

FINDING OPPORTUNITIES

Map Your Internship & Job Search

Ready to search for your internship or job? Map it first and be more effective in pursuing what YOU want!

Figure out your preferences on the following four parameters—Industry, Compensation, Function, Location. Know when and where to look for the opportunities that interest you by understanding how/when/where industries tend to recruit and post opportunities. Those that come to campus are a small percentage of the large number of employers that seek to hire college students and recent graduates.

Industry

What two industries are of top interest to me?

Where are these industries most prevalent?

When/where do these two industries recruit and post positions (see General Recruiting Timelines on the next page for more info)?

What three organizations are of interest to me in my top industry?

Compensation

How much? Range:

\$ _____ — \$ _____

What's the range for rental costs in my top choice location?

\$ _____ — \$ _____

What's the national average pay for my top function/industry?

\$ _____

(See Glassdoor or NACE salary survey)

INTERNSHIP COMPENSATION ONLY

Does my top choice industry offer paid compensation?

_____ Yes _____ No

If no, funding sources to check out:

_____ The Meruelo Family Center for Career Development _____ My Academic Department _____ Scholarships

_____ Research Funding _____ CUSE Fellowships

For more information about funding sources, visit: undergradcareers.nd.edu/funding

Function

What tasks do I want to do all day (in order of preference)?

I've considered these position titles (in order of preference):

What skills do I have for these tasks/positions

Location

Where do I need/want to be in order of preference?

How do these locations fit with my top choice Industry? Is the Industry located there? Try to avoid "I'll live ANYWHERE" and select one or two "preferred" places to live.



GENERAL RECRUITING TIMELINES

*These are the general hiring timelines for internship and full-time positions, there are **always** exceptions

FALL RECRUITING

- Accounting
- Actuarial
- Consulting
- Corporate Finance
- Education
- Engineering Fields
- Financial Services
- Government (requiring security background checks)
- Healthcare
- Insurance
- Investment Banking
- Marketing
- Postgraduate Service
- Print Journalism (for prestigious internships/fellowships)
- Real Estate Investment
- Retail
- Technology

SPRING-SUMMER RECRUITING

- Advertising
- Architecture
- Design Fields
- Education
- Entertainment/Media
- Government/Policy
- Human Resources
- Insurance
- Law-related
- Marketing
- NGOs
- Nonprofit Sector
- Postgraduate Service
- Service
- Print Journalism
- Public Relations
- Publishing
- Real Estate Development
- Research
- Retail/Consumer Products
- Sports/Recreation
- Sales
- Technology

Ethical Job & Internship Search Policies

The University commits to employers that all students understand expectations for accepting offers.

The Meruelo Family Center for Career Development requires students who are engaged in a career or job search to conduct themselves in an ethical manner reflecting the policies and expectations put forth by the University of Notre Dame in its student handbook, *du Lac: A Guide to Student Life* (dulac.nd.edu). Students who renege on an offer of employment (full-time job offer or internship) will be held accountable by the University and will be

required to meet with University officials to discuss the circumstances of why the offer was reneged. An appropriate resolution to the situation will then be developed which includes removal of access from Handshake. The relevant Dean will be made aware of any student who has reneged on an offer.

For more information, visit undergradcareers.nd.edu/ethics.