



The Job Search for College Seniors: A New Virtual Reality

Version 1.2
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We hope Bryant seniors (and all other students and alumni) will find this guide helpful for kickstarting the virtual job search or expanding your current strategies. This guide was written because of the need to shift all services to virtual formats. We know there's a lot contained in this guide – take your time with each section. Careful in-depth research is what the internship/job search requires.

Faculty and parents who are supporting students and alumni may find this useful for guiding students to appropriate career resources.

Please share feedback (careers@bryant.edu) as we update this document regularly.

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I. Amica Center for Career Education – Virtual Career Development Services

A. Career Coaching and Workshops

The [Amica Center for Career Education](#) is offering virtual alternatives for all in-person individual appointments, interviews and group workshops. We are able to offer services via telephone, Skype, and Zoom Basic.

1. Individual Career Coaching

Please schedule appointments with Career Coaches as you normally would using Bryant Career Connection (BCC) > *Coaching Appt* section. Please see notes in the BCC Coaching section or view our [Scheduling Coaching Appointments](#) instructions for details on how to select appointments by phone or Zoom.

2. Quick Questions by Phone

Students may call-in M-F, 1pm-3pm for Quick Questions. Instead of scheduling a meeting, this is a convenient way to get your 10-15 minute questions answered by a Coach. Call our main line for general questions anytime during normal business hours or call between 1pm-3pm to get connected specifically with a Career Coach for Quick Questions (401-232-6090).

3. Career Advocates

Your peer Career Advocates are available to work with you virtually as well. See Bryant Career Connection (BCC) > *Peer Mentors* to find Career Advocate profiles and email them to connect for quick questions related to résumé and cover letter reviews, for advice on other types of professional correspondence, or for advice on how to make the most of career services at Bryant University.

4. Career Education Workshops for Seniors

Our weekly workshops are now hosted through Zoom Basic. As always, students may visit BCC > Events > Workshops to see the list of what's being offered and to find links to these workshops. Topics rotate weekly and include practical tips for résumé writing, developing interview skills, and even senior-specific topics, such as budgeting after graduation.

B. Online Guides & Resources – Highlights

1. [Bryant Career Connection \(BCC\)](#)

BCC is a full-service career management platform exclusive to Bryant University students. Students can: search for and apply to positions that career services staff have evaluated and approved for posting; schedule 30-60 minute career coaching appointments; practice interviewing with our Mock Interview module; explore our calendar of upcoming events; connect with peer mentors; learn more about our resources directory; and much more.

2. Mock Interviews

Students can utilize the Mock Interview module in BCC, which empowers students to practice virtual interviewing. Students may select from preset interviews or select from over 200 questions to create their own mock interviews. Students may review their interviews and share with Career Coaches (or whomever) for feedback. Please see the [Mock Interview Module Instructions](#) for details on how to use the Mock Interview Module. Students may also schedule live mock interviews with Career Coaches to practice interviewing, evaluate performance, and develop individualized interview strategies.

3. Amica Center Online Resources

Our online [Guides and Resources](#) offer numerous research tools and job search guides. Seniors may find Featured Resources on the main page helpful, but will find an additional [Resources Directory](#) to the left of the Guides and Resources page. This comprehensive list is broken up into a variety of categories for your convenience.

One tool seniors find particularly helpful is [CareerShift](#) - Search for companies, company contacts (recruiters) and jobs! Membership is for Bryant students; just sign up and start your search. Various filters are available to “pinpoint” your search. International students can also use CareerShift to search companies that sponsor.

II. Job Search Tools & Strategies

A. Job Postings & Virtual On-Campus Recruitment

First and foremost, an internship or job search is very much like a job. It takes time and effort, discipline and diplomacy. Set aside real blocks of time to do your search. Keep a log or notes of your work. Instead of expecting someone will deliver the opportunities to you, it is up to you to find and engage with the opportunities. Consider yourself a gumshoe detective and it is your job to find and chase down each and every lead.

Another hint: think out of the box. As we say in the office, “Your majors does not necessarily define your specific career path.”

Tips for Using Job Boards and Other Resources

- Save that job description! Employers eventually take down the job description from job boards. The job description contains valuable information to help you prepare for an interview, such as what the role and tasks, and the skills required to be successful. Copy/paste each description into a Word document so you can reference it during your preparation.

- Don't scrap previous versions of your résumés and cover letters! As you tailor your documents to apply for specific positions, keep a file of previous iterations so you don't lose material that you may be able to use for another position.
- Keep notes and save email exchanges, so you can reference past interactions and remember details.
- If possible, save the completed application external to the posting – this way, when you complete the application, you have a record.
- Never exaggerate accomplishments or bend the truth on an application. If discovered, you very well might not proceed in the application process.
- Remember: Many employers are also looking for attitude, desire to learn and grow, and team/company fit.

1. Bryant Career Connection (BCC)

BCC is up and running and fully available for searching for full-time and internship positions. Our employer partners are actively using BCC to post opportunities.

Best practice – use filters:

Use the filter tools in BCC to conduct a strategic job search. For seniors looking at full-time jobs, use the following position type filters:

- ✓ Full-Time: Entry Level (Upcoming Grad);
- ✓ Full-time: Recent Grad (Immediate need); and
- ✓ Curated Job – Full Time.

Seniors can (and do) apply for post-degree internships. For students (including seniors) searching for internships, filter for (use all the apply):

- ✓ Internship – Credit Optional;
- ✓ Internship – Credit Required;
- ✓ Internship – Non-credit;
- ✓ Co-op; and
- ✓ Part time.

In addition, employers have coded positions by “fields of interest” – a method that transcends strict industry and work function definitions. Example: You want to work as an accountant in a humanitarian setting (e.g., United Way). Fields of Interest could be used to filter by select Fields of Interest – all defined within BCC. To filter by Fields of Interest:

1. Click on “Jobs & Internships” on the left-hand navigation bar.
2. Select “Search” (it will take you to a new window)
3. Click on “More Filters” along the top of the screen
4. Scroll down to the “Fields of Interest” drop down menu and check desired fields.
5. Click “Apply”

2. **On-Campus Interviews are now virtual**

On-campus interviews are now being conducted virtually. Upon application (through BCC), employer selected students will be invited by employers to participate in a virtual interview, typically scheduled and facilitated by the Amica Center's Recruiting Coordinator, but not always. Interview schedules typically are built around students schedules. In addition to the telephone, interviews can take place on several online platforms: Yello, SKYPE/SKYPE for business, Zoom. The employer determines the platform.

Students are expected to dress professionally and be prepared, including having appropriate questions for the interviewer and have knowledge of the company with whom they are interviewing.

Best practices (based on recruiter feedback):

- Dress and present yourself professionally, as if you were at an in-person interview;
- Prepare for the interview – do the research, develop questions, practice questions!
- Have your résumé uploaded into your BCC account; recruiters expect it;
- Be sure to place your video device so your eyes are at camera level;

- Be aware of your background and lighting (no distractions, make it neutral or professional);
- Don't have family, friends, pets, noise, etc., disturb your interview;
- No need to raise your voice; if the recruiter can't hear you, they will let you know;
- TEST your set up (audio, video, lighting, background) with a friend or family member, or with an Amica Center staff member; and
- **IMPORTANT** – Please ask for the recruiter's contact information before your phone or video interview ends. This is so you can send a follow up email/letter! (When you interview in the Amica Center, we have been able to provide that for you. We will not have the follow up information that you may need.)

B. Additional Job Search Tools

Please note the suggestions below are for you to review and vet. Positions found on the resources below are not vetted by the Amica Center for Career Education staff. Students and alumni are advised to thoroughly review and vet resources and positions, before application. Use your better judgement and only engage with and apply to opportunities you feel are legitimate. Apply the rule of thumb: "If it seems too good to be true, then it probably is too good to be true." If you have a question, please reach out to the Amica Center: careers@bryant.edu

One way to dig deep, instead of looking for specific jobs via a keyword surface search, is to look broadly and strategically narrow your search. This approach uses an informed process of elimination – and it is useful when you aren't sure exactly where or with whom you want to work. Try **WCIDWTM?** – *really*, that's the name! This tool helps you narrow your search using your major – then you research places and work sectors where your major has been employed. **WCIDWTM?** requires you to do the internet research, using leads from the resource. Roll up your sleeves!

Diversify your search! Just like a well-designed portfolio, when a position search process is diversified, it is more robust, it covers a broader range of possibilities, and is nimble. Hence the many suggestions below.

LinkedIn.com

Search for jobs and internships on LinkedIn. The Amica Center uses LinkedIn extensively and feel it is an excellent first option after BCC for research, discovery and even applications. If you started a LinkedIn profile for a class assignment, finish it now! When applying on LinkedIn, be assured that recruiters are receiving your application.

Best practice:

Take these steps to further brand yourself on LinkedIn. Recruiters use LinkedIn!

- Add keywords into your profile that reflect what you find in jobs you apply for.
- Add a formal photo of you (and only you) – selfies, while fun, are not considered formal.
- Complete as many of the sections of profile that you can. Edit and customize your LinkedIn URL and use it on your résumé.
- Follow companies of interest so you can engage in their posts and discussions.
- Connect with people in human resources or talent acquisition who are located in the company and city you applied to work in; if they accept you, send a message to introduce yourself.
- Need more assistance with your profile?
 - Join a virtual workshop. Dates and links listed in BCC > Events > Workshops
 - Have your LinkedIn profile reviewed by our Career Coaches. Seniors may [Click here](#) to let us know you are interested and we'll send brief, custom suggestions to you within one week.

Indeed.com

Search for jobs and internships using one of the most comprehensive job search tools available. Search using basic keywords and filter tools to narrow based on experience level and job type.

Best practice: use Indeed as a research tool to learn about a position, then move forward in the application process by navigating to the company’s web page and applying on their careers page.

Diversity and Inclusion Programs

Corporate Affinity and Employee Resource Groups (ERGs) often have separate recruiting channels. These are just some options – there are many, many more. Use search terms such as “diversity and inclusion recruiting” or “affinity recruiting” along with the org name to find and research other organizations.

- [Diversity & Inclusion Pledge](#) – Lists organizations who have signed on; seek opportunities through them.
- [Human Rights Campaign](#) – lists corporations using the [HRC Equity Index](#)
- [Bank of America](#)
- [JP Morgan](#)
- [Liberty Mutual](#)
- [Goldman Sachs](#)
- [Target](#)
- [Fidelity](#)

Additional Helpful Sites (mega sites, scrapers, etc.)

[College Recruiter](#)

[Intern Queen](#)

[National Retail Federation \(NRF\) Student Program](#) (use your Bryant email address to log in)

[USAJobs](#) – federal opportunities – seriously good

[WayUp](#) – trying to be a mega site

[Ziprecruiter](#) – mega site

[Monster](#) – mega site

[Idealist.org](#) – nonprofits, ngos, etc.

[GoinGlobal](#) – global opportunities

[OPT Nation](#) - international students

[MyVisaJob](#) - international students

[International Student Job Search*](#)

Professional Association and Other Job Boards

[Accounting & Financial Women’s Alliance](#)

[American Accounting Association](#)

[American Association of Publishers](#)

[American Council on the Teaching of Foreign Languages](#)

[American Economic Association](#)

[American Historical Society*](#):

[American Marketing Association](#)

[American Psychological Association](#)

[AmeriCorps](#)

[Careers in Consulting](#)

[Europe Language Jobs](#)

[Hachette Book Group](#)

[Job Coconut](#) (global jobs/global talent) for foreign language majors:

[National Association of Black Accountants](#)

[Network of Executive Women](#) representing the CPG (Consumer Products Goods) industry:

[Penguin Random House](#) – publishing – all majors

[Project Management Crossing](#)

[Project Management Institute](#)

[Rhode Island State Government Internship Program](#)

[Social Science Research Network \(SSRN\)](#) (good for all majors)
[Supply Chain Management Talent Groups](#)
[The Economist Job Board](#)
[The North American Society for Sports Management \(NASSM\)](#)
[USA Intelligence Careers](#) (good for foreign languages and all majors)
[Veteran Jobs Mission](#)
[Women in Communication](#)

*Please note: This site is a bit difficult to navigate. In order to view the job postings, as the filters don't perform well, it is recommended to use the "Browse Jobs" icon and then click on the "entry-level" jobs link.

Virtual Career Fairs

[CareerEco](#) – This site hosts many types of virtual fairs (employment & grad school). 100% worth checking out.
[Bender Consulting](#) – Virtual fairs focusing on serving students with disabilities

"Micro" internships

While not internships per se, these paid short-term (and usually remote) gig assignments offer professionally relevant short-term project-based experience which will add to your professional skill set. Find programs like the one hosted by [Parker Dewey](#).

Professional Post-Grad Internships

Many internships are still available to seniors, post-graduation! These post-degree internships could lead to a permanent offer. They are like "a long interview" and give you inside access. Search on BCC and other posting services.

Temporary Hiring Agencies

Do not discount temporary hiring agencies. The professional role you land through a temporary agency could very well lead to full-time career employment. These positions are often called "Temp-to-Hire" positions.

Caveat: Never pay to be placed. Quality agencies do not ask recently graduated (or soon-to-graduate) candidates to pay for employment access.

There are many more staffing firms than listed below. These are presented to get you started.

- [Accountemps](#)
- [Aerotek](#) (global)
- [Avenica](#)
- [Beacon Hill Staffing Group](#) (national)
- [Bender Consulting Services, Inc.](#)
- [Bullfinch Temporary Service](#) (Temp Positions Across PartnersHealthcare)
- [John Galt Staffing, Inc.](#)
- [Kelly Scientific Resources](#) (global)
- [Kelly Services | Healthcare Resources](#) (global)
- [Kennison & Associates](#) (Boston)
- [LABUR Consulting](#)
- [Lee Hecht Harrison](#) (global)
- [Manpower](#) (Global)
- [Maxim Healthcare Services](#)
- [Propel Careers](#) (Boston)
- [PSG](#) (Boston)
- [Randstad](#) (global)
- [Robert Half](#) (global)
- [Spherion](#) (U.S. & Canada)
- [TEKsystems](#)

Chambers of Commerce

Network with professional groups such as local **Chambers of Commerce**. Use these links to find the Chamber of Commerce you seek:

- [National](#)
- [American Chambers \(AmCham\) abroad](#)
- [International](#)
- County-Specific – Try [GoinGlobal's Country Guides](#)

Employers promoting part-time hiring in real time

- [ALDI](#)
- [Amazon](#)
- [CVS](#)
- [Hannaford's](#) (90 day temp)
- [Honeywell](#)
- [Northeast Security](#)
- [Ocean State Job Lot](#)
- [Whole Foods](#)

C. Other Strategies

Google Geographic Search

Curate your own list of companies to research and connect with using a Google search.

Best Practice: Open google maps and search your geographic area. Then, click the “nearby” button and type in the name of your industry or sector (ie: Marketing Agencies, Financial Firms, Healthcare). All the companies near you will pop up. Then cross reference them on LinkedIn to see who works there, if they have jobs or if it’s the kind of company you would like to work for.

[Portfolio](#)

Highlight your work and skills on Portfolio – another valuable tool for employers to see your skill set. Then share your Portfolio page with prospective employers and recruiters.

LinkedIn Groups

Consider joining LinkedIn Groups affiliated with your interests, industry or sector.

Best Practice:

In the search bar of LinkedIn in type in your keyword (ie: Finance Professionals, Women in Tech, Manufacturing Professionals) and LinkedIn will first generate the people who match that search term, but further down the page, you will find Groups affiliated with that search term. Go ahead and check out some of the groups and look for groups that feel really aligned with your goals. When you find one, request to join that group. In a matter of time you will be approved and begin to see content on your feed that relates to you interests with like-minded people. You may even find possible networking opportunities and job postings within these hidden pockets of professionals.

LinkedIn Alumni Career Paths

Use the Bryant University LinkedIn page to connect with over 38,000 current students and alumni to connect. You can learn about their paths to success by viewing their profiles or ask to video chat to learn more and ask for advice.

Best Practice:

In the search bar of LinkedIn, type in Bryant University to find the School page. Click on Alumni and you will have a visual of the 39K alumni of Bryant who are registered on LinkedIn. You can see where they live, where they work, what they studied and what they do. As you scroll down, LinkedIn will show you Bryant alumni and you can browse alumni profiles. In the search bar within the Alumni tool, you can type in your keywords (ie: Marketing, Biology, New Haven, CT) and the subset of Bryant Alumni will be featured. Look over these alumni to see where they work, what their first job was out of college, learn about new companies this way or determine the path that you want to take based on what other Bryant grads have done.

AlumniFire

Another excellent tool for finding Bryant alumni who are available for advice and in some cases, job leads.

Personal Networking – An Untapped Resource

It is okay to tell people you are looking for a position! College seniors often find jobs by engaging their personal networks. Consider connections closer to home. Extended family, friends, neighbors, past supervisors, coaches and teachers may have ideas for you about where to apply or who to contact.

- Family connections
- Connections through family friends
- Bryant faculty & staff connections
- Parents of your roommates or your parent's friends
- Consider connections through natural groups/communities: Church, Hiking Clubs, ELKS, Lions Club, VFW, high school (teachers, coaches, guidance counselors, etc.), reading/book clubs, hobby groups

Set up calls or send emails to reintroduce yourself. Express your interests and share about your excellent education and personal skills.

Best Practice:

Emails that include details about your interests and qualifications with a résumé attached creates a convenient package your contacts can forward on your behalf.

Remember: The Amica Center for Career Education staff is here to help you!

Contact us:
401-232-6090
careers@bryant.edu
career.bryant.edu