JOB SEARCHING GUIDE

Conducting a job search takes time, commitment, and organization. This guide can help you get started.

Start Your Job Search

1. **Assess your own values**
   Be certain you know your own values, skills, strengths, and work criteria. One resource for self-assessment tools is [iSeek Careers](http://www.sph.umn.edu/careers/).

2. **Create your own marketing materials**
   Develop a portfolio, write a resume and cover letter, and script an elevator pitch you can use to "sell" yourself in two minutes or less. [The SPH Career Services counselors can help you with your materials as well as the rest of the job search process. If you would like assistance, email SPH Career Services to set up an appointment at sphjobs@umn.edu](http://www.sph.umn.edu/careers/).

3. **Gather information**
   Network in professional associations,(consider the [Minnesota Public Health Association](http://www.sph.umn.edu/careers/), the [American Public Health Association](http://www.sph.umn.edu/careers/) or other association specific to your area of interest), conduct informational interviews, or “try on” a position through volunteering, job shadowing, or part-time employment.

4. **Apply for positions that match your qualifications**
   Apply for positions for which you possess most of the required qualifications - even if you don't possess all of the skills listed in the job description. As long as you meet the "essential qualifications" you may be invited to interview, where you can sell yourself and begin to get networked into the employer community.”

5. **Interview**
   Even before you are invited to interview, begin preparing. Think about and practice your responses to the [most commonly asked questions](http://www.sph.umn.edu/careers/). Sharpen your interviewing skills using [Interview Stream](http://www.sph.umn.edu/careers/), an online practice tool.

6. **Career development is a lifelong process**
   After you land a position, continue to network, be active in professional associations, and consider becoming a mentor and signing up for the [alumni networking directory](http://www.sph.umn.edu/careers/). You will discover how rewarding it is to help new public health professionals begin their own career development process!
Job Search Resources

The following websites offer public health related career information and postings. The School of Public Health does not necessarily endorse or promote the content of these sites, and recommends discretion whenever you convey personal information electronically.

Job Postings

- **Public Health Job Postings** - the SPH job postings site. All positions specific to public health.
- **GoldPASS** – the University of Minnesota’s Job and Internship database.
- **U of MN Graduate Assistantships** – competitive graduate assistantships with the University.
- **University of Minnesota Employment** – job opportunities with the University of Minnesota.

Government Job Links

- **State and Federal Government Job Sites** - web sites that display state and federal government positions.
- **City and County Government Job Sites** - links to the most populated cities and counties for all fifty states.
- **State of Minnesota Jobs** – the #1 Minnesota state government job site (including MDH).
- **Minnesota Department of Health (MDH)** – job opportunities with MDH

International

- **Overseas Job Opportunities** – Indeed provides job postings for overseas jobs. Use keyword “Overseas”.
- **Going Global** – GoldPASS (the University of Minnesota’s Job and Internship database allows students free access to country guides, employment opportunities, visa guidelines, and much more. Once you have logged in to GoldPASS, click on the “Going Global” banner.

Other Job Links

- **Public Health, Academic, and Research Jobs** - national and international public health related career information and information specific to jobs in education and research.
- **Local, National, & International Internships; Fellowships**
- **Diversity and Disability Resources** - diversity job resources.
- **LinkedIn internship and entry level job search**
- **Nonprofit Jobs** - links for local and national nonprofit organizations and job boards.
- **Non-US citizen CDC Positions** - Information about CDC positions for non-US citizens.
- **International Student Resources**
- **Tip sheets** - review these tips on resume writing, informational interviews, and more.
- **Reference the U of MN Libraries - Careers & Jobs Development Resources** for information on researching companies, salary guides, and more.
- **Watch videos on a variety of career-related topics through CareerTV**.
- **Twitter** – students can follow job leads around the world.
OUT-OF-STATE JOB SEARCH TIPS

You may find the following resources and ideas helpful when you are planning to relocate.

Use the Internet to your Advantage

  Use this database of SPH alumnae to find contacts in the state or organization where you are planning to look for work. Conduct informational interviews with them – either by phone or email, or ask if you could meet with them when you are in the area.


- **SPH Job Postings**: [http://www.sph.umn.edu/careers/listings.asp](http://www.sph.umn.edu/careers/listings.asp)
  While these postings are mostly local to the Twin Cities, occasionally a national recruiter will post to this website.

- **Local Chambers of Commerce websites**: [http://www.uschamber.com](http://www.uschamber.com)
  Learn about the community, and names of local business leaders whom you may want to contact.

- **Library Resources**: [http://busref.lib.umn.edu/](http://busref.lib.umn.edu/)
  Select “Company Research” and then “Directories.” *The Million Dollar Database and Reference USA* are two of the most comprehensive industry directories. You can search by organization size, industry type, location, etc.

  Search for nonprofit organizations or career fairs in other cities

- Visit the websites or subscribe to the daily newspapers for your targeted city (i.e. *Washington Post*).

- Go to websites of companies and governmental agencies in the region where you are planning to live and search their employment listings.

Salary Information


- [http://www.salary.com](http://www.salary.com) - provides basic salary guidelines by zip code

- [http://www.glassdoor.com/Salaries/index.htm](http://www.glassdoor.com/Salaries/index.htm) - how does your salary stack up?

- [http://www.homefair.com/homefair/calc/salcalc.html](http://www.homefair.com/homefair/calc/salcalc.html) - cost of living comparisons by location and articles related to relocating

- Most state employment agencies have labor market information (in Minnesota, the website is [http://www.deed.state.mn.us/lmi/tools/oes.htm](http://www.deed.state.mn.us/lmi/tools/oes.htm))

Networking

- Obtain networking contact leads from SPH faculty or advisors. Use the Online Alumni Resource Directory to establish connections ([http://www.sph.umn.edu/alumni/dir/index.asp](http://www.sph.umn.edu/alumni/dir/index.asp))

- Ask your mentor about contacts in other cities

- Similar to how you would conduct informational interviews with companies or organizations that interest you in Minnesota, there are often similar organizations in your targeted city:
  - State Departments of Health
  - Local / National Public Health Associations (Join these organizations in your new city!)
  - MPHA: Minnesota Public Health Association
  - MEHA: Minnesota Environmental Health Association
  - SOPHE: Society of Public Health Education

- Public Health events (i.e. March of Dimes, AIDS or MS Walk, other fund-raising events)

- Attend national, state, or local conferences to network with other professionals

- Once you have relocated, volunteer on a committee of a public health or community organization to get to know people in your new location.
Alumni Associations
- Join the UMAA (University of Minnesota Alumni Association) or the alumni associations of other colleges and universities you have attended - they often offer events or directories that can help you find networking connections.
- Many colleges and universities allow individuals to join their alumni association and receive the same alumni member benefits, such as discounts on career services, travel benefits, and invitations to social events.

Local Colleges and Universities
- Contact Career Services at other Schools of Public Health. Most SPHs have reciprocal agreements, so you may be able to access their job postings or get other assistance.
- Contact department(s) that have faculty who are interested in public health, if there is no SPH.
- Check University websites for faculty research interests then contact faculty or researchers for an informational interview / meeting.
- Career counseling centers / job placement offices (may be located in colleges, or they may be centralized and serve the entire university). Many career counseling centers will let you use their resources. You may be able to speak to a career counselor, if the school extends their counseling services to visitors. There may also be a charge.

Visiting the Area
- Plan your trips around specific professional organizations’ meetings:
  - Schedule meetings and informational interviews before you leave home
  - Bring copies of your resume and business cards
  - Email a copy of your resume and standard cover letter to yourself
  - Be organized!
    - Have a filing system for resumes, company literature, informational interviews, maps, housing guides, etc.
    - As you meet people, make notes on the back of their business cards (i.e. date, how you met him / her, other comments).
- Visit the public libraries in your new location
  - Research as much as you can about your targeted location; companies; employment statistics, associations, etc.

Other Considerations
- Observe the rest of your potential surroundings and ask yourself some questions:
  - Do you want to work downtown or in a suburb?
  - Do you plan to use public transportation? How is the mass transit system?
  - If you plan to drive, how will your commute be?
  - How do the new locations fit with your lifestyle?
  - Is the rest of your family in support of your decision to move?
- Housing – real estate agents and apartment locator services will give you a lot of information over the telephone.
- The Chamber of Commerce may have a relocation guide and other information to help you.
- Tips for Relocating (http://www.relocation.com/career/)
- Negotiating the Best Relocation Expenses (http://www.worktree.com/tb/SN)
- Know your worth -- generate a personal salary report (http://www.salaryexpert.com)
How to Apply Online and Get an Employer's Attention

You've found an ad for an entry-level position at XYZ Inc. With your skills and qualifications, you fit the bill perfectly. But XYZ requires an online application—and that means (you think), you fill out a cookie-cutter application that distills your skills so that it appears you're one-of-a-million applicants, not one-in-a-million. And then—when you click "send"—your application swirls away into the black hole of electronic waste. How can you get it the attention it deserves?

If You Want the Job…Follow Directions
Employers say that using the company's own online application system is the fastest way to get your resume into the right hands. Your focus should be on making your application unique. Typically, applications submitted online go directly into the employer's applicant database. Paper resumes are scanned or keyed into the database (where a scanner or data processor may add errors to your resume). A hiring manager who needs to fill a position enters keywords to search the database and find the applications of the people who are the best fit for the job. Those results become the candidate pool.

Making a Big Splash in the Candidate Pool
A recent survey by the National Association of Colleges and Employers asked employers for their advice on how to make an electronic application outstanding. Here's what they recommend:

- Follow directions. Be careful to enter the correct data in the correct field.
- Ask for advice on completing the application from a company recruiter or an alumnus who may work at the company.
- Tailor your application information to the position. Don't copy and paste text from your generic resume.
- Use key words, buzz words, and industry verbiage. Use the verbiage in the job ad as your model. Employers search on key words when they're looking for people to fill specific positions.
- Create a skills-inventory section even if the application doesn't require it. You might put this in a comments section.
- Include numbers and statistics if they are available. (Example: Counted five cash drawers daily; responsible for more than $10,000 per 8-hour shift.)
- Complete all fields—even those that aren't required.
- If the company offers an optional assessment test online, take it. (One employer recently admitted that students who don't take the optional assessment test are automatically screened out.)
- Make sure your resume can hold its own in a very simple format. Fancy bullets, text, italics, and bold do not convert well in an electronic application.
- If possible, spell check and grammar check your application before submitting it. Have an error-free application because this application serves as the employer's first impression of you.
- Include a strong objective. Ask a career counselor to help you word your objective.
- Another use for the comment section: use it to demonstrate that you've done research on the company and the industry.
- Use quotes from letters of recommendation in your resume or cover letter.
- Follow up your electronic application with a personal e-mail to the recruiter. A follow-up phone call is acceptable if the ad does not say, "No phone calls."
PROFESSIONAL ASSOCIATIONS

Public Health
- American Public Health Association (APHA) – http://www.apha.org
- Minnesota Public Health Association (MPHA) – http://www.mpha.net
- Association of Schools of Public Health (ASPH) – http://www.asph.org
- American Society of Tropical Medicine and Hygiene (ASTMH) – http://www.astmh.org
- Association of State and Territorial Health Officials (ASTHO) – http://www.astho.org
- Carter Center - http://www.cartercenter.org/index.html
- National Association of Local Boards of Health (NALBOH) - http://www.nalboh.org/
- Pan American Health Organization (PAHO) - http://new.paho.org/
- Public Health Foundation (PHF) – http://www.phf.org
- Public Health Laboratory Service (United Kingdom) - http://www.phls.co.uk/
- World Health Organization (WHO) - http://www.who.int/en/

Epidemiology
- Association for Professionals in Infectious Disease and Epidemiology, Inc. – http://www.apic.org
- American College of Epidemiology (ACE) – http://www.acepidemiology.org
- Association for Professionals in Infection Control and Epidemiology, Inc. - http://www.apic.org/
- Caribbean Epidemiology Center (CAREC) - http://www.carec.org/
- Council of State and Territorial Epidemiologists (CSTE) - http://www.cste.org/
- International Society for Environmental Epidemiology - http://www.iseepi.org/
- Society for Epidemiologic Research - http://www.epiresearch.org/

Environmental Health
- National Environmental Health Association (NEHA) – http://www.neha.org
- Minnesota Environmental Health Association (MEHA) - http://www.mehaonline.org
- Association for Environmental Health and Sciences - http://www.aehs.com/

Public Health Administration
- National Association of County and City Health Officials (NACCHO) - http://www.naccho.org/

Health Education
- American Association for Health Education (AAHE) - http://www.aahperd.org/aahe/template.cfm
- Society for Public Health Education (SOPHE) - http://www.sophe.org
- National Healthy Start Association - http://www.healthystartassoc.org
- National Assembly on School-Based Healthcare – http://www.nasbhc.org
PROFESSIONAL ASSOCIATIONS (Continued…)

Healthcare Administration
- American College of Healthcare Executives (ACHE) - http://www.ache.org/
- National Association of State Mental Health Program Directors - http://www.nasmhpd.org

Nutrition
- American Dietetic Association (ADA) – http://www.eatright.org
- National Association of Nutrition Professionals (NANP) – http://www.nanp.org
- Society for Nutrition Education (SNE) – http://www.sne.org

Health Services / Clinical Research
- AcademyHealth - http://www.academyhealth.org
- Society for Women’s Health Research – http://www.womenshealthresearch.org
- American Association for the Advancement of Science - http://www.aaas.org/

Child & Maternal Health
- Society for Equity in Child Health - http://www.equitychildhealth.org/

Biostatistics
- International Biometric Society - http://www.biometricsociety.org/
- National Association of Health Data Organizations - https://www.nahdo.org/

Aging Studies
- American Aging Association - http://www.americanaging.org/
- Gerontological Society of America - http://www.geron.org/
- National Association of Professional Geriatric Care Managers - http://www.caremanager.org/