

JOB SEARCH FOR INTERNATIONAL STUDENTS- Tip Sheet

JOB SEARCH TIPS FOR INTERNATIONAL STUDENTS

Job searches for international students can be especially difficult because employers are frequently unaware of cultural differences and employment restrictions, which may dissuade them from interviewing international students. International students must educate themselves about these topics, so they can educate employers and make a good impression during the interview process. International students must also educate themselves about the American job search process and how it may differ from the processes they are accustomed to.

BEFORE THE INTERVIEW

1. Research employment regulations

International students should become thoroughly familiar with the immigration regulations and benefits attributed to their immigration status. Oftentimes, students are expected to educate the employer about these details during interviews. For further information, speak with the Center for Global Engagement at 412-397-6893. The office is located in Colonial Village (middle house).

2. Research employers

Research is essential for *any* job search. The student must understand what the company does, what they are hiring for, and what qualifications they are seeking. Ideal candidates cannot present themselves as ideal if they do not know what employers are seeking. Informational interviewing is an excellent way to collect valuable information about the various companies and organizations operating in the United States.

3. Develop yourself

Since international students face employment restrictions, many students do not have a lot of work experience by the time they graduate. As an alternative, many become actively involved in student organizations and volunteer activities. Involvement in these leadership activities also helps to develop skills that employers value. Employers look for examples of leadership within relevant projects and experience related to your career goals. Students should identify the marketable skills they can bring to an employer and highlight these skills in resumes, cover letters and interviews.

Steps to help this process:

- Make a list of your strengths and weaknesses
- Describe experiences that illustrate your main strengths
- Think of one experience where you have learned from your weaknesses

4. Network

Networking is one of the best ways to identify potential jobs for any student. In developing networks and resources, international students should not forget to include local ethnic communities and nationality clubs as well as classmates and professors originally from the same home country.

5. Practice

Practice interviews provide students invaluable insight into their interview strengths and weaknesses. The Career Center offers a Practice Interview Program. For more information, contact the Career Center at 412-397-6333.

THE FOUR STAGES OF AN INTERVIEW

1. Greeting - The employer welcomes the student to the interview.

- Present a professional appearance to make a good first impression
- Be a few minutes early
- Smile and make eye contact
- Shake hands (a firm handshake is a common way for people to greet one another)
- Stand approximately four feet apart from the employer
- Maintain a relaxed posture and face the employer
- Speak slowly and clearly

2. Employer questions - Employer asks direct questions; the student gives direct answers.

- Do not simply repeat information on your resume
- Provide simple and direct answers and show confidence
- Elaborate on “yes” or “no” answers
- Offer examples of past performance
- Focus on strengths
- Sell yourself, be confident, have conviction
- Show self-awareness, willingness to learn
- Speak in a clear and strong tone, at a medium rate of speed

3. Applicant questions - The applicant asks questions about the organization.

- Ask questions to show interest and initiative (topics can include job responsibilities, organizational structure, etc.)
- Demonstrate your knowledge about the company with insightful questions

4. Closing - The employer concludes the interview.

- Make one last solid impression
- Shake hands, make eye contact, smile, be positive
- Be confident
- Thank them for their time

INTERVIEWING TIPS

1. Be aware of employer expectations of excellent candidates:

- Confidence/self promotion
- Flexibility/change
- Goal orientation
- Competition
- Self-sufficiency
- Direct speech
- Efficiency/time control

2. Do not over look any aspect of appearance:

- Be neat, conservative
- Business suits are generally expected in an interview for both men and women
- For a positive impression, remember to think about your clothes, underclothes, hair, breath, deodorant, nails, and posture

3. Eye contact and smiling show you are:

- Approachable
- Confident
- Positive
- Capable

4. Refer to the [Interviewing Tip Sheet](#) for typical questions and other tips.

INFORMATION FOR INTERNATIONAL STUDENTS

Robert Morris University - International Opportunities

www.rmu.edu/global

This site includes information for prospective students, links to RMU’s Study Abroad Program options, and information about international work/internships and service learning opportunities.

Education USA: Your Official Source on U.S. Higher Education

<http://educationusa.state.gov>

EducationUSA centers actively promote U.S. higher education around the world by offering accurate, unbiased, comprehensive, objective and timely information about educational institutions in the United States and guidance to qualified individuals on how best to access those opportunities.

U.S. Citizenship and Immigration Services

<http://uscis.gov>

U.S. Citizenship and Immigration Services (USCIS) is the government agency that oversees lawful immigration to the United States.

INFORMATION ABOUT FOREIGN COUNTRIES AND FINDING AN INTERNATIONAL JOB

One Small Planet

www.onesmallplanet.com

This site provides information on work, study, volunteer and travel programs available in different parts of the world as well as visa requirements, guide books and links to sites on history and culture.

Escape Artist Home Page

www.escapeartist.com

This site includes guides to living and working in various countries and moving overseas.

The Electronic Embassy

www.embassy.org

This site contains information about and links to the foreign embassies in Washington, DC.

Diversity Directory

www.mindexchange.com

This site is a compilation of links relevant to finding a job in Europe, Asia or Latin America. It also includes links to sites that deal with diversity issues.

JOB LISTINGS IN FOREIGN COUNTRIES

Career Builder

www.careerbuilder.com

This site allows you to search for jobs in many different countries. Each of the country/area specific sites contains job listings, resume postings, and career advice.

Jobs Overseas @ Escape Artist.com

www.escapeartist.com/jobs/overseas1.htm

This site is organized by geographic regions and countries. It includes links to job listings, employers and resources for people moving abroad.

International Jobs Center

www.internationaljobs.org

On this site, you can become a member (for a fee) to receive a weekly newsletter with international job listings, or you can look at the "Hot Jobs" for free.

Overseas Job Express

www.overseasjobs.com

This site includes an associated magazine that you can subscribe to, which includes 1500 job listings a month. It also includes hundreds of free online job listings.

U.S. State Department Services

<http://careers.state.gov>

This site contains a great deal of information about going abroad. Check the Careers section for information on jobs and internships in the State Department.

INFORMATION, LISTINGS AND LINKS FOR SPECIFIC COUNTRIES AND AREAS

ASIA

Asia Job Opportunities

www.jobsdb.com

JobsDB.com is one of the leading online recruitment networks in the Asia Pacific, providing online recruitment services in Australia, China, Hong Kong, India, Indonesia, Korea, Malaysia, the Philippines, Singapore, Taiwan, Thailand and USA.

Job Asia Search

<http://jobasiasearch.com>

This site lists top job sites in Asia and offers job application tips.

AUSTRALIA / NEW ZEALAND

Employment Opportunities in Australia

www.careerone.com.au

This site contains job listings in Australia and allows you to search by keyword(s), industry classifications, consultants and employers.

Seek

www.seek.co.nz

SEEK is New Zealand's largest and most popular online job board.

BELGIUM

Monster Board Belgium

www.monster.be

Monster Board's site for Belgium includes job listings and career building information (in English, French and Flemish).

CANADA

CareerMosaic Quebec

www.careermosaicquebec.com

This site for Quebec includes job listings, employer profiles, career advice and resume postings.

Monster Board Canada

www.monster.ca

Monster Board's site for Canada includes job listings and career building information (in English and French).

The Canadian Association of Career Educators & Employers

www.cacee.com

This site includes lists of employers and opportunities in Canada (in English and French).

EUROPE

Eurograduate Live

www.eurograduate.com

This site contains an up-to-date career database featuring thousands of graduate opportunities across Europe. There is also advice on career planning and how to complete job applications in other countries.

Eurojobs

www.Eurojobs.com

This site allows you to search job listings in 40 European countries.

JAPAN

Work in Japan.com

www.daijob.com/en

This jobs database allows you to search by job type, employer type and keyword. (Some job descriptions are listed in English; others are in Japanese.)

MEXICO

Mexico Information Center

www.mexico-trade.com

This site is a clearinghouse of information about Mexico.

NETHERLANDS

Monster- Netherlands

www.monsterboard.nl

Monster Board's site for the Netherlands includes job listings and career building information (in Dutch).

UNITED KINGDOM

Monster- UK

www.monster.co.uk

Monster Board's site for the UK includes job listings, information on how to write a curriculum vitae (CV) and interview tips.

Reed Online

www.reed.co.uk

This site contains listings of jobs in the United Kingdom.

UNITED STATES

www.wetfeet.com

Wetfeet gives you access to a library of tips and articles to help in your career hunt.

www.myvisajobs.com

This website was designed for those who are interested in companies who sponsor candidates for their open positions.

<http://careers.state.gov>

This site includes a Career section and information on jobs for foreign nationals and those interested in jobs representing the United States of America.

EDUCATING EMPLOYERS ABOUT YOUR STATUS AS AN INTERNATIONAL STUDENT

Some employers may have the perception that hiring international students is difficult and time consuming due to cumbersome paperwork. However, the process is not as difficult as you may think.

Work Authorization

Students who are in the U.S. in legal F1 or J1 student (non-immigrant) status are generally eligible for student work authorization after completing their studies. This opportunity allows students to work in their field of study after completing their degree program for a limited time frame, provided they receive the necessary authorization before beginning employment. The amount of time for each type of work authorization and authorization procedures varies according to the student's immigration status and whether they used any of this work authorization while still a student. Please contact the University's Center for Global Engagement to begin the process for authorization and for assistance with your individual circumstance.

Long-Term Employment

H-1B Visa

If an employer wants to retain an F1 or J1 student beyond the practical or academic training period, it may be possible to secure an H-1B (Temporary Worker) visa. Information is available through the [U.S. Citizenship and Immigration Services](#). Although an attorney is not required, these applications should be prepared with careful attention to the instructions concerning the documents that have to be submitted with the completed forms. The entire process can take from a few months to more than six months. An H-1B visa may be continued for up to six years and is intended for "professional" employment. There is no requirement that American citizens be recruited or preferred for H-1B positions.

L Visa

Another option for longer-term employment is the L visa. This is for foreign nationals who have been employed abroad for a minimum of one year by a U.S. firm or corporation, or the affiliate or subsidiary of a U.S. company. These employees may transfer to the U.S. to continue their employment on L visas. The employer applies with the USCIS for the L visa, which permits foreign nationals to continue employment for up to three years.

All of these options focus on non-immigrant visas. Employers often favor these types of visas because they represent a much smaller time and resource commitment to obtain than immigrant visas. Employees who intend to return to their home countries after having established themselves professionally over a few years do not need to pursue immigrant visa status.

For Further Information about obtaining green cards or immigrant visa/permanent resident status for employees, please contact the U.S. Citizenship and Immigration Services.

Employer Legal Obligations

Immigration law can be created by the following sources:

- the U.S. Congress, which passes laws (statutes),
- the Supreme Court and Federal Courts, whose decisions create federal case law usually arising under a particular statute or regulation,
- the President, who can issue Executive Orders and sign Treaties, and
- Executive Agencies, which publicize federal regulations and whose appellate bodies issue precedent decisions.

International students who apply for and receive authorization to accept employment under practical or academic training need to understand the regulations and documentation requirements of current eligibility and be prepared to present that information to a prospective employer.

For employers, the law prescribes specific regulations and procedures to be followed in the employment eligibility of any individual (international or otherwise) they wish to hire.