Starting a Job Search?
It’s Easier than You Think!

Searching for a job or internship is like looking for the right pair of shoes: they have to fit and support you as you move forward!

A good fit. When it comes to shoe shopping it usually comes down to comfort and style. So why should looking for a job be any different. Think about what you want to do and the skills you need to be successful. Take inventory of the skills and talents you enjoy using — writing, research, persuading, analyzing, planning, teamwork, etc. and consider the type of work environment you’d enjoy: do you imagine yourself in a large or small company, profit or non-profit, or perhaps wearing jeans instead of a suit?

Good support. Whether you hope to lead a team, publish research papers, win sales contests, conduct internal audits, or produce plays you should seek a position that supports your long term aspirations. When considering an opportunity ask yourself: will this position support my future goals or will it be like buying stilettos for a soccer match? Even if the job or internship turns out to be a poor fit, the experience can help clarify the kind of future you really want for a career.

Getting Started. Sure these are great tips, but how do you actually start your own search? Career Services can help you! We offer an online employment site, DuqConnection, to find current opportunities and our career counselors are available to polish your resume, hone interview skills or help you discover your skills and interests with assessments testing.

Stop in our office or visit our website and Facebook page for more information and tips.

On Campus Interview Program
Are you in the know?

Land a job or internship without ever leaving campus by using our On Campus Interview Program. Each semester employers from local and national organizations arrive to interview and hire Duquesne students. Interviews are held in the Career Services Center from Sept. thru Nov. The opportunities are advertised on DuqConnection so make sure your profile is updated and your resume is top notch! Deadlines to apply at some of these organizations are as early as Sept. 14 – positions include Summer Internships and Career opportunities after graduation.

How do I get started? Go to duq.experience.com and click on Opportunities with upcoming interview schedules under the One Click Searches. Click on the job title(s) that interest you and read through the information to make sure you qualify. You’ll be able to apply by clicking the Apply button at the end of the description. Approximately one week after the deadline date, you’ll receive an email letting you know if you’ve been accepted or declined for an interview. If you’re accepted, you’ll be able to schedule your interview through DuqConnection.

Who’s coming? Here’s a partial listing of the organizations who Interview on campus:

- Protiviti
- Schneider Downs
- H.J. Heinz
- PNC
- Alpern Rosenthal
- Ernst & Young
- ParenteBeard
- Aldi

Remember to check DuqConnection often, as we continue to add new interview schedules.

5 Things NOT to Say at Career Fairs

1. What does your company do? This shows a lack of preparation and research on YOUR part.

2. What do you want to know about me? YOU must have a 30 second elevator speech prepared so that YOU can stand out from the crowd.

3. “Hang on, I got a text…” Having a cell phone turned on at a job fair shows the employer that YOUR job search is NOT YOUR top priority.

4. “Like, uh, I’ve done some really cool stuff in my classes…” Slang is “OUT” and Good English is “IN”.

5. “I just wanted one of your fun giveaway items.” This should NOT BE YOUR main concern, talking with a prospective employer should be.