



# CAREER SEARCH & STUDY ABROAD

## First Steps

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### Start early

- Research careers and companies of interest early.
- Look at job postings in advance so you know what kinds of positions are available at which company and historical hiring patterns for fall and spring.
- List your upcoming study abroad plans under Education on your résumé once you've been accepted to your program.

TIP

Carefully consider study abroad program start and end dates to determine if they may conflict with internship dates for companies of interest. You may need to prioritize.

### Network

- Companies need to know who you are well in advance of your departure. Spend considerable time networking the semester (or two) before you study abroad.
- Take advantage of career fairs, speakers at student organization meetings, informational interviews, and contacts in The Edge and LinkedIn to reach out to companies.
- Engage with many employers to find the best fit and best chance for an offer.

### Be realistic

- Not all companies will have the flexibility to interview you while you're away.
- Don't promise employers that you can be back from your study abroad program early to start an internship or full-time position; most programs are not flexible in their dates.
- Have a back-up plan in case you don't get the job you want.

## Studying abroad during the on-campus recruiting season?

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You can still participate in on-campus interviewing; there are a few extra steps you will need to take. To successfully manage the process:

### Submit your résumé

Apply for jobs as usual through The Edge. Submit your résumé (and cover letter and/or transcripts, if required) as you would if you were on-campus.

### Be patient and help others contact you

You may have access to internet phone and video connections while abroad, but recruiters may not know how to use it. If a recruiter has an interest in a video interview, but is new to the technology, be patient and take the opportunity to help them learn. If your internet connection is not fast enough to utilize video, suggest a phone conversation or seek a public video conferencing service. Also, be very clear about the date and time for your meeting, keeping in mind time zone differences.

# CAREER SEARCH & STUDY ABROAD *continued*

## Be available

Once companies are interested in you, make it easy for them to contact you. Check your email often. Let recruiters know how to reach you by phone while abroad. Respond to any requests from the recruiter. If you become a difficult candidate for any reason, companies may lose interest in you.

## You can interview “on-campus”

If you are selected for an interview, email the recruiter listed in the posting as soon as possible to let them know you are studying abroad but would be interested in interviewing. In your email, include your name and the position for which you have been selected to interview. Let the recruiter know you would be able to interview via phone or Skype, if their organization allows, and the UBCC can make arrangements for your interview on their scheduled day for on-campus recruiting. If the recruiter does not approve your request for a Skype nor phone interview, please remove yourself from the schedule (log into The Edge, open the job/schedule, and select “Decline”). Unfortunately, some companies have a strict policy against any interviews not in person.

If the recruiter approves your request for a Skype interview, proceed to sign up for an interview slot on the schedule in The Edge (remember, all Edge interview times are Central Time). Then, email the Employer Relations Associate in the



Know when the company is interviewing on campus and contact them during that time to remind them you are an interested candidate.

UBCC as soon as possible (Maggie Manteuffel, szaroo18@umn.edu). Include the job title and interview date, approval message from the recruiter, your name and interview time, and your Skype name or phone number where you can be reached during your scheduled interview. Also, reach out to the recruiter to thank them for accommodating you and let them know you will work with the UBCC to handle the scheduling and logistics of the long-distance interview.

## Be responsive

When you move forward in the selection process with a company, make sure you do everything in a timely manner. If they ask you to fill out paperwork, provide transcripts or references, or make a decision about an offer or start date, meet all of their deadlines. Suggest that they email all documents. Ask if you can scan and email or fax documents back to them. Again, make it easy for them to hire you.

## More ideas for you to stay engaged with the job search process while studying abroad:

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### Network abroad

Consider ways to learn more about careers and companies of interest while you’re abroad. Use the LinkedIn Carlson School of Management Group to find Carlson School alumni in country. Try to schedule a visit to a regional office or plant to learn more about companies you are targeting. Watch local newspapers for stories about the companies you’re interested in, their competitors, customers, or vendors. Showing companies that you’re seeking more information about their culture while abroad will set you apart from other candidates.

### Career coaching via Skype

Did you know the Undergraduate Business Career Center career coaches take Skype appointments? Please e-mail [ubccinfo@umn.edu](mailto:ubccinfo@umn.edu) or call 612-624-0011 to set up an appointment.

### Mentorship Program

Just because you are out of the country doesn’t mean you cannot take part in the Carlson School Mentorship Program. Every year we have both mentors and mentees who are outside of Minnesota and find great benefits from the mentoring relationship. Learn more on the UBCC intranet and watch the BSB Weekly in early fall for application dates and to apply online.



#### Update your résumé.

- Add your Skype name to your contact information.
- Remove your U.S. phone number.
- List your study abroad program in Education section.