



JOB SEARCH FOR INTERNATIONAL STUDENTS

AGENDA

- Job Search Strategies
- Video: Interviewing American Style
- Immigration Options for Employment in the U.S.



JOB SEARCH STRATEGIES

Career Center, UC-Lower Level

(412) 268-2064

www.cmu.edu/career

KNOW THE JOB MARKET

- ➡ USCIS makes the rules that govern all US hiring of non-US citizens.
- ➡ USCIS restrictions have gotten tougher.
- ➡ Organizations need to prove that required skills cannot be found in the US.
- ➡ Sponsoring employees for H-1B visas can be quite expensive.
- ➡ Although employers are permitted to hire on 1 year work permits, they may want longer commitments from employees.
- ➡ Know your visa status and how it may affect your job search.



IDENTIFY THE RIGHT MARKET

- Multinational/global organizations often hire non-US citizens.
- Focus on large organizations since small organizations may not be familiar with process.
- Federal government, defense contractors must hire US citizens.
- Some state and local governments may hire non-US citizens, especially for internships.



CHOOSE THE BEST APPROACH

- Networking is very effective - talk to other international students.
- Identify on-campus recruiters who hire international students.
- Search for alumni.
- Talk to graduating students.
- Identify organizations who have hired Carnegie Mellon international students.



A SAMPLING OF INTERNATIONAL STUDENT EMPLOYERS

Air Products

Amazon.com

American Capital Access

AT Kearney

Bank of America

Cisco Systems

Citadel Investment Group

Citigroup

Credit Suisse First Boston

Deloitte & Touche

Deutsche BankDHI, Inc.

Duquesne Capital Management

Ernst & Young

ETS, Inc

FactSet Research

Goldman Sachs

Google

Hyland Software

IBM

J.P. Morgan Chase

Keithley Instruments

KPMG

Kyocera

Microsoft

Morgan Stanley

Motorola

Network Appliance

Nvidia

Oracle

PHI Technology

Respironics

Samsung

SanDisk

Servo Dynamics

Verizon

VMware

Volt

World Bank



JOB SEARCH TIPS

- ☞ If limited work experience, highlight academic project skill sets you can bring to an employer.
- ☞ In developing networks, do not forget ethnic communities, nationality clubs, classmates, professors and alumni.
- ☞ Learn how your values of assertiveness, body language, sense of time, and self-promotion fit in or clash with expectations of potential employers.



UNDERSTAND THE CULTURE

- ☞ Cultural norms vary country to country.
- ☞ In US, directness-- tempered with politeness-- is valued.
- ☞ Look people in the eye; they expect it.
- ☞ Aggressiveness vs. Assertiveness.
- ☞ Organizations' internal cultural norms vary- learn about the organization.
- ☞ Participate in mock interviews.
- ☞ Practice speaking English with friends and family.



PRACTICE KEY TECHNIQUES

- ☞ Show confidence when discussing your skills.
- ☞ Learn to describe your strengths/weaknesses, likes/dislikes.
- ☞ Talk directly, offer a firm handshake, and steady eye contact.
- ☞ Demonstrate knowledge of yourself and career goals.
- ☞ Be well-organized, and professional.
- ☞ Take time with your appearance and grooming.



THE JOB MARKET: WHAT TO EXPECT THIS YEAR

- Much recruiting activity this year- the Career Center is overbooked for on-campus interviews
- TOC Job Fair is over booked
- Companies vary when they make offers (November - April)



WHAT YOU CAN DO...

- ☞ Be prepared for the job search
- ☞ Develop a resume and cover letter
- ☞ Polish your interviewing skills
- ☞ Find opportunities to meet employers
 - On-campus Recruiting Activities
 - Job Fairs
 - Networking Events/Information Session
- ☞ Research employers
- ☞ Be proactive in your job search
- ☞ Gain relevant work experience



CAREER CENTER RESOURCES

☞ Career Consultants - by College

-- Call 412-268-2064 to make an appointment

– Walk-In Hours - Every Wednesday 2:00pm – 4:00pm

– College Specific Career Center Websites—go to www.cmu.edu/career and click on the ‘Information for Students and Alumni’ link on the left side of the page

☞ CareerSearch Database

☞ TartanTRAK



CAREER CENTER RESOURCES

☞ h1visajobs.com

www.h1visajobs.com

– Information on thousands of US firms that have offered jobs to international professionals (not job openings)

– Alumni Database

www.cmu.edu/alumni



CAREER CENTER RESOURCES

☞ Company Research -- Vault

- Vault.com contains over 80 career guides and employer profiles across a wide range of industries
- Go to your College Specific Career Center Website
- Click on Vault
- Click “Get Your Password Now”
- Password will be send to your email
- To login, click on Vault



Career Center Resources

☞ Career Fairs

- Technical Opportunities Conference (Sept. 18)
- Business Opportunities Conference (Sept. 17)
- Employment Opportunities Conference (Feb. 5)
- Creative Arts Opportunities Conference (TBA)

☞ Network Nights (More details available from your Career Consultant):

Thurs., Oct. 16	New York
Mon., Jan. 5	Los Angeles
Tues., Jan. 6	Silicon Valley
Wed., Jan. 7	San Francisco

Thurs., Jan. 8	Seattle
Fri., Jan. 30	Pittsburgh
Thurs., March 5	Washington, DC
Thurs., March 10	Boston



JOB SEARCH ETHICS FOR INTERVIEWING, SITE VISITS AND JOB OFFERS

- ☞ **You are expected to --**
 - **Attend all scheduled campus interviews**
 - **Be on-time for campus interviews and site visits**
 - **Present your qualifications in a truthful manner**
 - **Honor all agreements made with recruiters.
This is especially true with site visits.**
 - **Honor all agreements made with recruiters.
This is especially true of accepting a job offer**
 - **Cease interviewing upon your acceptance of
a job offer**



NEXT STEPS

- ☞ Have your resume and cover letter reviewed by your career consultant.
- ☞ Network, network, network.
- ☞ Use your Career Center Resources.
- ☞ Schedule a Mock Interview.
- ☞ Practice English language skills.
- ☞ **INTERNS:** Acquire work authorization from Office of International Education after you receive a job offer. www.cmu.edu/oie/
- ☞ **MAY GRADUATES:** Apply for work authorization in Feb or Mar from OIE.
- ☞ **AUGUST GRADUATES:** Apply for work authorization in May from OIE.



VIDEO

- ☞ The Employment Interview: American Style
– available at the Career Center Library





International Student Employment in the US

**Neslihan K. Ozdoganlar, Foreign
Student & Scholar Advisor**

**Carnegie Mellon University
Office of International Education
September 16, 2008**

Employment Options for F/J Students

F-1 Students

On Campus Employment

CPT – Curricular Practical Training

OPT – Optional Practical Training

STEM OPT – Extension

J-1 Students

On Campus Employment

AT – Academic Training



On Campus Employment

F1 and J1 student may work

- Part-time (20 hours per week) while school is in session
- Full-time during the annual vacation period or during official school breaks (i.e. winter break)



On Campus Employment

- ☞ Only while enrolled (not after graduation)
- ☞ No special USCIS or OIE authorization required for students in F-1 status
- ☞ Authorization required from J program sponsor for students in J-1 status— must have job offer to obtain authorization. Cannot work until authorized.



F-1 Employment



F-1 Curricular Practical Training

- ☞ Employment authorization for a job related to the major field of study when the employment is integral to your program as either a degree requirement or curricular option.
- ☞ Job offer and academic advisor's recommendation required to apply for CPT



F-1 Curricular Practical Training

- ☞ Must be enrolled in a co-op or internship/practicum course and receive academic credit for the course
- ☞ Participation in more than 12 months of full-time CPT means you are no longer eligible for OPT
- ☞ Apply two weeks before employment will begin—do not work until authorized.



F-1 Optional Practical Training

- ☞ Employment authorization for obtaining a job directly related to your major field of study in order to gain practical experience in the field.
- ☞ No job offer required
- ☞ May be used during degree program or upon completion of degree program
- ☞ Full-time OPT allowed only after graduation, during annual vacation or after all course requirements (except thesis/dissertation) have been completed



F-1 Optional Practical Training

- 12 Month limit per degree level (part-time OPT accrues at half the rate of full-time OPT)
- Academic Advisor and Foreign Student Advisor recommend OPT, USCIS authorizes OPT
- Authorization from USCIS in the form of “Employment Authorization Document”



F-1 Optional Practical Training

- Application can be made 90 days prior to completing degree requirements or within the 60 day grace period. OIE recommends applying before completion due to long processing times
- Must apply within 30 days of the I-20 issue date
- Must begin within 60 days of completion of degree requirements
- Periods of unemployment are limited to 90 days
- EAD required before work begins
- Do not travel outside US after graduation and before receipt of EAD



F-1 Optional Practical Training Post-Completion OPT Timing Issues

- December Graduates apply for OPT in September or October
- May Graduates apply for OPT in February or March
- August Graduates apply for OPT in May or June



CAP GAP F-1 Optional Practical Training

- Effective April 8, 2008, students on OPT regardless of their field of study will have their OPT extended to October 1 if:
 - The employer has filed a timely H-1B petition and change of status request with an October 1 start date
 - The application is either pending or has been approved
- OPT employment authorization will end if H-1B is denied, rejected or withdrawn



F-1 Optional Practical Training - STEM EXTENSION

- Effective April 8, 2008, F1 students who receive a bachelor's, master's or PhD degree in a designated STEM (Science, Technology, Engineering or Math) field are eligible for a 17 month extension of OPT
- An overview of SEVP selected CIP codes can be found in News and Communications section of our website at:
<http://www.studentaffairs.cmu.edu/oie/news/200800505.html>



F-1 Optional Practical Training - STEM EXTENSION

☞ Specific Criteria to meet:

- Most recent degree is in a STEM field
- Must be in the post completion OPT period
- Employer must participate in the e-Verify program
- Employer agrees to report to OIE if the job ends before the end of OPT period



F-1 Optional Practical Training - STEM EXTENSION

- Student must obtain a new I-20 with a new OPT recommendation from OIE
- Timely application to USCIS prior to the end of the post completion OPT period
- Periods of unemployment are limited to 120 days

☞ More information is on the Employment section of our website at:

<http://www.studentaffairs.cmu.edu/oie/forstu/jobs.cfm>



F-1 Optional Practical Training Student Reporting Requirements

- On 12 month OPT: Report address or name changes and any interruption of employment to OIE within 10 days
- On 17 month STEM extension: Report name and address, employer name and address every 6 months within a 10 business day period to OIE



J-1 Employment



J-1 Academic Training

- Employment authorization to work in job related to your major field of study
- Job offer and letter are required (dates, hours, location)
- May be used during degree program or upon completion of degree program
- Full-time only after graduation or during the annual vacation
- Must be in good academic standing
- Academic Advisor recommends AT, Foreign Student Advisor/J Program Sponsor authorizes



J-1 Academic Training

- ✎ Authorization is required for each employer and each specific period of time. Change of employer or employment dates requires new authorization from OIE/J program sponsor.
- ✎ All work, part-time and full-time accumulates at the full-time rate of maximum eligibility allowed
- ✎ Maximum Eligibility Allowed:
 - 18 months max, unless program is shorter
 - Post-PhD students: 36 months max



Other Employment Options

- Severe Economic Hardship (F1 and J1 students)
- Employment with an International Organization (F1 students)
- J2 Employment Authorization
- O-1 Persons of Extraordinary Ability
- Trade NAFTA (TN) - Canadian or Mexican citizens
- H1B Temporary Worker



Other issues for all international students who work...

- ☞ Social security number
- ☞ Filling out the I-9 form with your new employer
- ☞ Taxes and withholding
- ☞ W-2 forms (next January)
- ☞ *Work only with authorization*
- ☞ Maintain current immigration documents during employment
- ☞ Do not throw immigration documents (old I-20s, etc.) away



Additional Resources

➤ **Web:** www.cmu.edu/oie

www.uscis.gov

➤ **Email:** oie@andrew.cmu.edu

➤ **Call for Appointment:** (412) 268-5231

➤ **Advisors:**

- Linda Gentile: SCS (all but ETC and HCI), Heinz
- Neslihan K. Ozdoganlar: CIT
- Jennifer McNabb: Tepper, H&SS, MCS, CFA, SCS:
only ETC and HCI
- Lisa Krieg: H1B and other work categories

