



OMSCS Career Services Guide

OMSCS Career Services Guide
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OMSCS Career Services Career Management Guide

Career management means planning and making strategic choices to reach your goals — financial, long-term, or short-term. Those choices can include more education, taking a career assessment, working towards a promotion, negotiating a pay increase, or even pursuing a lateral career move. Everyone has a different path and a different timeline.

Your Goals

One of the first things you'll need to do when you begin managing your career is to develop goals. What do you want in life? An impressive job title? A big salary? More time for family? The ability to travel? The ability to work from home? Your career will impact all of these and more. Taking a job that conflicts with your goals can cause major stress or other problems.

Use the SMART strategy as a basis to define your goals. They need to be specific, measurable, action-oriented, and timely. Defining your goals in this way will help you make progress and succeed.

Your Strategy

Once you've determined your goals, it should be easy to begin your strategy. You've already made a big step in pursuing a master's degree. What are other steps you can take to get you to where you need to go?

For example, if your goal is to make a big salary, you'll need to show to employers that you deserve that salary. Take extra trainings and get relevant experience. Research average salaries in your area and then compare that to the cost of living. Practice negotiating salaries with professionals, family, or friends. Make sure your resume showcases your best, most relevant skills and experience when you do apply. Keep track of raises you receive and make sure they fit your timeline.

Resources

The College of Computing offers several career management services, from one-on-one advising to webinars, online career fairs, on-campus career fairs, and more. Reach out to me at kristi.walker@cc.gatech.edu to get support.

There are countless books, websites, and online courses you can check out as well. For recommendations, reach out to the College of Computing staff and faculty and the rest of your network.

When You Need to Reevaluate

Because life is life, things will happen that will force you to reevaluate your strategy. That's okay! It may be helpful to give yourself check-in points on your timeline so you can evaluate your goals and progress. If you're not making the progress you would like, or if your goal doesn't excite you anymore, feel free to rework your goals to make them fit your current situation.

Additional Tips

- Create a folder on your computer dedicated to your career (mine is in Google Drive). Save your resumes, cover letters, and research in this folder so you can always get back to it.
- Don't forget to network! Networking is the best way to manage your career.

OMSCS Career Services Career Changing Guide

Deciding to change careers can be exciting yet overwhelming. The good news is, you're not alone — and it's becoming more and more common. This guide will give you tips on how to use your previous skills to set yourself apart while adding your new skills to the equation.

Don't Dismiss Your Past Experience

When interviewing career changers as a recruiter, I often heard them dismiss their previous experience and focus on the things they didn't have and they would need to learn rather than use their unique experience to set them apart from other candidates. Your "unrelated" experience could become an asset if you know how to market it.

When considering a career change, look at the required skills for the jobs you are interested in and compare them to the skills you already have. Are any of them transferable? Skills like communication, management, and research can all be transferred to new jobs. Don't just look at your skills at face value. Really dig into them and look for common denominators. List these within your resume and mention them in cover letters and interviews. Don't focus on what you don't know – the interviewer will then focus on those skills too. You want them to think about what you do know and how it will benefit them.

Do Your Research

Employers know when candidates have done their research. Make sure you are familiar with industry terms and current events. Look for professional development opportunities within industry organizations, at GT or at your previous schools. Request informational interviews and ask a lot of questions. The better you know the current state of the industry, the easier it will be for you to market yourself. Plus, these trainings and informational interviews could lead you to new connections and therefore new opportunities.

Network, Network, Network

Networking is the number one way to find new opportunities, especially when changing careers. Let your network know your plans and goals. Some may know of opportunities for you or be able to pass along your information. The best jobs are often not even posted online.

Where can you network? Well, anywhere! Look for opportunities to genuinely connect with other people. Ask them questions and find similar interests. Don't forget to thank your connections if they help you by sending them a nice note or taking them out to lunch. Always return the favor when possible.

Additional Tips

- Write your resume as if you were already in the job you are trying to obtain. Don't let your last career take center stage. Instead, focus on programming and problem solving. Think about what you would need in your new job and your transferable skills.
- If you're new to the IT world, practice technical interviews with other IT professionals. These are much different from more common behavioral interviews.
- Schedule a mock behavioral interview with a Career Advisor to help you get used to selling your previous experience for your new career.

OMSCS Career Services Career Progression Guide

Career progression is a top priority for many people. Before you can get that next promotion, though, you'll have to prove you can do the job. From continuing your education to building your professional network, this guide will show you how to grow in your own career.

Start Where You Are

As you plan for your career, you need some self-awareness. Be honest with yourself about your current skill levels and current limitations. What decisions can you make now in order to set yourself up for success? Deciding to pursue the master's degree in computer science is one of these decisions. Understand that especially in the technology industry, continuous learning is key to survival for your career.

Create Goals

When you think of yourself five, ten, fifteen, twenty years into the future, what is different? Are you a manager? Are you an entrepreneur? Are you making the money you want to make? Decide what you would like to see in your future and create a timeline for these goals. A good way to create goals is using the SMART goal method:

- Specific
- Measurable
- Action-oriented
- Results-oriented
- Time-based

Breaking your goals down into the SMART method helps you identify specific steps you can take to meet them.

Take Action

Prioritize time to work on your goals. Use an app or an old-fashioned paper planner to keep track of where you are. Ask a friend or loved one to be your accountability partner. Keep in touch with your professional network.

Additional Tips

- You may choose to reevaluate and change your career goals. This is completely normal! If you're not excited about a particular goal anymore, or you learn about a different opportunity, you can definitely change your plan.
- Keep a folder on your computer or a binder with all of the important information and documents relevant to your career. Mine is on my Google Drive. It contains my resumes, cover letters, and important notes from my professional development.
- Use informational interviewing to discover more about the careers you are considering. Ask professionals about their day-to-days, their own goals, and how they got to where they are.

OMSCS Career Services Networking Guide

The Importance of Networking

Most people find opportunities through other people. In some surveys, **80% or more** of respondents credit networking for getting them their current jobs. Networking is something that all successful professionals make time for. Pro networkers are always on the lookout for opportunities and are often offered these new opportunities without having to reach out first.

Your Elevator Pitch

Your introduction can make or break you. First impressions can rarely be improved. That's why it's so important to practice your "elevator pitch," so named because it should last only as long as your standard ride on an elevator. What are the most important things the other person needs to know about you, in about 30 to 60 seconds? Here's a quick checklist of what you need to include:

- Your name
- Your current situation (OMSCS student at GT, current job title)
- A sampling of your most relevant experience
- What your interests are/why you are introducing yourself to this particular person

Elevator pitches can also be used to answer the dreaded "Tell me about yourself" in an interview. Most candidates mess this up, but if you use your elevator pitch, you'll shine at the very start of the interview.

When and Where to Network

Networking can happen anytime in any place. Most professional networking opportunities happen at career fairs, corporate events, and in other business settings. However, you can also find opportunities in the checkout line at the grocery store, your place of worship, your gym, etc. The important part of the equation is to genuinely get to know other people and build relationships. This means you should network even when you are not actively looking for a job.

When networking, try to build mutually beneficial relationships. That means looking for opportunities to assist other people. It sounds manipulative, and maybe it is from one angle, but networks of assistance are helpful to everyone in the long run. Keep in touch with your network, and don't just reach out when you need a favor. Connect online and "like" or comment on their updates. When they do help you out, send them a personal thank you note or take them out to lunch.

College of Computing Networking Opportunities

- Virtual career fairs and Handshake
- Conferences in computing like Tapia or Grace Hopper (apply for scholarships when possible)
- Company partner events if you are in or near Atlanta
- Connections with faculty, staff, other students, and alumni

How to Network Like a Pro

- Dress professionally at all networking events (it's better to be overdressed than underdressed)
- Handshake properly (firmly, but not bone-crushing)
- Learn how to be an active listener and ask the other person questions about themselves
- Keep in touch with new connections and get contact info whenever possible
- Write down notes on new people you meet so you can remember them later
- Learn when to leave a conversation
- Always do what you say you're going to do

OMSCS Career Services Job Search Resources

Networking is the number one way to find a job, although it's not the only way. Attend local networking events and reach out to professionals for informational interviews. Don't forget the network you already have – let them know you are looking and ask them if they know of any possible opportunities. Just remember to return the favor!

GA Tech Resources

- Resume, cover letter, and other professional document reviews
- Mock interviews and interview skills coaching
- Salary negotiation coaching
- Career fair access on campus and online (College of Computing fairs only, must have BuzzCard to attend on campus fairs)
- Handshake access through the College of Computing

Some Recommended Search Sites for all Experience Levels

- Handshake: <https://app.joinhandshake.com/>
- LinkedIn: <https://www.linkedin.com/>
- TAG Tech Fetch: <http://www.techfetch.com/job/tagonline/>
- Stack Overflow: <https://stackoverflow.com/>
- Dice.com: <https://www.dice.com/>
- TechCrunch: <https://www.crunchboard.com/>
- GitHub: <https://github.com/>
- Mashable: <http://jobs.mashable.com/>
- icrunchdata: <https://icrunchdata.com/jobs/>

Recommended Company Research Sites

- Crunchbase dataset: <https://www.crunchbase.com/search/organization.companies>
- Technology Association of Georgia (TAG): <https://www.tagonline.org/>
- Association of Information Technology Professionals: <https://www.aitp.org/>

Miscellaneous Recommended Resources

- Jobscan resume scanner (5 scans per month free): <https://www.jobscan.co/>
- Glassdoor company reviews, salaries, and interviews: <https://www.glassdoor.com/>
- List of professional organizations: <https://jobstars.com/it-professional-associations-organizations/>

OMSCS Career Services
Job Search Websites

Recommended Search Sites for all Experience Levels

- Handshake: <https://app.joinhandshake.com/>
- LinkedIn: <https://www.linkedin.com/>
- TAG Tech Fetch: <http://www.techfetch.com/job/tagonline/>
- Stack Overflow: <https://stackoverflow.com/>
- Dice.com: <https://www.dice.com/>
- TechCrunch: <https://www.crunchboard.com/>
- GitHub: <https://github.com/>
- Mashable: <http://jobs.mashable.com/>
- icrunchdata: <https://icrunchdata.com/jobs/>

Recommended Company Research Sites

- Crunchbase dataset: <https://www.crunchbase.com/search/organization.companies>
- Technology Association of Georgia (TAG): <https://www.tagonline.org/>
- Association of Information Technology Professionals: <https://www.aitp.org/>

Startup Opportunities

- AngelList: <https://angel.co/jobs>
- Startupers.com: <https://www.startupers.com/>
- Work at a Startup: <https://www.workatastartup.com/>

Remote Opportunities

- Flexjobs: <https://www.flexjobs.com/>
- We Work Remotely: <https://weworkremotely.com/>
- Remote.co: <https://remote.co/remote-jobs/>

Freelance/Contract Opportunities

- Freelancer: <https://www.freelancer.com/>
- Guru: <https://www.guru.com/>
- Upwork: <https://www.upwork.com/>
- Fiverr: <https://www.fiverr.com/>
- Gun.io: <https://www.gun.io/#hacker>

Miscellaneous Recommended Sites

- Jobscan resume scanner (5 scans per month free): <https://www.jobscan.co/>
- Glassdoor company reviews, salaries, and interviews: <https://www.glassdoor.com/>
- List of professional organizations: <https://jobstars.com/it-professional-associations-organizations/>
- Landing.Jobs for European opportunities: <https://landing.jobs/>

OMSCS Career Services
Accessibility Job Search Guide

Overview

Job searches can be intimidating enough without the extra challenge of navigating the recruiting process with a disability. Knowing your rights and creating a strategy for yourself can increase your confidence and help you reach your career goals!

Tips for Seeking an Accessible Job

- Familiarize yourself with your rights as a disabled job seeker.
- Learn what questions employers can or cannot ask you in a job interview and practice responding in the event you are asked an illegal question.
- Take advantage of resources focused on accessibility; you know companies working with those organizations are inclusive.
- Consider: is your specific disability actually a positive for a certain job? Maybe you are able to adapt to challenges better than your peers. That’s certainly a strength you can mention in interviews!

Resources

Name	URL
Job Accommodation Network	https://askjan.org/
U.S. Department of Labor Office of Disability Employment	https://www.dol.gov/odep/
AbilityLinks	https://abilitylinks.org/
U.S. Federal Government Job Board	https://www.usajobs.gov
State Government Job Boards; Georgia	http://team.georgia.gov/careers/
Respectability.org List of Resources	https://www.respectability.org/resources/Job-Seekers-Disabilities/

Your Rights as a Job Seeker

The tips below are catered towards U.S. OMSCS students. Check your country’s discrimination laws to make sure you understand your particular situation.

- You have a choice to disclose your disability. If you need accommodations, you will need to disclose it; otherwise, you may keep your disability private.
- The [Americans with Disabilities Act \(ADA\)](#) prohibits employers from discriminating against employees or applicants with disabilities in all aspects of employment including hiring, pay, promotion, firing, and more. It also protects those employees from retaliation.
- The ADA additionally requires employers to provide reasonable accommodations to employees with disabilities, as long as it won’t cause the employer “undue hardship.”
- Your employer must keep information regarding your disability confidential.
- Employers are not allowed to ask you if you are disabled in an interview. They CAN ask you if you have the ability to do the job.
- Private employers with less than 15 employees do not have to comply with ADA.

OMSCS Career Services
Overcoming Ageism in Your Job Search

Overview

The job search process has evolved over the past couple of decades. Gone are the days when you could walk in to a business, hand over your resume, and obtain an interview. Most companies prefer candidates apply solely online, and it can often be difficult to speak with an actual human being. The recruiting process has become somewhat automated, so it's important to change your strategy to ensure job search success.

Resume Tips

- Remove experience that is no longer relevant. Many recommend removing experience more than 10 years old. I recommend making the best decision for your particular situation. In most cases in the tech industry, older experience is outdated and can only harm your chances.
- Update your formatting to modern trends: list only city and state/country instead of your full mailing address, do not use tables, do not use paragraphs, etc. Check out the OMSCS resume guide for more formatting tips.
- Customize each resume according to the job descriptions. This may seem like a waste of time, but it helps the reader by showing you understand the job responsibilities.
- Showcase recent training and education.
- Include industry and job-specific keywords within your experience so that Applicant Tracking Systems have a better chance of picking your resume from the stack.

Interview Tips

- Focus your answers on more recent experiences and projects.
- Clothing should also be up to date – larger lapels are out of style. Also make sure you're dressed appropriately for the company. Many companies prefer business casual for interviews, and some even request it from candidates.
- Be ready to discuss your future goals – interviewers want candidates who are forward-thinking.
- Practice your responses to tough interview questions, such as, "Aren't you overqualified for this job?"
- Practice both behavioral and technical interviews to brush up on your skills.
- Use your experience as an asset – it probably makes you a unique candidate, which can be very marketable for some companies.

Resources

Name	URL
College of Computing Job Board	https://www.cc.gatech.edu/about/jobs
LinkedIn	https://www.linkedin.com/
U.S. Equal Employment Opportunity Commission	https://www.eeoc.gov/employees/index.cfm
U.S. Federal Government Job Board	https://www.usajobs.gov
State Government Job Boards; Georgia	http://team.georgia.gov/careers/

OMSCS Career Services
Resume Updating Checklist

Use this checklist to make sure your resume is up to date with current trends. These guidelines are the most widely accepted in the industry. For more detailed feedback on your resume or other professional documents, please make an appointment on Handshake with your Career Advisor.

General Formatting

- Resume is not in a template format/is ATS (Applicant Tracking System) friendly
- Resume is saved as a PDF with your name and the job title in the name of the file
- Optional objective statement is concise and relevant
- No pictures or personal information (age, marital status, etc.) listed
- Resume is 1-2 pages long (may be longer with extensive experience)
- Resume is in a professional, easy to read font (10-12 pt.)
- Any links listed are live and relevant
- No references are listed on the resume (list them on a separate References document)
- No spelling or grammar mistakes
- Everything is listed in reverse chronological format
- Keywords for desired jobs can be found within the resume

Header

- Only city and state are listed, not the full street address
- Contact information is listed below the name
- Name does not include titles (Mr., Ms., etc.)

Education

- Master's degree is included ("Master of Science in Computer Science") along with undergrad
- Graduation date is included
- GPA may be listed if above 3.0 (for more recent grads)

Experience

- Experience older than 10 years has been removed *unless extremely relevant*
- Accomplishments are listed in bullet format (not in paragraphs)
- Accomplishment statements describe detailed actions rather than generic and vague job duties
- Accomplishment statements begin with strong action verbs, not "Responsible for..."
- Quantitative data is used to show achievements

Miscellaneous

- If a summary is included, it does not include personal pronouns or future goals
- Projects, organizations, and other non-work-related experiences are included and formatted just like paid work experiences
- Awards are listed properly, with dates and attributed organizations
- If technical skills are listed, they are relevant to the job posting
- Resume does not contain personal interests unless related to the job

OMSCS Career Services
LinkedIn Guide

Why LinkedIn?

LinkedIn is a professional social networking platform that is used by both companies and professionals from a huge variety of industries. You can also search for jobs, research companies, reconnect with old classmates, and join groups related to both your professional and personal interests.

Getting Started: Your Profile

- Select a professional headshot – make sure you are smiling and wearing business clothing
- Create a headline related to your goals or work interests
- Add your education and experience
- Describe your accomplishments within your experience (you can also use your resume info)
- Write a summary that includes your skills, a snapshot of your background, goals, interests, etc.
- Add any honors, memberships, and skills to fill out your profile
- Upload a background photo – I suggest one that showcases your industry or interests
- Create a personalized URL of just your name
- Add your LinkedIn URL to your resume (“in/_____” not the entire URL)

Real World Example

Feel free to look at other profiles to get ideas for your own. Many aspects of your profile are personal to you, such as your summary, but it can be helpful to see what other professionals are doing on theirs. You can view mine at <https://www.linkedin.com/in/walkerkristi/>.

Getting Started: Connecting and Following

- Connect with coworkers, managers, and other workplace acquaintances
- Do not use the generic connection message – customize it for each person
- Do not connect with people you do not know without messaging them first
- Search for professionals you can follow, such as the LinkedIn CEO, Jeff Weiner
- Use the LinkedIn Alumni Tool to find former or current classmates

Job Searching

LinkedIn is a great place to search for job opportunities. Use this tool to find out who is hiring. I generally recommend going to those companies’ websites directly and applying rather than applying using LinkedIn. Some recruiters, however, leave instructions in the job postings, so always follow those instructions when they are available. Do not use your profile to apply if you can avoid it, because your profile is a very limited picture of your experience.

The job search tool also allows you to “favorite” jobs so you can return to them later. Another cool feature is “Career Interests,” which lets you tell LinkedIn what types of jobs you are interested in, down to the size of the company! LinkedIn will then recommend jobs for you.

Additional Tips

- Make sure you post on LinkedIn often so that your profile remains active
- Remain polite, positive, and professional when posting and commenting
- Make sure to manage your privacy settings – LinkedIn allows you to customize what parts of your profile can be seen by non-connections and people not signed into the platform
- Keep using LinkedIn, even when you are not actively job searching – you never know when great opportunities will come to you because of your connections!

OMSCS Career Services
Possible Interview Questions

A Note on Interview Questions

The following questions are competency and behavior-based interview questions often asked by human resources professionals and hiring managers. These questions are used to gather information on how you've previously performed, even in jobs that are not related to the job you are applying for.

Practice responding to these questions in addition to answering the more technical questions about your role, education, and experience. When it comes to responding to questions, especially competency/behavioral questions, you want to provide details so that the interviewer understands the context of your response.

General Interview Questions

- Tell me about yourself.
- Why are you interested in working with our company?
- What are your top three strengths/weaknesses?
- Where do you see yourself in five years?
- Why are you planning to leave your current job?

Competency-Based or Behavioral Interview Questions

- Tell me about a time when your work or your idea was challenged.
- Tell me about a time when you identified an innovative solution.
- Tell me about a time when you worked with a team. What role did you take?
- Tell me about a time when you had to deal with a conflict at work.
- Tell me about a goal you set and how you achieved it.
- Tell me about a challenge you overcame at work.
- Tell me about a time when you had to choose between priorities.
- What is the biggest risk you've taken in your career?
- Tell me about a time when you had to work in a changing environment. How did you handle it?
- Tell me about a time when you had to meet a tight deadline.
- Give me an example of a goal you did not meet and why. What did you learn?
- Tell me about a time you made a mistake. How did you handle it?
- Tell me about a time you found an error in a project. How did you resolve it?
- Tell me about your greatest accomplishment.
- Tell me about a time when you worked with someone very different from you.
- Tell me about a time when you had to work under pressure.

Additional Interview Tips

- Make sure to have questions prepared to ask the interviewer. This will help show your interest in the role and the company. Interviewers want you to have questions. The more personalized to the role, the better.
- Take notes to prepare for the interview and during the interview itself. It will help you remember things for future conversations with the company or even help you improve for future interviews.
- Practice interviewing with friends, family, or by making a Mock Interview appointment.
- Many of these questions can be answered by the same stories. Pick out experiences that can answer multiple questions but try not to use them more than twice during the actual interview.

OMSCS Career Services
Interviewing Guide

Interview Preparation

- Research the company and, if possible, the people interviewing you.
- Make sure your interview attire fits and is clean and ironed.
- Practice answering common interview questions with a friend or to a mirror.
- Map out the interview location in advance and visit the area if possible to decrease the likelihood of getting lost (don't rely on GPS and if traffic might be an issue, map out multiple routes).
- Study your resume so that you will be able to answer questions without relying on it.
- Practice your "elevator pitch," a 30-second introduction about your skills and experience as well as why you are interested in their company/job.

Day of the Interview

- Make sure you are well groomed: nails, hair, clothes, and general cleanliness.
- Arrive in advance, and walk into the office 10-15 minutes before the interview start time (If you arrive earlier than that, find somewhere else to wait).
- Greet everyone at the company warmly and be respectful, no matter their job title.
- Shake everyone's hands; if you are seated, stand up before shaking someone else's hand.

What to Bring

- Several copies of your resume
- A notepad and pen, padfolio is best
- Examples of your work, if applicable
- Questions to ask the interviewer

What NOT to Bring

- Your phone; turn it off or leave it in your vehicle
- Gum or any kind of food other than mints
- Your mother or any other relative/friend!

After the Interview

- Ask about the timeline. When should you expect to hear back from them?
- Send thank you emails and/or notes to every interviewer.
- Wait patiently and follow up if necessary.
- Review your performance – is there anything you can improve on? What did you do well?
- Keep searching! Never put all of your faith into one interview. Even if it goes well, you still might not get the job, or might be missing opportunities elsewhere. Keep your options open.

Remember

- Be yourself. You'll be spending a lot of time with these people if you get the job, so make sure you're genuinely a good fit and that they are a good fit for you.
- Be confident. If you weren't a viable candidate, you wouldn't be at the interview. You're already ahead of the vast majority of applicants.
- If you don't get the job, you may be able to ask the interviewers for feedback, though some may not be able to provide it depending on their company's policies.

OMSCS Career Services
Salary Negotiation Guide

Salary negotiation is a crucial part of the interview process. How you negotiate your salary and other benefits will determine your financial future with the company. Managers and human resources professionals often expect candidates to negotiate, but it's important to remember negotiation tactics in order to get what you deserve.

Step One

Hopefully you have already researched average salaries for the jobs you've applied for, but if you haven't, start as soon as possible. Remember that the average salary is an average, and that if you have less experience than the average worker, you may be offered less. If you have more experience than the average worker, you may be offered more. Think about your experiences and education and how you fit into the range. If you can, ask other people in your field about their salaries to help.

Step Two

Prepare your reasoning. You will need to present your experiences and education as reasons for why you deserve the salary you are asking for. Write them down and practice the conversation.

Never use personal reasons for negotiation, like childcare, commute, student loans, etc. The employer doesn't care about those things when it comes to their budget. Focus on the value you bring to them with your experience and skills instead.

Step Three

Begin negotiating with the employer. Always make sure they are the first to say a number. If you are the first to bring up a specific salary or even a salary range, you may be either setting yourself too low or aiming too high for the employer. Once they present a number, determine your stance. How much more do you truly deserve? Remember that the salary you start with affects future raises down the line.

Step Four

Either accept or decline the offer. If you decline, do so respectfully and thank them for their time.

Additional Tips

- You may also be able to negotiate more than compensation. Can you work remotely? Can you ask for tuition reimbursement? More vacation time? What about healthcare? Sometimes nonmonetary benefits can make up for a lower salary.
- Be gracious and respectful to the employer. Even if you don't accept their offer in the end, you might run into the same people again in the future. Don't burn bridges.
- Be aware of conversational cues in the negotiation process. If the employer is saying that this is their final offer, don't push them further. Know when to stop negotiating and make your decision.

OMSCS Career Services
International Job Search Guide
Searching for Jobs in the United States

Overview

Many international students seek job opportunities in the United States. It is important to understand workplace culture and the special legal steps one must take to gain employment pre- or post-graduation. This document is intended to provide information on the job search and interviewing process. It is for informational purposes and is NOT a substitute for professional legal advice.

Steps for Getting a Job in the United States

- Decide on your career goals and desired locations. The United States is a large country with a diverse range of settings and climates – do you prefer the coast? A southern city with less snow? If you would like to work for a specific company, you can go from there too.
- Understand the visa and sponsorship process. Many employers do not sponsor international candidates not only because of the cost, but because they are unfamiliar with and intimidated by the process. Being able to explain it to them will be a huge benefit.
- Begin looking for jobs in your targeted area and/or field. Watch out for scams – if something doesn't feel right or seems too good to be true, don't apply for it without researching it further.
- Practice interviewing with a knowledgeable advisor. OMSCS Career Services offers mock interviews! Learn what U.S. employers expect in interviews and keep practicing.
- Before accepting an offer, research the area and cost of living. Make sure it's a good fit for you!
- Complete the visa process, apply for a social security card, and get to work!

Additional Tips

- Do not list your age, race, religion, father's name, a photo, etc. on your resume.
- Begin your job search early! It can take months before obtaining an offer in the United States.
- Practice your communication skills, including body language.
- Learn the difference between [illegal and legal interview questions](#).
- Use the OMSCS network to your advantage! It is easier to find a job as an international student if you have a personal connection at a particular company.

Resources

Name	URL
U.S. Citizenship and Immigration Services: <i>Working in the U.S.</i>	https://www.uscis.gov/working-united-states/working-us
U.S. Citizenship and Immigration Services: <i>Employment</i>	https://www.uscis.gov/tools/settling-us/employment
My Visa Jobs	http://www.myvisajobs.com/
U.S. Federal Government Job Board	https://www.usajobs.gov
State Government Job Boards; Georgia	http://team.georgia.gov/careers/

Are you an international student interested in a job outside of the U.S.? Contact us for assistance!

OMSCS Career Services

Managing and Advancing Your Career with OMSCS

Career Services for OMSCS seeks to empower online students in their careers by offering professional development for all career stages. Whether a student is seeking their first job or a higher-level role, Career Services can support the student with their career and professional development needs.

Schedule a virtual appointment with your OMSCS Career Advisor to discuss:

- Job searching
- Interviewing
- Resumes and other professional documents
- Salary negotiation
- Career planning
- Professional development

To schedule an appointment, email Kristi Walker, Career Advisor, at kristi.walker@cc.gatech.edu from your GT email address.

Additional offerings from OMSCS Career Services:

- Monthly webinars
- Monthly newsletters
- Job postings
- Occasional email articles
- Online career fairs

To sign up for OMSCS Career Services updates, subscribe to the OMSCS-Announce listserv here: <https://mailman.cc.gatech.edu/mailman/listinfo/omscs-announce>.