Catalog of Resources

1. Duke Human Resources Department - hr.duke.edu/
   • Searching for general jobs within Duke University. Their office is located at 705 Broad Street.

   • DTS was created exclusively to serve the temporary staffing needs of Duke University and Health System.

3. UNC Chapel Hill Human Resources Department - hr.unc.edu/
   • Searching for general jobs within UNC Chapel Hill

4. The Herald-Sun (Durham’s major local newspaper) – http://heraldsun.com/pages/classifieds
   • You can search the paper itself or this online version for job postings

5. The Research Triangle Park - rtp.org/
   • Professional and research oriented job postings (highly competitive) – click on the red “How do I” tab, and then click “Find a job in RTP”.


7. Craigslist (See under JOBS) - http://raleigh.craigslist.org/

JOB SEARCHING FOR INTERNATIONAL SPOUSES

This booklet is intended to introduce international spouses to the process and possibilities of job searching. The first step will be to obtain employment authorization through the International Office in order to be legally employed and receive payment in the United States. We hope to inform you not only about the process of looking for a job in the U.S., more specifically in the local area, but also to provide you with ways to start looking. This process begins with figuring out what your goals for finding work are. Are you looking for temporary or part-time employment to experience the culture while earning some income? Or are you looking for a professional/career position related to your educational background? Knowing the answer to these and other questions will help you focus your search efforts and establish the content of your resumes and cover letters.

In this booklet we cover only an introduction to the various stages of getting a job. You can use the resources listed at the end not only for job searching but also for more in-depth advice on preparing a resume, going to the interview, and more. Also, the staff here at the International House is available to help answer any questions you might have.
Some Tips on Finding the Job You Want

DO SOME SELF-REFLECTION

“You mean my first step is not to look for job postings?”

Your first step in the job search is not necessarily to see what’s out there. Unless you are ready and willing to do anything and everything, you will want to take some time to identify what your skills are, what your background is (education, past jobs held, experience), and what your goals for getting a job are. Again, are you looking for a part-time job that gets you out of the house, making a little bit of money, and immersed in the culture? Or do you want a job that will advance your career? A professional job would be a position that is specific for someone with your background, requires a particular skill-set of education and experience, and is likely full-time. (Note: In the U.S. “part-time” means a job where you work about 20 hours a week, or less, and “full-time” means about 40 hours a week, or more.)

GOOD LUCK!

We hope that this booklet has been able to give you some advice to guide you through the various stages of your job search. This booklet is meant to apply to a general range of people and type of work you are looking for. So, if you have specific questions on your particular circumstance, do not hesitate to contact or visit the International House and we will try to answer your questions or give additional advice.
• Research the company or organization before the interview as much as possible: This will help you identify what you can contribute and will also make the interview more interactive for you and the interviewer.

• When you arrive, introduce yourself and state why you are there. For example, “My name is John Smith. I have a 10 o’clock interview with Jane Doe.” When you meet your interviewer stand up straight, look them in the eye, say hello, their name (“Hello Ms. Doe.”), and thank them for their time, while giving a firm, but not hard, handshake.

• At the end of the interview, stand, thank the interviewer again for their time, look them in the eye and shake their hand. A short letter of thanks sent to their office the day after the interview is also appropriate.

More tips on going through the interview process can be found on the Internet just by doing a search for “interview tips”.

STARTING THE SEARCH: DOING THE LEGWORK AND “MOUSE-WORK”

“So now that I know what I want, where do I look?”

After you have identified what you are good at and what you want to get from your job experience, it is time to start seeing what is out there. The traditional method of job searching is looking in job magazines, local newspapers’ classified or career sections, and now on the Internet. (Note: A specific listing of these resources is provided at the end of this booklet.) The Human Resources websites for Duke and UNC-Chapel Hill are good places to look for general postings of jobs within the universities.

Free job magazines can be found outside local grocery stores and other businesses around the community. These will have listings for community jobs of all kinds. The local newspaper (the Herald-Sun for Durham) has a section that posts community jobs by category. The Sunday edition of the paper typically has the most extensive listings section, called the classifieds. These resources are excellent if you are more interested in part-time or full-time work, but are not so helpful if you want a position within a university.
The Durham-Raleigh-Chapel Hill area is known internationally for the Research Triangle Park where several national and international companies have offices. The website for the Research Triangle Park posts jobs that are oriented towards professional and highly trained people wanting to conduct research. Their website is given in the catalog of resources at the end of this booklet.

It is important to know that if you are looking for a professional or academic position (one that requires a high level of education or particular experience) the Internet will mostly not be your best resource. You should take advantage of its convenience but know that it does not list most of these types of professional or academic jobs. These jobs are often not advertised by general, public methods. You have to do the legwork, getting out to the places that interest you and asking people that work there if there are jobs available.

Volunteering your time at a place where you might be interested in working is another way of meeting people in a professional setting, and may lead to a job at that place in the future, if they are not hiring currently. You will not be paid any money as a volunteer but it can be very valuable to you for experience.

GOING TO THE INTERVIEW

“How do I make the interview go as well as possible?”

Once an employer is interested in you they will likely schedule an interview. The interview can be stressful but here are some tips on how to make sure that you make your best impression. These tips are applicable to everyone: American and international citizens.

- Arrive 10 minutes before the interview is scheduled. Be sure you know where the place is and how long it will take you to get there. Plan ahead.

- Dress appropriately: Visit the office not only to know where it is but also to find out how people dress there. Remember, it is always better to be overdressed than underdressed, meaning wear your more formal office clothes rather than jeans and athletic shoes. You should be generally well groomed. That means your hair is combed and neat, you face is clean-shaven or beard is trimmed, your clothes are clean and pressed, etc.
4. “In a group with other job hunters, implement method #3 above.” (Note: Contacting or organizing with other spouses here at Duke can help you form a support group of people to share ideas with. You can use the International House spouses’ listserv to reach people and can use the International House as a meeting place.)

5. Do thorough homework on yourself. Know your best skills, in order of priority. Know the fields in which you want to use those skills. Talk to people who have those kinds of jobs. Find out whether they're happy, and how they found their jobs. Then choose the places where you want to work, rather than just those places that have advertised job openings. Thoroughly research these organizations before approaching them. Seek out the person who actually has the power to hire you for the job that you want. Demonstrate to that person how you can help the company with its goals.

Attending workshops and free classes on topics in your area of interest is a good way of meeting people who share your interests and who may know of employment opportunities, either advertised or not. Not only are you meeting people and expanding your network but you are also gaining new knowledge and skills that will help you in future job applications.

**FINDING THE HARD-TO-FIND: THE “INFORMATIONAL INTERVIEW”**

“How do I find a job that is not advertised?”

Many academic and research jobs within the university or professional setting are filled before any website would ever post it. These jobs are advertised in small circles of people with similar interests and backgrounds. The trick for you as someone new to the area is to locate yourself within those circles of people doing what you want to do. Below are five proven ways to do that. You will notice that none of these methods involves looking in places where job openings are posted. In fact you may find that many of the places you contact may not be hiring.

All of these methods involve speaking directly with someone. This is the critical ingredient to a successful job search. It is referred to as the “informational interview”.

Basically, your objective is to get as much information from that person as possible to help you direct your efforts. Ask them, of course, if there are any openings with that business or department currently or if there will be any positions coming open soon (Note: Be sure to ask the person you are speaking to if they are the best person to give the information you are looking for on employment. If they are not, ask to be directed to the person that is).

If there are no job possibilities at that particular place, then ask if they know of any other places in this same field that they think you should research. Find out if they know the name of the best person there to contact, and repeat the same process over again at the new locations.

Again, the idea here is that you are going directly to the sources of jobs in your interest area. You are able to do this because you have already identified where and in what field you would like to work. There may not be openings at the first few places you look, but as you expand your network, there is a better chance of finding a job later on. It is also always good for employers to be familiar with you as a person, not just a name and information on a resume.

!!!You should not be afraid to impose yourself by going to a company in person. It is acceptable to get information over the phone or in person, even if that place is not currently hiring.

THE FIVE BEST WAYS TO FIND A JOB
(from JobHuntersBible.com)

1. “Ask for job leads from family members, friends, people in the community, and staff at career centers. Ask them this one simple question: Do you know of any jobs in my field?”

2. “Knock on the doors of any employers, businesses or offices that interest you, whether or not they have job openings.”

3. “Use the Yellow Pages (phone book) to identify areas that interest you in or near the town or city where you live and then call the employers in that field to find out whether they are hiring for the position that you can do -- and do well.”
9. **TriangleJobs.com – trianglejobs.com**
   - Great sites for jobs located in the Triangle area (Durham, Chapel Hill, and Raleigh).

10. **Internet job search websites**
    - One good website is [snagajob.com](http://snagajob.com). At this site you simply put in your local address information and it finds jobs near you.
    - [CareerBuilder.com](http://careerbuilder.com) is an excellent website for finding jobs and getting advice.
    - To find other sites you can simply search using the words “job postings” along with the name of the city and state you are looking for jobs in (i.e. Durham, NC).

11. **North Carolina Employment Security Commission (NCESC) - ncesc.com**
    - Job posting, career advice and the local office (1105 South Briggs Ave., 919-560-6880) has free computer and fax services.

12. **Resume Writing**
    - Many templates for resumes can be found online which can help you see how to structure and format your resume. Simply do an Internet search for “resume templates”.

13. **General Job Advice (major resource for this booklet) -**
    - **What Color is Your Parachute** by Richard Bolles, online at [jobhuntersbible.com](http://jobhuntersbible.com).
    - **48 Days to the Work You Love** by Dan Miller, online at [48Days.com](http://48Days.com)
“I am Ready to Work, but How Do I Find A Job?”

Job-searching for Eligible International Spouses

By Kevin Taylor
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