specific career objective</b></p> <ul style="list-style-type: none"><li>• Match your personality, skills, values and interests to career fields and job titles</li><li>• Research your career field</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Rice Center for Career Development</a><ul style="list-style-type: none"><li>○ Take career assessments to find out your true interests</li><li>○ Discuss your career interests with your career counselor.</li></ul></li><li>• <a href="#">ONET</a> Online</li><li>• <a href="#">OOH</a> - Occupational Outlook Handbook</li></ul>
<p><b>STEP 2: Gain experience and develop career related skills</b></p> <ul style="list-style-type: none"><li>• Join student clubs and organizations</li><li>• Conduct job shadowing &amp; informational interviews</li><li>• Volunteer</li><li>• Complete an Internship</li><li>• Consider on-campus employment</li><li>• Participate in extracurricular activities</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Get Involved On-Campus</a><ul style="list-style-type: none"><li>○ <a href="#">Student Organizations</a></li><li>○ <a href="#">Working on campus</a></li></ul></li></ul> 

<p><b>STEP 3: Write an effective resume</b></p> <ul style="list-style-type: none"> <li>• Understand purpose of resume: to showcase your background, skills and accomplishments to get an interview</li> <li>• Learn American resume format</li> <li>• Improve your writing skills</li> <li>• Write an effective resume to support what you want to do. Be sure to list: <ul style="list-style-type: none"> <li>○ A clearly constructed summary</li> <li>○ Education/certification</li> <li>○ Relevant experience</li> <li>○ Awards, honors</li> <li>○ Leadership abilities</li> <li>○ Multicultural background</li> </ul> </li> <li>• Have your resume critiqued by a Career Counselor</li> <li>• Have your resume proofread at the Writing Center</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Resume / Cover Letter Resources</a> Have your resume critiqued by Center for Career Development staff in appointments or walk-ins</li> <li>• <a href="#">Center for Written, Oral, and Verbal Communication</a></li> </ul>								
<p><b>STEP 4: Research Preferred Employers</b></p> <ul style="list-style-type: none"> <li>• Identify employers in your field of interest</li> <li>• Consider companies that have a relationship with your home country and international companies</li> <li>• Target companies that previously hired international students</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Researching an employer</a></li> <li>• <a href="#">H1 Sponsoring Companies</a></li> </ul> <table border="0"> <tr> <td>• <a href="#">Buzzfile</a></td> <td>• <a href="#">UNIWORLD</a></td> </tr> <tr> <td>• <a href="#">FindtheData</a></td> <td>• <a href="#">MyVisaJobs</a></td> </tr> <tr> <td>• <a href="#">LinkedIn</a></td> <td>• <a href="#">Vault</a></td> </tr> <tr> <td>• <a href="#">Going Global</a></td> <td>• <a href="#">Glassdoor</a></td> </tr> </table>	• <a href="#">Buzzfile</a>	• <a href="#">UNIWORLD</a>	• <a href="#">FindtheData</a>	• <a href="#">MyVisaJobs</a>	• <a href="#">LinkedIn</a>	• <a href="#">Vault</a>	• <a href="#">Going Global</a>	• <a href="#">Glassdoor</a>
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<p><b>STEP 5: Network</b></p> <ul style="list-style-type: none"> <li>• Develop an introductory (“elevator”) speech</li> <li>• Join professional networking websites <ul style="list-style-type: none"> <li>○ Connect to key professionals in your field</li> </ul> </li> <li>• Join a professional organization with your interests <ul style="list-style-type: none"> <li>○ Attend networking events</li> </ul> </li> <li>• Conduct informational interviews</li> <li>• Follow up with each contact person</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Elevator Speech</a></li> <li>• <a href="#">LinkedIn</a></li> <li>• Informational Interview Guides <ul style="list-style-type: none"> <li>○ <a href="#">Center for Career Development Guide</a></li> <li>○ <a href="#">QuintCareers.com</a></li> </ul> </li> </ul>								

**PHASE IV – INTERVIEW**

<p><b>STEP 1</b></p> <p><b>Prepare for the interview</b></p> <ul style="list-style-type: none"> <li>• Research the legal requirements for OPT and H1B visa so you can educate the employer</li> <li>• Examine cross-cultural communication differences and non-verbal behaviors</li> <li>• Make a list of your achievements, strengths, and skills related to the job</li> <li>• Review practice interview questions and telephone scripts</li> <li>• Research the company and the job</li> <li>• Participate in a mock interview</li> <li>• Be ready to explain why hiring you will be advantageous</li> <li>• Research diversity and how it benefits the company</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Rice University Office of International Students and Scholars</a> <ul style="list-style-type: none"> <li>○ <a href="#">CPT</a> - Curricular Practical Training</li> <li>○ <a href="#">OPT</a> - Optional Practical Training</li> </ul> </li> <li>• <a href="#">United States Citizenship and Immigration Services</a></li> <li>• Hiring International Students <ul style="list-style-type: none"> <li>○ <a href="#">Employers’ guide to hiring international students</a></li> <li>○ <a href="#">Hire F-1 Students</a></li> </ul> </li> <li>• <a href="#">Interview Preparation Presentation</a></li> <li>• <a href="#">Interview Preparation Guide</a></li> </ul> <div style="text-align: right;">  </div>
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## 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](#)

## 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

**Negotiate salary/benefits**

- About.com “[How to Evaluate Job Offer](#)”
- CareerOneStop [Salary Info](#)
- [Salary.com](#)
- [Glassdoor.com](#)
- [Indeed.com](#)