

Just and Equitable Teaching Job and Internship Search Strategies Workshop Series for International Students

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What The Project Is

A five-part workshop series to prepare international students to be successful in their search for jobs and internships.

This workshop series will help international students:

- Develop a better sense of who they are, what they are interested in, skills they have developed, and what they value in a job
- Build effective job and internship application materials to showcase their skills and experiences as well as align with what employers want
- Build a professional network
- Develop strong interviewing skills

Included in this workshop series will be awareness of cultural norms in the U.S. that can impact international students in their job and internship search.



The Issue

For international students seeking jobs and internships in the U.S. there is a significant equity gap which include:

- Lack of a professional network in the U.S.
- Lack of awareness of cultural norms in the U.S.
- Limited number of opportunities available
- Lack of awareness of how to find opportunities





The Goals

- Support international students' cultural adjustment to U.S. job and internship application process
- By exploring and identifying values, strengths, skills, and interests international students can better determine which job roles and industries best align with them
- Increase awareness on how to build effective AI-compatible resumes that showcase skills and interests of international students and that align with employer requirements
- Increase awareness on how to assess company culture
- Support international students in building professional networks and interviewing skills
- Increase confidence of international students in their job and internship search





Action Plan

- Develop and deliver a five -part workshop series for international students in the College of Engineering to help these students be successful in job and internship search
- Ask for input from ISSS prior to the workshop series for guidelines on work authorization for international students
- Conduct a pre and post survey to measure confidence related to the learning outcomes for the workshop series



Learning Outcomes

At the end of this workshop series attendees will be able to...

- Identify job roles and industries that match their skills, strengths, values, and interests
- Develop customized and AI-compatible job and internship application materials that showcase their skills and match employer requirements
- Conduct an informational interview and build a professional network
- Demonstrate strong interviewing skills and techniques including the STAR method





Workshop 1 – Aligning Career Goals with Strengths, Values, Skills, Interests

- Discuss results from Clifton Strengths (taken before workshop series) and how strengths fit into career
- Identify and discuss career values through Career Values Card Sort activity
- Use MySkills assessment to begin identifying skills and those that attendees most want to apply in career
- Discussion and identification of ideal workstyle(s)



Workshop 2 – Matching Interests, Values, Skills, Strengths with Career(s) and Basic Resume Development

- Discussion of work authorization requirements and how to find companies that hire and sponsor international students
- Share how to use job sites to find jobs that align with skills, values, strengths, interests
- Analysis of job postings to highlight skills valued by employers to include in resume and cover letter
- Tips and strategies to develop an AI -compatible resume that highlights attendees' skills and experiences and is compatible with U.S. cultural norms such as clear and concise
- Review of attendees' resumes





Workshop 3 – Developing Customized Resume and Cover Letter

- Instruction on how to develop a customized resume and cover letter
- Example on how to customize a resume and cover letter from a job posting
- Discussion on evaluating company culture
- Opportunity for attendees to work on customizing their resume and cover letter for a position of interest and receive feedback





Workshop 4 – Informational Interviewing and Building a Professional Network

- Discussion of what networking is and its importance
- Discussion on how to identify professionals to network with including at career fairs, company information sessions, alumni network, LinkedIn
- Instruction on how to set up informational interviews and develop questions
- Instruction and practice on conducting an informational interview
- Instruction and practice on developing introduction/elevator pitch
- Instruction on how to followup and continue building the professional relationship





Workshop 5 – Interviewing Strategies

- Discussion on attire and other interviewing basics
- Discussion and examples of U.S. cultural norms common in interviewing such as sharing individual contribution to a team project
- Instruction and practice of STAR Method for behavioral interview questions
- Instruction and practice on addressing technical interview questions
- Discussion on development of questions to ask interviewer(s)



Job and Internship Search Strategies Workshops

- Developed in January – mid-February 2025
- Five-part workshop series with each workshop lasting 75 minutes
- Workshops delivered weekly starting during week of February 17th and ending week of March 17th 2025
- Slides for each workshop will be shared with attendees





Pre and Post Survey Questions

- On a scale of 1 to 5, how confident are you in identifying your strengths, your values, the skills you have that are valuable to employers, your career interests, and the ideal work environment/setting for you?
- On a scale of 1 to 5, how confident are you in creating an AI -compatible resume and cover letter which showcases the skills you have that are important to you and to employers?
- On a scale of 1 to 5, how confident are you in the ability to conduct an informational interview and develop a professional network?
- On a scale of 1 to 5, how confident are you in your interviewing skills including being able to use the STAR Method?
- On a scale of 1 to 5, how confident are you in the ability to adjust to U.S. cultural norms for resumes, networking, and interviewing?



Additional Survey Questions

- What part of the workshop series was most helpful?
- What improvements can be made to this workshop series?