



**Gies College  
of Business**

# Setting up your **Full-Time Job Search** Gies Career Services

*Angie Powers, Associate Director @ Gies Career Services*

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# How do employers find candidates?



Career  
Fairs

**Job Boards**  
(e.g., Handshake, LinkedIn  
job board, Careernomics,  
Glassdoor, etc.)

Educational Events  
(e.g. career workshops and  
webinars, company visits,  
case competitions, student  
projects, etc.)

Company/organization  
website

Company  
Information  
Sessions

Search firms  
(3<sup>rd</sup> party  
recruiters)

Social Media  
(e.g., LinkedIn,  
Facebook, Twitter,  
TikTok, WeChat)

Networking/Social  
Events (Formal or  
Informal)

REFERRALS

FROM WITHIN  
THEIR  
ORGANIZATION



# How do employers and candidates find each other?

**Employers  
prefer to hire  
in this  
direction**



From Within (internal promotion,  
lateral move, temps)

Contacts from employees  
(Referrals)

Networking

Professional  
Organizations

Recruitment  
Agencies

Ads/Job  
Boards

**Candidates  
often look  
for jobs in  
this direction**



*Employers' and candidates'  
preferred method is the exact  
opposite! Building  
relationships is key.*

# Jobvite: Effectiveness of applicant sources



## Recruiting Funnel By Applicants And Hires Internal Sources are the Most Effective



Source Name	Hire Count	Hire Percentage	Applications	Application Percentage	Effectiveness
Career Site	69,502	28.93%	4,993,677	34.93%	0.83
Job Boards	45,928	19.12%	7,060,680	49.38%	0.39
Entered by Recruiter	31,172	12.98%	280,870	1.96%	6.61
Referral	29,458	12.26%	376,594	2.63%	4.66

Calculating  
"Effectiveness":

The higher your  
effectiveness, the  
better the Source is  
at driving hires.  
= HIRE % /  
Application %

Internal sources are the most effective method

# COMMUNITY

## Question:

- How many living alumni of the University of Illinois at Urbana-Champaign?

Answer: **470,000+**

And how many for Gies College of Business?

Answer: **62,000+**



# Steve Dalton

## THE **2-HOUR** JOB SEARCH

Using Technology to Get  
the Right Job *FASTER*



STEVE DALTON

Senior Career Consultant and Associate Director,  
Duke University's Fuqua School of Business

The author of the 2HJS and  
Duke University Career  
Strategist, developer of this  
concept and process





# 3-Stage Job Search Process

**Stage 1:** Define your target companies and prioritize outreach

**Stage 2:** Identify contacts and set up informational meetings

**Stage 3:** Conduct Informational Interviews and contacts follow-up



I

# Before you build your target list...

1. What are your geographical preferences after graduation?
2. What are your job functional preferences and interests?
3. What are your industry preferences?
4. What type(s) of companies/organizations would you prefer to work for?

**5-minute  
reflection**



# Building your Target Company List

Goal is **40**

List

Alumni

Motivation

Postings

H-1B history

- <http://www.myvisajobs.com/>
- <https://redbus2us.com/h1b-visa-sponsors/>

# Dream Companies – 5 Minutes

- Brain dump all the companies you would love to work for!
- Who are your 'destination employers'?
- Don't over think this...just list them out



# Alumni / 1<sup>st</sup> Connections on LinkedIn (5 Minutes)



1. LinkedIn
2. My Network
3. Connections
4. 1-3 degree
5. All filters
6. School – UIUC
7. Show Results

10

The screenshot shows the LinkedIn search interface. The top navigation bar includes the LinkedIn logo, a search bar, and icons for Home, My Network, Jobs, Messaging, Notifications, Me, Work, and Learning. Below the navigation bar, the search filters are displayed: 'People' (selected), 'Connections' (circled in red), 'Locations', 'Current company', 'All filters' (circled in red), and 'Reset'. The search results show 'About 757,000,000 results'. A banner for 'Angela, you might benefit from unlimited search' is visible. The main list of results includes profiles of Paulanne Jushkevich, Jacquie Schweighart, Whitney Smith, Tyler White, Alex See, and Arshad Saiyed, each with a 'Connect' button. On the right side, a 'Filter only' sidebar is open, showing filters for 'School' and 'Industry'. The 'School' filter is selected, and 'University of Illinois Urbana-Champaign' is checked (circled in red). Other schools listed include Harvard Business School, Harvard University, Stanford University, and Massachusetts Institute of Technology. The 'Industry' filter shows options like Higher Education, Computer Software, Financial Services, Information Technology & Services, Internet, and Add an industry. At the bottom of the sidebar, there is a 'Show results' button (circled in red) and a 'Reset' button.

# LinkedIn Jobs - 5 Minutes

1. LinkedIn
2. Jobs
3. 'Wealth Management'

10

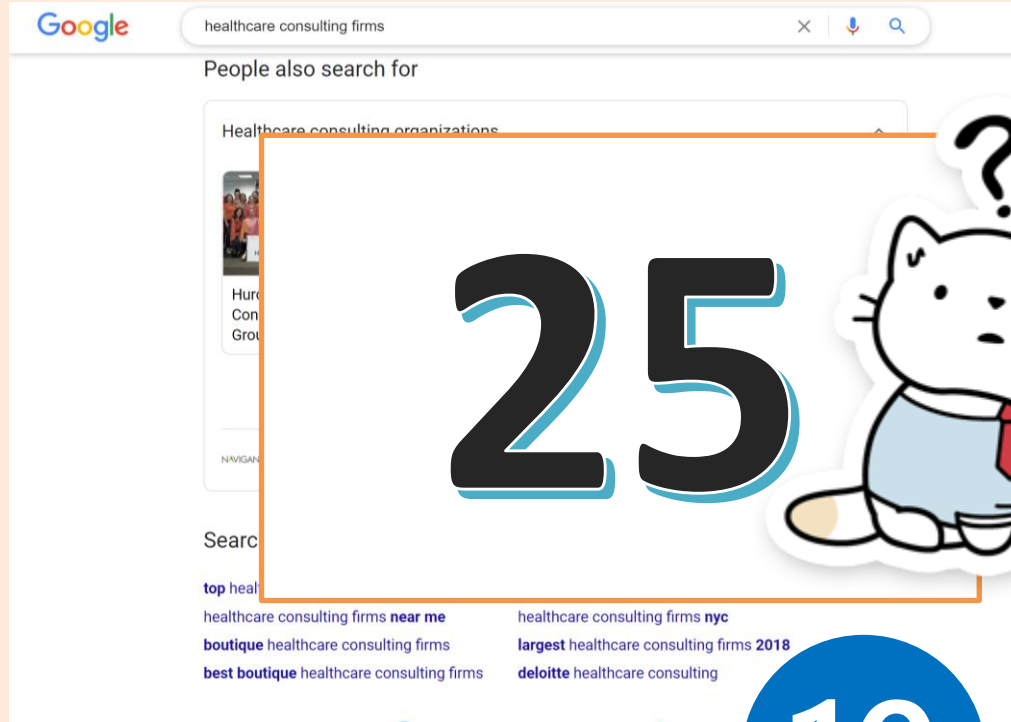
The screenshot shows the LinkedIn Jobs search interface. At the top, the LinkedIn logo is on the left, and a search bar contains the text 'wealth management'. To the right of the search bar is a location filter set to 'United States'. Below the search bar are several filter buttons: 'Jobs' (highlighted in green), 'Date Posted', 'Experience Level', and 'Company'. The main content area displays the search results for 'Wealth management in United States', showing '28,411 results'. A toggle for 'Job alert Off' is visible. Three job listings are shown:

- HTLF Wealth Management Associate**  
HTLF  
Overland Park, KS  
2 alumni work here  
Promoted • 2 applicants • Easy Apply
- & Associate Recruiter - J.P. Morgan Asset & Wealth Management Operations**  
JPMorgan Chase & Co.  
Columbus, OH  
6 company alumni work here  
Promoted • 2 applicants
- Goldman Sachs Compliance, Private Wealth Management - Global Projects, Associate**  
Goldman Sachs  
Salt Lake City, UT  
25 alumni work here  
Promoted • 2 applicants

Don't click on the postings themselves.

Just note the employers who are hiring

# Trending – Google (5 Minutes)



## Example Search:

- Finance companies in Chicago
- Best places to work in finance industry
- Best global culture
- Best places to work for women
- Best places to work remotely
- Companies with diverse leadership
- Best places to work for Millennials, gen Z
- Healthcare consulting firms
- Technology consulting firms

# Alumni - Identify Alumni at Target Companies

10 minutes

	LIST	ILLINOIS ALUMNI	MOTIVATION	JOB POSTING
1	Microsoft	Y	5	1
2	Amazon	Y	4	3
3	Wayfair	N	3	2
4	Dell	N	4	2
5	Samsung	Y	2	1

Scoring Matrix	Alumni or Contact
N	2nd Degree+ Contact not part of your alumni network
Y	University Alumni or 1st Degree contacts

1. LinkedIn
2. 'Company Name' in search bar and hit 'enter'
3. People
4. All filters
5. School: UIUC
6. Show results



# Motivation – to approach each company

5 minutes

	LIST	ILLINOIS ALUMNI	MOTIVATION	JOB POSTING
1	Microsoft	Y	5	1
2	Amazon	Y	4	3
3	Wayfair	N	3	2
4	Dell	N	4	2
5	Samsung	Y	2	1

Scoring Matrix	Motivation
1	You don't know enough about or slight interest
2	Moderately Interested
3	Above Average Interest
4	Very interested
5	Dream Company

## Job Postings – Urgency to Act (not apply) 10 minutes

	LIST	ILLINOIS ALUMNI	MOTIVATION	JOB POSTING
1	Microsoft	Y	5	1
2	Amazon	Y	4	3
3	Wayfair	N	3	2
4	Dell	N	4	2
5	Samsung	Y	2	1

Scoring Matrix	Postings
0	
1	No postings
2	Positions posted, but not in target area
3	Positions posted in target area

Scoring Matrix	International Students
0	No H-1B applications
1	H-1B application in un-related positions
2	H-1B application in relevant positions

LinkedIn > Jobs > "Bank of America", "Wealth" > Date posted: Past week  
> Experience Level: Entry level, Associate

# Sort LAMP list – to identify top 5



Sort:

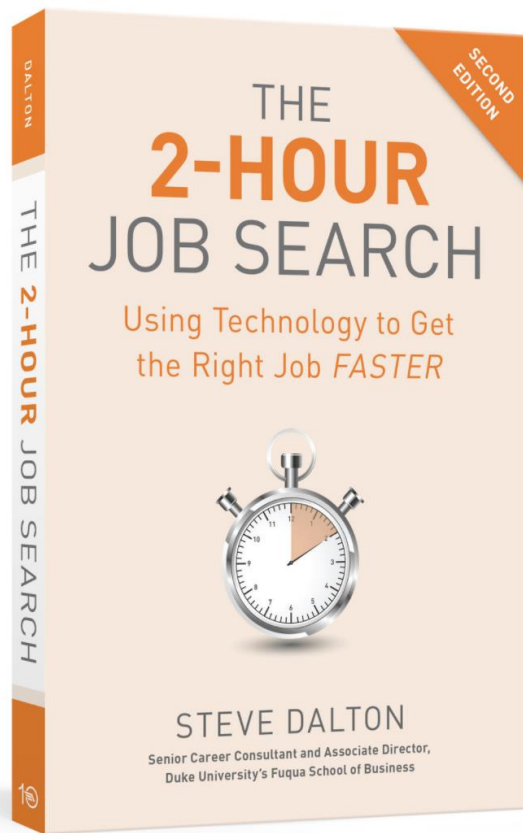
1<sup>st</sup> – motivation  
(largest to smallest)

2<sup>nd</sup> - Posting (largest to  
smallest)

3<sup>rd</sup> – Alumni (Z to A if  
you use Y or N)

\*Google employers with  
motivation score of 1 – If you  
find them interesting, increase  
motivation score and reorder  
your list

	LIST	ILLINOIS ALUMNI	MOTIVATION	JOB POSTING
1	Microsoft	Y	5	3
2	Amazon	Y	5	3
3	Wayfair	Y	5	3
4	Dell	N	5	3
5	Samsung	N	5	3
6	AT&T	Y	5	2
7	P&G	Y	5	2
8	Nike	N	5	2
9	Google	N	5	3
10	Target	Y	5	2
11	Sony	N	4	2
12	Disney	Y	4	1
13	ESPN	Y	4	2
14	Intel	Y	4	2
...	...			
40	Medix	N	1	3



Thank you for your  
time and attention  
this evening.

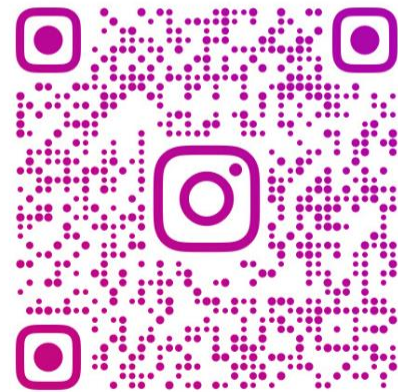




# Join the Conversation



@GiesCareers



**GIESCAREERS**

Thank you!!