The USC MPH Online Job Search: How the USC Career Center Can Help

Part 2

Now we're going to do a demo of how you can utilize connectSC when you're actually in the system. This is after you've logged into your USC net, this is the homepage that you'll see. Again, these are all the different types of tabs that you can utilize. I've spoken quite a bit about profile documents, resources, jobs and internships, career network, and events. That's where I'm going to dedicate most of my time here.

Here on the homepage you'll notice that once you start getting involved, right here on the left hand side it tells you when you've applied through connectSC what jobs you've applied to. You can keep record of that, and because you keep record of that then you can know where you've applied, how long it's been, and maybe there's an opportunity to follow up, or check in to see deadlines, things along those lines.

There's also a Favorite Job section here. These might be the jobs that you have not applied to, but you might have listed as a job that you might be interested in. You can go back into this and actually apply to those jobs, and I'll show you how you can create a favorite job in a moment. This also gives you an opportunity to jump to Going Global and USC Careers. You can also access going Going Global through resources, so I'll talk about that more when we get into that resources tab.

The first thing that happens, again, when you get into connectSC is that you have to fill out your profile. This is after profile has already been created, but when a profile has been created this is essentially the information that they want you to input. The more information that you put here the better off you're going to be. The more that you stay updated the more it works to your advantage.

If you happen to have been a USC student as an undergrad, and now you're in your MPH, and it's saying that you're an undergrad here within the academic, then you definitely want to edit it and change it. When you do that they'll be opportunities where you might find more job matches based on your criteria. When you do change your profile that helps you in finding within the first home page in the middle which jobs have more matches based on the profile that you've put out there. Definitely keep an eye on your profile, make sure it's up to date, and make sure it's as fully filled out as possible.

The Document Section is where you can go to download all your resumes and cover letters. Here is very simplistic, there's only one resume, two cover letters, and again, sometimes companies want transcripts or grade sheets. Most likely not going to happen as an MPH student. You can download many resumes and cover letters, and we definitely recommend tailoring each resume to each job, and tailoring each cover letter to each job as you apply to them. Whatever method works best for you, take the time to go down here, add the new and upload from your computer, maybe naming that cover letter or resume based on either the job, or the organization that you're apply to. In a little bit of time I'll show you why you can use that to your advantage.

In the Resources Section is where you'll find very specific types of things that could be more advantageous to you besides just using connectSC to find jobs. Resources are split up into various different types of ways. Sometimes you might just want to hand out a tip sheet, and in that particular case you would just click on Handout Tip Sheet, and then find the category that's important to you.

For you, for example, you might want to learn a little bit more about how to create a cover letter. Within that you can have access to our cover letter handout, which not only tells you what a cover letter should have in it, as well as it gives you a check list of things to keep in mind. It gives you some sample cover letters as well to help you in crafting your own.

If you want to go beyond handouts and tip sheets there's various different other types of resources. Those could be anything from stuff that's specifically geared to your field, to things that could help you find out a little bit more about your field. Candid Career was one of those things that I mentioned already, so within that, that again helps you get exposed to different types of USC Trojans, as well as other professionals who want to share their information with you. Again, you might get in here and specifically say I want to learn more about people that are in the public health field.

Then it gives you exposure to a professional, this case a hospital administrator. We can actually watch and listen to this person talk about everything that might be important to them. Their job descriptions, loves and challenges, how they got prepared, what they recommend for you, their story, as well as other types of advice. This, again, can help you in learning a little bit more about what area of public health might be of interest to you. Again, as you're going through it and doing your searches, don't search just on public health, you might do it based on your interests in being an administrator, or a health educator, or anything else that falls within the aspects of what you can do with your particular degree.

The Career Access Resource Library is very helpful to you as well. You can actually do either a category search, or a key word search. This is where I get a few resources that I showed you before in terms of professional associations that might be of interest. For you, for example, you might want to go into the health and medicine section, do a search on public health. Go in, and it gives you a lot of those different types of websites that you can go to, to learn a lot more about the different types of opportunities that are available to you. As well as, again, some of those professional associations that could be additional resources for you in your search.

If you like the results of your search you can actually create a bibliography, and in that bibliography it cleans it up for you, makes it a little bit easier for you to understand what it's about. Then you can either print that out, or actually e-mail it to yourself, so you have that available to you whenever you need it. This is, again, a great space to go to so you are not relying on just one resource to find jobs.

Going Global, again, it's on the homepage, but you can also find it here. You could do it based on country, or you could do based on city. If you're an MPH online student you may be living in another city, and because you're living in another city you may not find as many opportunities on connectSC, as you might find through the extended job search tool, or through local resources. If you happen to live, let's just say in Chicago, then you could go to that Chicago link, it could tell you about the different types of non-profit and volunteer organizations that you might want to learn more about. It could tell you about what it's like to live there if that's what you want to move to.

It also gives you very specific types of resources that include additional job sites. Job Fairs that you might want to go to that are local to that area, organizations that you might be interested in. If you happen to be an international student you can go here and find out about the companies that actually tend to petition for international students as hires, so that might direct your search. Various different types of good resources based on what it is that you're looking for.

I did USA state guides, but if you were in a country guide you might actually look at the resume guideline section to learn a little bit more about what's it's like to move to a different country, and what they want on their resumes and their cover letters.

You have exposure to iNet Internship Consortium. If you want to get into an area within public affairs, which sometimes has elements of public, you can within this. Let me bring this up a little bit, and it gives you what you need to put in as terms of USC user name and password, when you go to this section to find some opportunities in that. Then here, again, is Vault.com, which could help you in finding out a little bit more about careers, professions, resumes, and so and so forth, as I had mentioned earlier. Those are a few of the resources that are available to you. If you want to learn about more resources feel free to contact us, we'll be glad to help you out.

Next to Resources are the Jobs and Internships, and this is, again, where you can find both connectSC jobs, extended job search tools, as well as the iNet Internship Consortium. Again, connectSC jobs are those jobs where companies post online, and they specifically are looking for USC candidates. Extended Job Search just expands your options a little bit more. The iNet is for those of you who might be looking for field work, or internship opportunities, and you might want to look elsewhere outside of just USC, or outside of the Los Angeles area. You could utilize any of them to help you out.

I'm going to specifically focus my attention on connectSC Jobs and Internships, since most of you will use that. A lot of people they want to just jump right into doing a search, but we really recommend that you go to the Advanced Search section here. When you go into the Advanced Search section you could put in all the criteria that might be important to you. For example, right now, job function might be important to you. For that you might look into something like health and medicine, or health and hospital administration, or applied health, or anything along those lines.

If you know that that's area that you're interested in then you could start with that. Then depending on what you're looking for you could specify other types of criteria that's important to you. If you incorporate more filters that's where you'll actually find the Trojans hiring Trojans option, which is right over here. If you want to find somebody who does hire Trojans you could actually click the "yes" button, and if you click the "yes" button it will actually show again, those options that are specifically Trojans that have posted for other Trojans.

You can also look for where you might want to live, countries you might want to live in, and this is if you're an international student, you definitely would want to click on this "yes, now in the future." You may need a Visa sponsorship, because you do not want to apply to companies that will not sponsor you.

Based on that criteria this is what pops up. Right now, this is, we're talking April of 2015, we have a total of 22 jobs that are posted based on the specific criteria of health and hospital administration, and full time entry level. If you want to apply to these jobs you could apply directly here, but you could also go directly in this. That's when you can learn a little bit more about that job, right here, what they're

looking for, and you could also apply for that position. When you apply for that position it's either going to give you this "apply" button, or it will tell you in this section what they want you to do. If they want you to go to the company website, or something else along those lines.

As you download resumes you actually could do a drop down to that particular resume that you saved for that particular job. This is where you can do that resume, this is where you can do that cover letter, and choose whichever one you want before you submit. If you're quite busy at the time, and you're not ready to apply for the job, or you want to have somebody review your resume, then you can go back to the previous page, and you can actually "star" the job that's of interest to you. By clicking on the "star" that now becomes one of your favorites.

When that becomes one of your favorites you'll find it in either "A" this favorite section, there it is, or back at your homepage you can actually go and see that that favorite job is now listed there. So that whenever you're ready to apply for it you know where to go to, and you know it's easily accessible to you.

If you like the results of what you found, this is to un-favorite it, by the way, the you can actually go to your saved searches. In the saved searches you can name it, whatever you like to name it. In this case, I'm going to say, "Health Administration Jobs," and you can ask them to e-mail you new results on a weekly, daily, every other day, basis, so that you don't have to feel like you continuously need to go into the connectSC system. The system will work for you and send it to you. A lot of times and a lot of job boards do this. It's good to create that type of program so that you don't...It's a good reminder for you, it's a good nudge for you, that things are becoming available. It also prevents you from going in over and over again if those opportunities are not opening up. Just a few ways to make connectSC work a little bit more to your advantage.

I mentioned, here's another way could find Recommended Jobs, by the way. I mentioned the Extended Job Search tool, so that's right here. Then again, you could specify where it is that you might want to live, what you might be looking for, and then within in that you could see there's a lot more jobs. There's probably no where close to 6,000, we're probably around 4,000 jobs on connectSC. It's another good place to go to to find more opportunities. The only disadvantage again is that these jobs are not specifically seeking USC candidates.

The Career Network is where you go to to find the alumni who are willing to talk to you about their career. Within in that you could put in a detailed search specifying, for example, either key word, or key field. There again, we could use health and hospital administration, that might be not what you're interested in, but just for the sake of finding somebody that's in that profession that might be in a southern California area. Then this gives you various different types of people that are working in that industry, and what is it that they're doing.

If there are people that you are interested in talking to then all you need to do is click on the "View." It gives you their name, it allow you to learn a little bit about where they come from, when they graduated, things along those lines. Then if they're of interest to you then you can actually click on the "Interested" button here, and shoot them a message. When you shoot them a message it's just like you might shoot them a message on LinkedIn, or shoot them a message to establish a connection. Always speak from a form of information, never ask for a job, because people will never respond to you if you're asking for a job.

For this case, you might say, "Hi Gwen. I say your profile on the Career Network, and I'm interested in your field. Would you be willing to chat with me about it?" Without all those errors, of course, make sure no typos, because if you do that it doesn't work to your advantage. Again, because these people have put their information in here freely it's like making a warm call, it's not like making a cold call. You can send it and then be on your way, and hopefully they will connect with you.

That's Career Network, and then there's the Events Section here, where you can learn about the next Career Fair, or the Companies Sessions that might be coming, or upcoming workshops that might be of interest to you. If any of them happen to be of interest to you, then you can actually add that to your own calendar, or note it somehow that you are specifically interested in attending, or learning more about that.

Definitely take time to look through these, and you'll find a lot more at the beginning of the semester than at the end of semester. This is, again, April 2015, that this video's being recorded, so you won't see as much here as you would in early September, or January. That's how you can utilize connectSC to find all these different types of opportunities that might be available to you.

One last thing, on the right hand side are a lot of shortcuts that can help you get exposed to exactly what it is that you need. In this particular case, if you do want to chat with a career counselor then all you need to do is request a counseling appointment. When you do that you could say what it is that you're looking for, what time frame you might want, I hear this guys pretty cool, so maybe I want to talk to him. Check availability, and then whatever works with your time you can actually click on that.

Then in this particular note if you happen to be an MPH online student just mention that it's a phone appointment if you can't make it. Or if you happen to be on a Health Science Campus and you can't make it to the University Park Campus, then you could specify here, "please contact me by phone." That way we could still talk with you, and we are available to you, again, regardless of where you live.

That is a quick overview of how you can use connectSC to help you in your job search, and in your career exploration. Now I'm going to return back and talk to you a little bit about some final thoughts.

In conclusion, you have various different types of ways that the Career Center can help you, whether it tends to me more of a passive online research, you can utilize the resources, as well as our connectSC job board, the extended job board. As well as, iNet to help you find different types of opportunities. Then you get more of the active job searching working to your advantage, so how we can help you in finding and building connections with people through everything from those information sessions. Career Fairs to strategizing how to utilize the Career Network, as well as LinkedIn to build connections with professionals in the field to increase your chances of getting into it.

Really in the end you want to go to connectSC to start this off. Once you get into ConnectSC, once you download your profile, then we can get into set up that counseling appointment with you, or utilizing the resources, and the job boards to help you find that first internship, or job after graduation. To get you on the way to the career, and the passion, and the journey, that's most satisfying for you. To learn a little bit more about the Career Center, or if you have more questions that may not have been covered here's the way that you can contact us.

We do have also the ability if you look at the bottom of this, for you to look at various different types of videos that we've created already. That run through anything from "How to Network," to "How to Prepare for a Career Fair," to "How to use LinkedIn, or Advanced LinkedIn practices," to "Resume Writing." Go to this video resource to look at any of these different types of videos to help you. You can do that any time, and that's accessible to you.

Again, thank you very much. I hope to hear from you soon. Again, we're here to help, fight on.