Expectations for Students Who Participate in Recruiting Activities with the School of Informatics and Computing

The School of Informatics and Computing requires all participants in the recruiting program to conduct themselves professionally and act in good faith regarding the application, interview, and employment offer processes. Participation in the recruiting program is a privilege, revocable without written notification. To gain access to SoIC Careers, carefully review each of the following Career Services policies and professionalism standards.

**Employment Offers**

- **I will not renege** (back out of my commitment) **once I have accepted an offer of employment.** I understand that Career Services is here to help me navigate the job and internship search process, and I will speak with a career advisor if I need help making career-related decisions and/or negotiating a job or internship offer or deadline.
  - Once I have accepted an offer of employment, I must notify Career Services within 24 hours. I must also withdraw all pending applications, cancel all scheduled interviews, and cease seeking employment or entertaining other offers of employment.
  - If I continue to interview after accepting employment, Career Services reserves the right to revoke all of my recruiting privileges indefinitely.
- I must respond to all employment/internship offers on or before the requested deadline.
- I am aware that some companies conduct criminal background checks and/or drug screenings and that I must contact Career Services if I have any questions or concerns about this.

**Interviews**

- I must only apply for positions for which I would accept an interview offer.
- I must accept or decline all interview offers within the window of time stated in SoIC Careers.
- Career Services does not advocate or condone the use of class time for anything other than class. I must schedule my interviews so that I will not miss class time. In cases where this is not possible, I must speak with my professor about my schedule and ways to make up for any potential loss.
- I must arrive on-time or early to all interviews I obtain through the efforts of Career Services, its job posting services and its other resources. If an emergency prevents me from attending an interview, I must promptly notify both the potential employer and Career Services.
- If I do not show up for a scheduled interview I must contact Career Services within 24 hours and write a letter of apology to the employer, providing a copy to Career Services so they can submit it on my behalf. If I fail to do either of these things, my access to SoIC Careers will be suspended.
- Missing more than one interview will result in the immediate suspension of my SoIC Careers account and will require me to meet with the Director of Career Services to discuss whether my privileges can be reinstated. I will also be required to write a letter of apology to the employer.

**Representation**

- **Honesty and integrity** throughout the recruiting and job search process reflect on my character and on the reputation of the School of Informatics and Computing.
- I must act in a professional manner and be courteous and respectful throughout my job/internship search.
- I must wear professionally appropriate attire to all interviews and Career Services functions and could be turned away from events if I do not. I need to check with Career Services if I am unsure what to wear.
- I must provide accurate and honest information on all resumes and other materials provided for the purpose of securing employment, including my SoIC Careers profile.
- If I falsify information in a resume, cover letter, application, SoIC Careers profile, or other candidate documentation, my access to SoIC Careers will be limited or revoked, and if I repeat this behavior more than once, I could lose access to all recruiting privileges indefinitely.

**Communication**

- Email is the primary and official form of communication used by Career Services to notify me of important information regarding job postings, job fairs and events, and other career-related resources. I must check my IU email account regularly to remain informed of all such Career Services activities.
- I must respond to all employer communication within 48 hours.
- I must keep all appointments with Career Services. This includes programs and events I register for. If a conflict arises with respect to a scheduled commitment, I must promptly notify Career Services by canceling my appointment or program/event RSVP in SoIC Careers.
- I must provide Career Services with my employment status as requested in surveys or otherwise.
- I will accept responsibility for my job search, career and professional development, and act with ethics and integrity in the job and career search process.

These guidelines are not all-inclusive. They are intended to serve as a framework within which the career planning and recruitment processes should function, and as a professional standard to be observed. If you have questions, please contact Career Services.
Introduction to Career Services

In the United States, career services at colleges and universities typically differ from career services in other parts of the world. Here, emphasis is placed on the development of the individual in all areas of career-preparedness, and students must take personal initiative to achieve career success. It is important to note that SoIC Career Services is NOT a placement service—we do not find the perfect career for you, but we help you determine your skills and interests, evaluate career opportunities, and facilitate connections with employer representatives. The goal of Career Services is to empower students to make mindful and ethical career choices, and this goal is accomplished through one-on-one meetings, workshops, and specialized events.

Services that we provide include, but are not limited to:

- **Career Fairs:** Events where many employers gather in one location to provide information about their organization and available positions to students.
- **Case Competitions:** Employer-sponsored challenges that allow students hands-on experience addressing industry issues.
- **Individual Appointments:** One-on-one interactions between a student and Career Services staff. Appointment topics are selected by students, and can include resume/cover letter review, LinkedIn profile review, job offer negotiation tips, and more.
- **Information Sessions:** Employer-presented sessions that focus on a specific organization or topic.
- **Mock Interviews:** Practice interviews with Career Services staff.
- **On-Campus Interviews:** Meetings initiated by certain employers to interview select candidates for internships or full-time positions.
- **Workshops:** Informational presentations about specialized career topics in a larger group setting.

**MYTH:** I should only utilize Career Services when I am about to enter the job market.

**FACT:** You should utilize Career Services throughout your time at IUB. The earlier the better!

The process of finding a job is daunting for anyone, and international students have additional specific needs in the career search process. Career Services staff recommend that students see us early in their academic journey in order to be best prepared to enter the job market. Schedule an appointment and take part of our career events on campus. We want to meet you and help you succeed!
Cultural Differences in the Job Search Process

Employment in the U.S. is not guaranteed or promised to foreign nationals entering the country on a student visa. However, the first step in a successful job search is to understand the U.S. job-hunting process. You may be inclined to proceed as you would if you were conducting a search in your home country, but different cultures have different expectations, and you must become aware of the typical job search strategies, tendencies, and commonalities in the United States.

**Common Cultural Barriers to an Effective Job Search**

<table>
<thead>
<tr>
<th>Expectation in the United States</th>
<th>Possible Conflicting Cultural Values</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Self-Promotion</strong></td>
<td>Assertiveness.</td>
</tr>
<tr>
<td></td>
<td>Confidence in openly discussing goals and accomplishments.</td>
</tr>
<tr>
<td></td>
<td>Follow-up with employers (telephone inquiries, thank you notes).</td>
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<tr>
<td></td>
<td>Unless presented as part of a group activity, citing achieved goals, accomplishments, and skills is viewed as boastful, self-serving, and too individualistic.</td>
</tr>
<tr>
<td></td>
<td>Asking employers directly about the status of an application may be viewed as rude.</td>
</tr>
<tr>
<td><strong>Individual Responsibility in Finding Employment</strong></td>
<td>Using a wide variety of resources in identifying jobs (e.g., social networking resources, friends, family, contacts, associations, career services, academic mentors, etc.).</td>
</tr>
<tr>
<td></td>
<td>Personal referrals can carry weight in evaluating a candidate’s potential.</td>
</tr>
<tr>
<td></td>
<td>Jobs are found for the individual by school, family, or government.</td>
</tr>
<tr>
<td></td>
<td>One resource (e.g., faculty, employment agent) will find appropriate work for the job seeker with little proactive action on the part of the individual.</td>
</tr>
<tr>
<td></td>
<td>Dependency relationships in the job search are fostered.</td>
</tr>
<tr>
<td><strong>Directness in Communication</strong></td>
<td>Open and direct responses to questions.</td>
</tr>
<tr>
<td></td>
<td>Eye contact with interviewers, relaxed posture, and appropriate non-verbal behavior.</td>
</tr>
<tr>
<td></td>
<td>Discussion of salary and benefits only when initiated by the interviewer or at time of job offer.</td>
</tr>
<tr>
<td></td>
<td>The candidate asks questions about the job at the end of the interview.</td>
</tr>
<tr>
<td></td>
<td>Eye contact, especially with persons of higher status (e.g., employer/interviewer) may be disrespectful.</td>
</tr>
<tr>
<td></td>
<td>Asking open-ended questions about the job may be seen as rude or inappropriately direct.</td>
</tr>
<tr>
<td><strong>Career Self-Awareness</strong></td>
<td>Demonstration of knowledge of self, career goals, and how they relate to the job.</td>
</tr>
<tr>
<td></td>
<td>Discussion of long-range career plans.</td>
</tr>
<tr>
<td></td>
<td>Ability to be self-directed in one’s career development.</td>
</tr>
<tr>
<td></td>
<td>Questions about role in company indicate potential disloyalty.</td>
</tr>
<tr>
<td></td>
<td>Jobs are assigned by government or family, or are determined by school or test score.</td>
</tr>
<tr>
<td></td>
<td>Individuals must be flexible to accept whatever job becomes available without regard to their own career goals.</td>
</tr>
</tbody>
</table>
Common Cultural Barriers cont.

<table>
<thead>
<tr>
<th>Informality in the Interview Process</th>
<th>Congenial interviewing environment that encourages openness, some joking, and exchange of information. Professionalism in all written materials is expected.</th>
<th>Sitting with a person of higher status requires deference. Job applicant is very polite and does not ask questions or provide information that may indicate a lack of respect for the interviewer’s position. Hand shaking, using first names, crossing legs, etc. may be inappropriate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctuality</td>
<td>Arrive 10-15 minutes before a scheduled interview.</td>
<td>Personal relationships are more important than time. Arriving after an agreed-upon meeting time is not insulting.</td>
</tr>
<tr>
<td>Effective Letters of Application and Resumes</td>
<td>One page, error-free, concise, and attractive outline of work experiences, skills, accomplishments, and academic credentials. Personalized to reflect each individual’s qualifications and professional interests; tailored to each job description.</td>
<td>Resumes are a detailed chronology of academic and formal work experiences, and not a tool of self-promotion. Contains personal information about family, marital status, a photo, partner’s occupation, etc.</td>
</tr>
<tr>
<td>Individual Equality</td>
<td>It is illegal for race, sex, and age to affect the interview process. Politeness and respect are shown to all employees a candidate meets, from receptionist to CEO.</td>
<td>Males and older persons may expect to assume dominance when interacting with females or younger persons. Level or organizational hierarchy may determine the amount of respect an individual is given. Attitudes on gender, race, and other individual characteristics, and how they impact hiring decisions, vary from culture to culture.</td>
</tr>
<tr>
<td>Preparation and Organization</td>
<td>Obtain as much information as possible about the organization and the job before the interview. Demonstrate awareness of the organization in cover letter and during the interview.</td>
<td>Research about the organizations may indicate undesirable initiative or independence.</td>
</tr>
</tbody>
</table>

(Edited from University of Buffalo School of Management Job Search Guide for International Students)

What can I do to make myself a more attractive candidate?
- Have your resumes and cover letters reviewed by a Career Services advisor.
- Become thoroughly familiar with immigration regulations and benefits attached to your visa status.
- Research the employers and positions in which you are interested.
- Participate in a mock interview and adjust your interviewing based on the feedback you receive.
- Practice speaking confidently about your skills, interests, and career goals.
- Improve your English skills by speaking in class, giving presentations, and expanding your circle of native English-speaking friends.
## Application Materials

**MYTH:** The more jobs I apply for, the more likely I am to obtain interviews.

**FACT:** The better my application materials, the more likely I am to obtain interviews.

Career Services staff frequently meet with students who state they have applied for hundreds of jobs but have not received interviews. The biggest mistake these students have made is not customizing their application materials. It is better for a student to spend time crafting a customized resume and cover letter for 10 jobs than it is to apply for 100 jobs with generic documents. A common misconception is that the more applications students send out, the more likely it is that they will obtain a job; however, students must change their mindset to focus on quality over quantity in the application process.

### Resumes

Generally speaking, there are major differences between U.S. resumes and resume formats from other countries. Some differences are listed below; note that these differences do not apply to all countries and do not account for individual differences.

<table>
<thead>
<tr>
<th><strong>U.S. Resumes</strong></th>
<th><strong>International Resumes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Concise, visually attractive marketing tool used to summarize skills, academic training, and relevant work experience.</td>
<td>Lengthy document chronologically detailing all past skills, academic training, and work experience.</td>
</tr>
<tr>
<td>1-page ideal; 2-page maximum (and only with significant work experience).</td>
<td>Sometimes 2-plus pages.</td>
</tr>
<tr>
<td>Do not include age, marital status, race, visa status, family background, or religion.</td>
<td>Sometimes include age, marital status, race, visa status, family background, and/or religion.</td>
</tr>
<tr>
<td>Do not contain an applicant’s photo.</td>
<td>May contain the applicant’s photo.</td>
</tr>
<tr>
<td>Do not typically list high school/secondary school information if an applicant is pursuing a bachelor’s degree or higher.</td>
<td>May include high school/secondary school information and also provide detailed exam results information.</td>
</tr>
<tr>
<td>May or may not include completion of military service depending upon whether it is relevant or makes the person a stronger candidate.</td>
<td>Sometimes include completion of military service.</td>
</tr>
<tr>
<td>Told from a first-person perspective but do not include personal pronouns.</td>
<td>May be told from a first-person or third-person perspective and may include personal pronouns.</td>
</tr>
<tr>
<td>Demonstrate work experience through detailed, action-driven duties.</td>
<td>May provide a bulleted career profile at the beginning of the resume that provides a broad overview of an applicant’s career history.</td>
</tr>
<tr>
<td>Do not include a declaration of accuracy at the end of the resume. This information is instead provided during the job application itself.</td>
<td>May include a declaration of accuracy at the end of the resume.</td>
</tr>
</tbody>
</table>
Cover Letters

Cover letters are an absolute necessity in the job search process. In a pool of applicants with similar technical skills and professional experiences, cover letters are a way to make you stand out. You have the opportunity to demonstrate familiarity with an organization’s culture and mission, and you can highlight skills and talents that fit with the posted job. Unless a job posting specifically asks for only a resume, you should always include a cover letter.

<table>
<thead>
<tr>
<th>Do</th>
<th>Don’t</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the same contact information and layout from resume to cover letter.</td>
<td>Skip writing a cover letter unless an employer’s posting specifically states to only upload a resume.</td>
</tr>
<tr>
<td>Write your letter to a specific person, completing research as needed to locate the appropriate party.</td>
<td>Allow your cover letter to flow onto a second page. One page is the maximum length for a cover letter.</td>
</tr>
<tr>
<td>Create an individualized cover letter for each application.</td>
<td>Use generic cover letters, including mail merge type documents.</td>
</tr>
<tr>
<td>Include an introductory paragraph that includes the specific job for which you are applying and how you learned about the position.</td>
<td>Forget to proofread your cover letter for typos, grammar, and unclear content.</td>
</tr>
<tr>
<td>Include 1-2 paragraphs outlining how your skills, education, and experience are relevant to the position and the organization.</td>
<td>Apologize for your shortcomings. Cover letters should draw attention to your strengths, not your weaknesses.</td>
</tr>
<tr>
<td>Include a closing paragraph that reiterates your interest, thanks the employer for their time, and provides your contact information.</td>
<td>Simply repeat the information on your resume. Instead, use this time to further explain your relevant skills and experiences.</td>
</tr>
<tr>
<td>Mirror the language of the organization and job posting in your letter to show that you have researched both the position and the company.</td>
<td>Skip writing a cover letter (yes, again!). Cover letters can be key in getting an interview. Don’t neglect this important step!</td>
</tr>
</tbody>
</table>

The Job Search Guide provides an in-depth, step-by-step guide to drafting resumes and cover letters. It also provides tips on formatting, writing strong accomplishment statements, and tailoring materials to best fit your strengths. Use this resource for more advice and sample documents.
Rohit Dastudent
1000 E. Hadoop Loop, Bloomington, IN 47408
Email: student@indiana.edu • Cell: 812-555-5555 • LinkedIn: linkedin.com/in/iustudent

EDUCATION
Indiana University, Bloomington, IN, United States
Master of Science in Data Science
GPA 3.75/4.00

University of Pune, Pune, India
Bachelor of Engineering in Computer Science
Percentage: 78% (First Class with Distinction)

KEY COURSES
Data Mining, Machine Learning, Database Theory and Systems Design, Big Data Applications and Analytics, Web Mining, Computer Networks, Data Visualization, Relational Probabilistic Models, Bayesian Theory and Data Analysis, Data Analysis and Modeling

TECHNICAL SKILLS
- **Languages and Models:** C/C++, R, Hadoop, Java, Python, Tableau, SAS
- **Web Application:** HTML5, CSS, JavaScript, JQUERY, JSP, ASP.Net
- **Databases:** MongoDB, IDM DB2, MYSQL, MS Access, Oracle
- **Operating Systems:** Microsoft Windows, Mac OS X, Linux, Unix
- **Certifications:** DB2 Universal Database V8.1 Fundamentals certification (IBM Certified Database Associate)

WORK EXPERIENCE
Indiana University, Bloomington, IN
Teaching Assistant
- Held office hours for 2-4 hours weekly to address student questions regarding coursework and labs
- Assisted professor in teaching, preparing quizzes, and assessing homework
- Planned and conducted lab sessions for 35 students weekly to practically apply and complement topics covered in class

Lister Technologies, Chennai, India
Software Engineer
- Developed web-based system using ASP.Net, JavaScript, and SQL Server to generate costing tool website for potential e-commerce clientele
- Conducted and led regression, system, performance, and functional testing for network products to be distributed worldwide
- Designed and implemented best practices in software life cycle training program for incoming junior software engineers

ACADEMIC PROJECTS
- Created a dynamic bus routing system to optimize campus bus routes based on weather, traffic patterns, and class schedules using MongoDB, MYSQL, and HTML5 (Spring 2016)
- Collaborated with group members to develop an online social network where users can create a profile, add friends, and interact with other users using MySQL and JSP (Spring 2016)
- Created ranking algorithm for set of 1000 webpages using Java and Hadoop (Fall 2015)

HONORS AND AWARDS
- Won 1st Prize at the 2016 AT&T IoT and Civic Hackathon- Indianapolis
- Lister Technologies Star Performer Award, Quarter 2, 2013

LEADERSHIP AND INVOLVEMENT
- Designed and maintained website for the Indian Student Association at Indiana University
- Coordinated outreach and public relations initiatives for the Robot Study Circle at University of Pune
July 6, 2016

Ms. Peta Byte  
*Director of Talent Management*  
Dream Company  
223 Schema St.  
Indianapolis, IN, 46412

Dear Ms. Byte:

I am delighted to express my interest in the Data Scientist position with Dream Company. As a graduate student studying data science at Indiana University, my educational background has equipped me with the analytical skills and modeling experience needed for the position. With Dream Company’s values of growth, innovation, and community, I am excited about applying my education and experience to a leader in the Indianapolis tech industry.

My past work experiences have all involved me taking information and making it accessible to others. As a Teaching Assistant, I explain complex computing programs to undergraduate students, an experience which has allowed me to strengthen my written and verbal communication skills. I displayed similar skills at Lister Technologies when I created a software life cycle training program for incoming software engineers. Developing such a program required that I have extensive understanding of software life cycle methodologies, quality assurance processes, and programming languages. My position also allowed me to utilize my strong analytical skills when I created a web-based costing tool for our e-commerce clients. The costing tool was integral in bringing more than 20 clients to our organization, and I enjoyed seeing how my advanced technical skills contributed to the success of the business. I believe this experience mirrors with Dream Company’s emphasis on combining technology with customer success and would be a true asset to your team.

Throughout my time at Indiana University, I have taken challenging coursework in order to grow as a data science professional. One of my favorite projects involved analysis of Indiana University campus bus routes. I looked at different data pieces to determine how these factors affected route timeliness, and I created an optimized route plan for campus bus drivers. The project required that I use several different databases and programming languages, develop statistical forecasting tools, and leverage large sets of data to make strategic decisions. From this experience, I have learned that I am a self-starter who has the drive and ingenuity needed to be a successful data scientist.

I am confident that my previous experience in technology positions and my data science background make me an excellent candidate for the Data Scientist position with Dream Company. Thank you for your consideration, and I look forward to hearing from you. I can be reached by email at student@indiana.edu or by phone at (812) 855-5555.

Regards,

Rohit Datastudent
### International Student Friendly Employers at the Career Fair

<table>
<thead>
<tr>
<th></th>
<th>Full-Time Only</th>
<th>Internship Only</th>
<th>Both Full-Time and Internships</th>
<th>Percentage of Total Employers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2016</td>
<td>6</td>
<td>3</td>
<td>4</td>
<td>19%</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>9</td>
<td>3</td>
<td>15</td>
<td>26%</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>7</td>
<td>6</td>
<td>1</td>
<td>19%</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>9</td>
<td>3</td>
<td>12</td>
<td>26%</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>5</td>
<td>3</td>
<td>22</td>
<td>32%</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>0</td>
<td>4</td>
<td>20</td>
<td>29%</td>
</tr>
<tr>
<td><strong>Average</strong></td>
<td><strong>6</strong></td>
<td><strong>4</strong></td>
<td><strong>11</strong></td>
<td><strong>25%</strong></td>
</tr>
</tbody>
</table>

The SoIC Career Fair occurs early in the fall and spring semesters, and provides students with the opportunity to have face-to-face interactions with employers from around the country. In past years, roughly 25% of attending employers have been open to sponsoring international students for internships and/or full-time positions. Career Services staff understand that having sponsorship-friendly employers at the Career Fair is very important to international students, and continuous efforts are made to develop strong relationships with such employers.

### Researching Employers

The Job Search Guide includes information about how to get ready for the Career Fair. With fewer employers to research, international students have the opportunity to be better prepared for the Career Fair than their domestic counterparts.

You can delve into a company’s website to learn more about the organization. When reviewing the website, try to find out information about:

- The company’s mission and culture
- The location(s) of the company
- What the company does—both the industry it is in and who the company serves
- The types of positions posted and what those positions typically do
- New developments in the company, including any emerging markets
Talking with Employers

Elevator Pitch

An “elevator pitch” is a concise speech that describes who you are, what skills you have, and why you are interested in a position. When delivered verbally, you should be able to give your pitch in 30 seconds or less. A good elevator pitch takes practice and planning but should also feel natural and adaptable to a variety of situations and audiences.

In a Career Fair setting, an elevator pitch should include:

- An introduction, including your name and degree
- The focus of your search
- Relevant skills and experiences that you have to offer
- What differentiates you from your peers
- A call for response

Some sample Career Fair elevator pitches are below:

Nice to meet you. I’m Dipti Agarwal, and I’m a second-year student in the computer science master’s degree program. I am looking for a full-time position that allows me to use my strong programming skills. Prior to graduate school, I designed and developed software applications for the top IT service and consulting company in Mumbai. Through my work experience and education, I’ve learned that I thrive in environments where I can work behind the scenes with a team of programmers. The position you have listed in SoIC Careers seems like a perfect fit for someone with my skills and experience, and I’d like to hear more about the types of projects at your company.

Hi, my name is Jie Zhang, and I am a junior Informatics major from Dalian, China. In the past year, I’ve strengthened my consulting skills by competing in case competitions and being involved in IU’s Informatics and Computing Consulting Association. I am looking for an internship position that will allow me to mesh my love for technology and passion for business. Can you tell me how someone with my experience may fit into your company?

Hello, I’m Thiago Pereira Sousa, and I am a first-year student in the Human Computer Interaction program. In my home country of Brazil, I worked for four years as a graphic designer and web developer for a small start-up travel agency in São Paulo. I was able to combine my love for design and entrepreneurship, and this passion led me to the U.S. to study to be a user experience designer. I read on your company’s website that you are expanding to South America, and I believe that my global perspective and skills are a good match for your organization. What additional skills do you look for in a candidate?
Questions to Ask Employers

You will have a brief amount of time to ask the representatives questions about the position. Be sure to introduce yourself before jumping into your questions and thank them at the end of the conversation. **Do not ask questions that could be easily answered by the company’s website.**

Sample questions include:

- What are typical entry-level positions for someone with my major, skills, and experience? (After you describe your academic and work experience)
- What type of previous work experience do you look for in candidates?
- Do you have a formal internship program?
- What skills do you look for in candidates?
- What is the best way to apply to your organization, and how long does the hiring process usually take?
- Will you be on campus to interview?
- What qualities do you think make your company stand out from the competition?

It is perfectly acceptable to let an employer know that you are an international student at the Career Fair, but questions about the sponsorship process should be saved for a future meeting.

Questions You May Be Asked

Be sure to prepare responses to typical interview questions:

- What kind of position are you looking for?
- Why are you interested in working in the field you described?
- Why are you interested in this company?

After the Fair

- Be sure to apply for open positions via SoIC Careers. If employers are holding on-campus interviews during the semester, applying through SoIC Careers is the first step in the interview process. You must remember to apply by the resume submission deadline. Some deadlines will be the day of the fair.
- Write a thank you note/email and send it the next day to the address on the employer’s card. Be sure to thank the employer for his or her time and restate your interest in and qualifications for the position.
- If the employer indicated that they would be hosting next-day interviews, make sure you have your phone with you that evening or the next day, and check your voicemail promptly. Return all calls immediately.
- Follow up! Within one week of the fair, make contact with the representatives you spoke to, unless you have already discussed an alternative arrangement, such as an interview. Employers may leave the fair with hundreds of resumes, and fewer than five percent of students follow up after the fair. This simple step can give you a significant advantage.
Searching Outside of the Career Fair

**MYTH:** If an employer isn't at the Career Fair or doesn't conduct on-campus interviews, they are not interested in SoIC students.

**FACT:** Employers have different recruiting strategies, and some employers choose not to attend career fairs. Career Services can help students connect with employers even if those employers do not come to the IU campus.

Many companies around the U.S. hire SoIC graduates despite having never attended a Career Fair. Different organizations have different recruiting styles, and you should not be discouraged if your dream company is not at the Career Fair. Career Services staff have connections with employers from around the globe, and you are encouraged to meet with us to discuss ways to connect with employers outside of the Career Fair setting.

**SoIC Careers Database**

The SoIC Careers database should be your first place to search for internships and full-time positions. Employers who list jobs through this database have specifically expressed interest in SoIC students. You can apply for as many positions as you like within SoIC Careers but remember the importance of customized materials outlined in the “Applying for Jobs” section. Detailed information about how to utilize the SoIC Careers database is listed in the Job Search Guide.

As you use SoIC Careers and other online resources, it is crucial that you exercise common sense and caution when reading and responding to position descriptions and employer communication. Always be on the alert for potential fraudulent job postings, and never disclose social security numbers, credit card information, or bank account numbers to unknown employers. If you suspect a position or job offer is fraudulent, contact SoIC Career Services (soiccareers@soic.indiana.edu).

**Networking**

The Job Search Guide provides approaches to building a professional network, and international students in particular are encouraged to begin strategic networking early. Remember that networking is about building and maintaining professional references. It is not casually handing out your information. As a result of networking, you will build a strong base of contacts who will serve as a resource throughout your professional career. To expand your network while still in school, make connections with professors, classmates, peers, and professional organizations.

Students are also encouraged to build connections outside of campus. Once you identify a few companies of interest, you can visit linkedin.com/alumni in order to search for IU alumni who work in those organizations. Reaching out to alumni is an excellent way to network, particularly if the alum graduated from your specific program, as they will be familiar with your academic preparation and your experiences in Bloomington! When requesting an informational interview, you should remember that the purpose of the interview is to build connections and not to ask for a job. Once you have developed a connection, you can ask someone if they would be willing to connect you with other colleagues in the field. Thus, you continue to make connections and develop a robust network of contacts.
Negotiating Offers

Negotiating Offers

The job offer process in the U.S. occurs in stages, and the Job Search Guide has information about the typical process. Once you reach the job offer stage, there are several things to consider before accepting an offer. These considerations include satisfaction with:

- Overall impression of the company
- Start date
- Company location
- Salary
- Professional development opportunities
- Benefits, including vacation time

If you are not comfortable with one or more of these points, consider negotiating with the employer to find an offer that better fits your needs. Negotiations need to be grounded in research and fact, and you should have specific and actionable steps in your negotiation response. You are strongly encouraged to speak with Career Services as you navigate the negotiation process. Whether it be that you want to ask for a higher salary, an extension on your offer, or you are balancing multiple job offers, Career Services staff are here to help you make sound, professional decisions.

**MYTH:** It is okay to accept a job offer and still continue looking for other, more appealing offers.

**FACT:** Once you accept a job offer, you have made a commitment. Backing out of that commitment is highly unprofessional and damages your reputation in the industry.

**Do NOT Renego Offers**

Once you accept an offer, you should withdraw all pending applications, cancel any scheduled interviews, and stop searching for new positions. Formally accepting a position is a commitment and, if you do not intend to honor that commitment, you are being dishonest and unethical. Reneging, or going back on your word, damages your reputation, the reputation of your program, and IU, and such action will result in loss of all rights and privileges with Career Services. Because of reneging by students in the past, several of the top international student hiring employers chose to no longer hire and sponsor visas for SoIC graduates. The actions of a few individuals resulted in more limited opportunities for future students. Career Services staff continually work to bring in more international-friendly hiring companies, but it is vital that students behave ethically in the job acceptance process in order to maintain a positive reputation of SoIC graduates.
Visa Information

Below is an overview of F-1 and H-1B visa employment terms. Students on J-1, J-2, H-4, or any other visa type should consult with the Office of International Services (OIS) directly regarding work regulations. OIS is located in Poplars 221 and can be reached at (812) 855-9086, and they should be used as the primary source for detailed immigration information and assistance during your time at IU.

- **F-1**: F-1 status is the most common student visa classification in the U.S. and at Indiana University. F-1 classification requires that a student maintain full-time enrollment and is valid as long as a student upholds F-1 status regulations.
  - **Curricular Practical Training (CPT)**: CPT is an employment option for F-1 students during their course of study. To be eligible for CPT, employment must be an integral part of the curriculum or academic program, and the student must have been in the U.S. for at least one academic year. Eligible employment may be an internship, practicum, or other work experience that is required for the degree and for which academic credit is granted.
  - **Optional Practical Training (OPT)**: OPT is the employment authorization for F-1 students most often used after completing an academic program. OPT provides students with 12 months of employment authorization to work in the U.S. in their academic field of study. STEM majors may be eligible for an additional OPT extension and should consult with OIS regarding STEM extension eligibility.

- **H-1B**: H-1B is an immigration classification used to hire international professionals. To be eligible for H-1B status, students must first secure a position with an employer who is willing to file an H-1B petition on their behalf. H-1B visa status requires that a student have at least a bachelor’s degree, and it is typically granted in three year increments with a total stay limit of six years.

NOTE: U.S. Citizen and Immigration Services has a congressionally-mandated limited on available H-1B visas (for FY2016, the limit for advanced degree holders was 20,000 and the limit for general visas was 65,000). Therefore, submitted petitions for a visa are selected by a computer-generated process, or lottery, to meet the cap. All companies have equal standing in this lottery process; so, one type of company is not more likely than another to receive or not receive approval in the lottery process.

OIS has partnered with a top immigration law firm to create the IU Immigration Bridge Program to assist students with H-1B visa needs. Although the IU Immigration Bridge Program does not guarantee visa sponsorship, an H-1B visa, or employment, it does improve the situation for students with U.S. work authorization needs who are being recruited both on and off campus. More details about the IU Immigration Bridge Program can be located in the back of this supplement.
Frequently Asked Questions

When in the hiring process do I reveal that I’m an international student?

This is a very sensitive question which needs to be assessed on a case-by-case basis. Although some employers adhere to very strict policies against hiring foreign nationals, others may prefer to hire U.S. citizens but can be open to hiring international students. Therefore, it should be your goal to get past the initial screening measures to the interview. On the other hand, you should probably broach the subject before the employer has spent a significant amount of time and money trying to recruit you. It is usually recommended that students address the issue of their work status during the screening or first interview. Either way, never lie about your status when asked at any time during the process.

If a company says that they do not hire international students, should I even apply?

Maybe. It is recommended that you first target organizations with a history of hiring employees with a work visa. Please note that in SoIC Careers, you will be unable to apply for opportunities for which you do not qualify. It is possible that when an employer says that they don’t hire international students, it means that they haven’t hired international students in the past. You may be the first! In order to convince these prospective employers, it is your responsibility to educate them about the process of hiring a foreign national. Be mindful that they may still not hire you, and this can become frustrating.

How do I find employers that hire international students?

• Seek out companies that have a history of hiring international students. Make connections with other international students and alumni to find out what companies they have worked for.

• Consider both small and large companies for potential employment—do not limit your job opportunities by only looking at one type of company.

• Keep in mind that many jobs with the U.S. federal government, U.S. state and local government entities, and private employers who receive government contracts require the employee to be a U.S. citizen or permanent resident.

Additional Online Resources

www.passportcareer.com
Passport Career provides databases containing country-specific career and employment resources including job search resources, worldwide job/internship listings, and corporate profiles. SoIC students have free access to this service with a registration code, and guidelines for using the website are included at the front of this supplement.

www.uscis.gov
U.S. Citizenship and Immigration Services provides information about student and work visas, application for citizenship, and immigration laws and regulations.

www.internationalstudent.com
InternationalStudent.com was created by a group of international students living in New York City with the goal of helping other students deal with the American immigration authorities and education system.
Indiana University Immigration Bridge Program

If you have a solid job opportunity in the United States but your prospective employer is hesitant about the H-1B visa process, the IU Immigration Bridge Program can help you get to an offer—even with companies that don’t typically sponsor students with U.S. work authorization needs.

IU Immigration Bridge is a proactive partnership between the IU Office of International Services and a top immigration law firm, Fragomen, Del Rey, Bernsen & Loewy LLP, to assist students with the H-1B visa needs by streamlining the visa process for potential employers.

Although the IU Bridge Program does not guarantee a visa sponsorship, an H-1B visa, or employment, it does improve the situation for students with U.S. work authorization needs being recruited both on and off campus.

How it Works

If you are a student and need U.S. work authorization during the offer phase with an employer, you should complete the IU Immigration Bridge Program application:

1. You must inform recruiting companies about the program before filling out the E-Form to gauge their interest in participating. Once you have discussed the program with recruiters, fill out a brief E-Form on iStart at the IU Office of International Services’ website: ois.iu.edu/istart. This authorizes Fragomen to initiate legal consultation with your prospective employer.

2. After you fill out the E-Form, the Office of International Services will contact the recruiting company for permission to have Fragomen begin the discovery process with the company.

3. Fragomen will contact you and your recruiting company with a questionnaire.

NOTE: The visa process can take several months, and is dependent on Federal Government timetables with no guarantee of securing an H-1B visa. Employers will cover the full cost of the H-1B visa process.

When to Start

Begin the IU Immigration Bridge Program when a job offer from a recruiting company is imminent.

Learn More

Graduate Students: Contact Kaitlyn Yoder, Assistant Director of Career Services for the School of Informatics and Computing, at kaitlyn@indiana.edu.

Undergraduate Students: Contact Career Services at soiccareers@soic.edu.

About Fragomen, Del Rey, Bernsen & Loewy LLP: The leading provider of end-to-end corporate immigration services and solutions worldwide. The firm has been practicing global immigration and nationality law exclusively since 1951. Fragomen has a team of more than four legal professionals based out of their Chicago office dedicated to handling immigration matters for firms recruiting IU students. More information: fragomen.com

About the IU Office of International Services: Committed to assisting international students and scholars in accomplishing their educational, personal, and professional goals at Indiana University. More information: ois.iu.edu.

IU Office of International Services
Poplars 221, 400 E. Seventh St.
Bloomington, IN 47405
(812) 855-9086
ois@iu.edu
Getting Started with SoIC's Passport Career System!

Welcome to SoIC's Passport Career system that will help you to explore opportunities around the world! You may be seeking a job, internship, or simply looking to explore opportunities in other countries. For all of these and other global career interests, SoIC's Passport Career System provides extensive resources, guidance, strategies and tools to help you make your career move to 81 countries, including 50+ cities in the U.S.! Here are some tips to getting started with the system:

**Accessing Passport Career**

First time? Register:
- Go to [www.PassportCareer.com](http://www.PassportCareer.com)
- Click on Have a Registration Key? on the upper right corner of the homepage
- Enter your Registration Key: inuniv44 (all lowercase)
- Fill out the brief registration form.
- Use your email/password to login in the future.

**Global Career Planning Overview**

We suggest that you begin by reviewing the guidance and strategies relevant to your interests in My Briefcase. Click on the My Briefcase link on the blue menu bar to explore global options.

**Join An Introductory Webinar**

Click on Webinars in the top blue menu bar of any page. Every week, Passport Career offers strategic webinars on global career-related topics. If you’re new to Passport Career, the introductory webinar is offered monthly: How to Use Passport Career Strategically. Other webinars include how to write an international resume/CV, career strategies for the UN and other intergovernmental agencies, H1b employment (for international students), global LinkedIn strategies, and many more!

**Check Out the Databases**

On the blue menu bar at the top of any page you will find a link to the International Jobs/Internships Portal, which is updated daily with millions of jobs and internships in 203 countries, including the U.S. Try sorting your results by date for updated listings! The Get Connected! social network allows you to connect with others around the world. You will also find quick access to the H1b Employer Database for non-Americans seeking jobs in the USA (also found in each USA Portfolio's Top Employers section, which includes written strategies).

**Explore the Countries**

You will find the drop down menu for the Country Portfolios and USA Cities at the top right corner of every page. There are 81 countries and 15,000+ pages of content!

**Learn About the Country to “Know Before You Go”**

This section is found in each country portfolio and offers key information about relocating to the country, including an overview of the country and topics related to relocating, an overview of the job search situation, visas/work permits, financial information, language resources, and tips for getting started on a job search specific to that country.

**Engage In The Country’s “Strategic Approach”**

This section is found in each country portfolio and covers business culture and networking. If you focus on strategic networking and business culture skills, you have a greater chance at success with your career goals! The business culture covers the critical areas of country-specific business protocol that you need to master to make a good first impression. The local contacts and networks have specific strategies for each type of network, such as expatriate networks, alumni groups, and associations.

**Research The Country’s Employers, Jobs & Internships Under “Local Opportunities”**

This section is found in each country portfolio and has extensive resources and strategies broken down by cities, including lists and resources of the best local employers for expats/foreigners seeking jobs in the private sector and nonprofit sector, the international agencies such as the UN, and employers in other industries as well. You will also find resources for internships and lists of the best websites on and offline where you can find local jobs. Volunteer resources and temporary employment agencies are also in this section. In the USA city portfolios, you will find the H1b Employer Database and strategies under Top Employers.

**Prepare for the Country’s Career “Tools & Techniques”**

This section provides country-specific business cards and the protocol for use within the local culture. Also, this section covers country-specific guidelines for resumes/CVs and cover letters/emails. The interview section includes the culturally-nuanced questions that may arise. The salary section helps you research what to expect for local compensation and benefits. Convert the currency to any other currency by using the Currency Converter Tool, which is available at the bottom left of the Home page.

**Avoid the “One Visit” Trap**

In order to be successful with your global career exploration, you need to think of Passport Career as your personal global career assistant that is working continuously to update the content and identify new resources and opportunities. We suggest that you participate in the weekly webinars, and schedule 15-20 minutes each week to review new content, look for new jobs and internships, review updated resources, identify new contacts in the Get Connected! social network, and further explore the rich country-specific content, resources and tools.

**Join the Global Career Group on LinkedIn**

(search “Passport Career” under groups)

**Follow Us on Twitter: Global Career Info for Job Seekers**

[www.twitter.com/passportcareer](http://www.twitter.com/passportcareer)

**Read Our Global Career Blog**

[www.passportcareer.com/blog](http://www.passportcareer.com/blog)

Also, be sure to read the monthly e-newsletter.

It’s packed with great tips, strategies and updates! It will be sent to the email you enter on the registration form.

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Events Calendar 2016–2017

Visit soic-indiana-csm.symplicity.com for additional events and more information.

**Fall 2016**

- **Resume and Cover Letter Workshops**
  Thurs., Aug. 25, 11 a.m.–12 p.m.
  Thurs., Aug. 25, 1–2 p.m.
  Fri., Aug. 26, 2–3 p.m.

- **Prepare for the Career Fair Workshops**
  Thurs., Sept. 1, 11 a.m.–12 p.m.
  Thurs., Sept. 1, 1–2 p.m.
  Fri., Sept. 2, 2–3 p.m.

- **Resume Review Blitz with Employers**
  Tues., Sept. 6, 12–3 p.m.
  Wed., Sept. 7, 10 a.m.–1 p.m.

- **FALL CAREER FAIR**
  Thurs., Sept. 8, 11 a.m.–4 p.m.

- **Next Day Interviews**
  Fri., Sept. 9, 8 a.m.–5 p.m.

- **Interviewing Workshops**
  Thurs., Sept. 15, 11 a.m.–12 p.m.
  Fri., Sept. 16, 2–3 p.m.

- **On-Campus Interviews**
  Sept. 12–Dec. 9

- **Employment Strategies for International Students Workshops**
  Thurs., Sept. 29, 11 a.m.–12 p.m.
  Thurs., Sept. 29, 1–2 p.m.
  Fri., Sept. 30, 2–3 p.m.

- **Utilizing Social Media in Your Job Search Workshops**
  Thurs., Oct. 13, 11 a.m.–12 p.m.
  Fri., Oct. 14, 2–3 p.m.

- **Offers and Negotiations Workshop**
  Thurs., Oct. 27, 11 a.m.–12 p.m.
  Thurs., Oct. 27, 1–2 p.m.
  Fri., Oct. 28, 2–3 p.m.

**Spring 2017**

- **Mock Career Fair**
  Mon., Jan. 23, 7–9 p.m.

- **Women in IT Networking Reception**
  Thurs., Jan. 26, 9:30–11 a.m.

- **SPRING CAREER FAIR**
  Thurs., Jan. 26, 11 a.m.–4 p.m.

- **Next Day Interviews**
  Fri., Jan. 27, 8 a.m.–4 p.m.

- **On-Campus Interviews**
  Jan. 30–Apr. 14