

How to get a job out of Notre Dame

When should you start searching for internship or job interviews?

Ideally, you should start looking at opportunities during the academic year leading up to when you would start the job or the internship. If you are looking for an internship over the summer after junior year, start looking at opportunities fall semester junior year, or if you're looking for a job after college you should start looking fall semester senior year. Note, this is at the latest! You can never start looking and applying too early if you feel a good opportunity presents itself and that you have a good chance at getting it. Alternatively, you shouldn't apply so early that your resume appears sparse or lacking in any area. We recommend checking for opportunities, career/internship fairs, or other resources about once a week during that year to ensure that you find the job or internship that you want and that works best for you.

When should students start preparing or planning for internship or job interviews?

When preparing for the technical side of interviews, students should start preparing about a month in advance. This is because the key to answering the technical questions is to make answering them second nature. Preparing this early also allows for better memorization and will benefit you immensely in the pressured environment of the interview.

Students should start preparing for the other aspects of their interviews at least a week in advance. This includes researching the company's interview process, learning about their personnel and the job you are interviewing for, and practicing answering typical interview questions.

How should students prepare or plan for these interviews?

In addition to mock interviews with the career center, which focus on interview tips applicable to all industries, students interested in obtaining internships or full time positions must be prepared to answer technical questions as well. In order to prepare for technical interviews, students should practice answering technical questions, and should review topics that are likely to come up. They should obtain as much information as possible about the company they are looking at, and what their interview process is like. They should consult books or other media containing common technical questions, and should get to the point that they are comfortable with most topics. Additionally, students should ask upperclassmen what topics are usually covered, and should ask for assistance in preparation.

What resources should students consider? Books? Career Services? Student groups?

Students should consult books or other media in order to prepare for the technical aspects of interviews, and should consult older students to get more information about what the process is like as a whole. Career services should be used for students to improve their overall interviewing ability. Students

can improve their understanding of technical material and their ability to answer technical questions by forming student groups dedicated

What extracurricular activities should students consider?

We recommend trying to take part at least one or two of the following:

- Student Government
- Hall Government/President's Council
- Hall Staff (Being a Resident Assistant)
- Club Activities or Sports (Be an officer or large contributor to the club if you can)
- Intramural Sports
- Part-Time Work (Bonus if it is related to your major!)
- Volunteer Work

How can students take advantage of networking and alumni relationships?

The alumni database hosted by the career center is perhaps the best resource the university has to offer when it comes to helping students get jobs/internships. The database has information on tens of thousands of alumni. The information includes not only the company an individual works for, but also their past places of employment and their geographic location. Most important, however, is the the alumni's email address. Start the email with an introduction and how you found their contact information (context is important)! Do not ask for a reference or position. Instead, ask to set up a call to learn more about their company. On the call, feel free to talk about more than just business. ND football is an excellent topic that bridges graduating classes. After, send a thank you note and reach out to the alumni when you find a position for which you wish to apply.

Networking can be challenging for many students because it requires socializing with a goal. Many students feel uncomfortable because they are “using” others. It is important to understand that you are not using anyone. They are there to meet promising young talent. If they meet you and you make a good impression, its to their benefit because they do not have to interview other candidates to fill a position. At a networking event, it's important to take the first step with introductions. It doesn't matter who you're talking to, taking the first step shows initiative. Additionally, don't just talk to people who you think can give you a job. By speaking with others, you can sharpen your skills and build your brand.

How should students approach negotiations or contracts? Are there any pitfalls they should look out for?

When interviewing for jobs, it is important not to start by negotiating contracts. The first step is to get the job. Once you've got the job, you have significantly more bargaining power because they've already invested time and money in finding and putting you through the interview process. After that, be sure to compare offers and tell your recruiters what other offers you are considering. If you are comfortable

sharing the information, tell them the dollar amount you have been offered from other companies. Additionally be sure to ask for a modest amount of money over what they have offered you once you have the original offer in hand. At that point, you have the job and the worst they can say to your request for more money is “no.”

Anything else you wish you knew before you went through the whole process!

The career center is a huge resource for developing your resume and your interviewing skills. However, you should definitely talk to people in the industry you are looking to enter about structuring your resume and your interview answers in a way that best suits the company and position you are interviewing for. Not everyone will appreciate the same answer, resume, and attire the same way. Some companies think “business casual” means a t-shirt and flip flops while others think it means a full suit and tie. Know your audience and do your research early on!

When interviewing for certain positions, the entirety of your visit is an interview. If the company sends you a cab to pick you up from the airport, there’s a chance he has done business with the company before. Talk to him to learn about the company, and be polite! You never know what he might say next time he picks up your boss. When in doubt, you are ALWAYS being interviewed!