The Internship/Job Search and Interview Process

Carnegie Mellon University
Career & Professional
Development Center

FIND COMPANIES

Make a list of your top companies (25-30 minimum) that interest you using the following resources. You will network with alumni/professionals at these top companies and submit applications:

- ☐ **Handshake**
  - Search employers by keyword, industry, size, location
  - Review Career Fairs and Employer Events – what employers are recruiting CMU students?
  - Review job and internship postings – who is posting often? Apply to positions of interest
  - Follow employers that interest you to stay in the know about their recruitment efforts

- ☐ **LinkedIn**
  - Search "Carnegie Mellon University" page, select the "alumni" button
  - See where alumni are working – search by keyword, degree name, title, company name, location, industry
  - Review alumni profiles for additional direction – where else have they worked?

- ☐ **CareerShift**
  - Find companies, jobs, and contacts by using an advanced keyword and filter search
  - Use operators such as AND, OR, or NOT in between multiple keywords to narrow your search

- ☐ **D&B Hoovers**
  - Enter a company of interest into the search bar, press enter, and scroll down the page to look for a "competitors" button on the left side. Use this list to add to your target list
  - NOTE: not all companies will have competitors listed

- ☐ **GoinGlobal**
  - Log into the platform and click on the H-1B Plus tab to search for companies and view their H-1B visa application records from 2009 to date
  - View country guides, global city guides and job listings to find opportunities abroad

- ☐ **LexisNexis Corporate Affiliations**
  - Search for foreign firms operating in the US and vice-versa
  - View business profiles and contacts

FIND INTERNSHIPS & JOBS

In addition to focusing application efforts on your top companies, you should apply to additional organizations using Handshake, company websites, and the below recommended job search sites:

- ☐ **CareerShift**
- ☐ **LinkedIn Jobs**
- ☐ **College Grad**
- ☐ **Engineering Jobs**

DEVELOP YOUR NETWORK

Reach out and speak to professionals and alumni in your field of interest to build professional relationships that you may leverage in addition to your job applications:

☐ **Handshake**
- Review employer profiles to connect with students who have worked there
- Participate in Q&A with company representatives through employer profiles

☐ **LinkedIn**
- Before networking on LinkedIn, update your profile by using the Profile Checklist for College of Engineering Grad Students
- Search for CMU alumni by location, company, occupation title, degree, and more

☐ **CareerShift**
- Find contacts from companies of interest, reach out to contacts via email or through LinkedIn

☐ **CMU Alumni Community**
- Build your network by connecting with CMU alumni, staff, and faculty
- Share your perspective inside public forums and private collaboration groups

☐ **Personal Connections**
- Reach out to professors, classmates, student organizations, alumni, family, and friends
- Ask your current connections to connect you with other professionals in your industry

☐ **Meet Employers in Person**
- Review Handshake weekly for employer Info Sessions, Tech Talks, and career fairs to attend throughout the year

PREPARE FOR INTERVIEWS

Before any interview, prepare to clearly communicate your skills and experience for the position for which you are being considered:

☐ **Big Interview**
- Learn tips for successful interviewing through online training modules and resources
- Get hands-on practice with mock interviews tailored to your specific industry, job, and experience level

☐ **Technical Interviews**
- Leetcode – Practice interviewing with over 1400 technical questions offered
- HackerRank – Join over 7 million developers, practice coding skills, and prepare for interviews

☐ **Case Interviews**
- Management Consulting Prep – subscribe to the MConsulting Prep YouTube channel for 40+ videos offering tips for successful case interviewing
- Consulting Company Websites – best practices and practice tests available to view and/or download

☐ **UX Design**
- What to expect in UX Design interviews
- Design practice – practice your design skills using a list of 100 example UX problems
- UXBEGINNER.COM
- UX Planet – career resources for UX designers