

Organizing your internship & job search as a health professional student

Office of Career & Professional Development
University of California, San Francisco

Organizing Your Job Search

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With a little planning, it can be a manageable project to help you find the position that is right for you.



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- Meet **Shannon**, our health professional student (a pharmacy student) who is looking for a position in a hospital setting

Organizing Your Job Search

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- Meet **Shannon**, our health professional student (a pharmacy student) who is looking for a position in a hospital setting

Let's see how she organizes her search.

Organizing Your Job Search

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- ◆ Rather than just check out job boards, she decides to be proactive.

Organizing Your Job Search

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Shannon does three things:

1. Sets her search parameters
2. Creates a Tracking List
3. Researches how the organizations hire



First, set your parameters

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- ◆ First, she selects a radius or geographical area to conduct her job search.



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Shannon's job search radius area



First, set your parameters

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When she has this radius – Shannon's next step is to **find the names of every organization that might hire her within that radius.**



First, set your parameters

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When selecting your radius, ask yourself:



First, set your parameters

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When selecting your radius, ask yourself:

1. How far am I willing to commute each day?
2. How do I plan to get to work? (i.e. car, public transportation, carpool?)
3. How much will transportation cost per month?
4. Do employers in my field typically offer transportation benefits or are there telecommuting options?
5. Am I willing to relocate within California or outside the state for an opportunity?



Second, Create Your Target List

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When she has this radius – Shannon's next step is to **find the names of every organization that might hire her within that radius.**

My Target List

- Kaiser Oakland
- Kaiser Hayward
- Kaiser San Francisco
-



Second, Create Your Target List

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But how does Shannon find the organizations within her parameters to complete her Target List?

Second, Create Your Target List

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To fill out her target list,
she can:

**Perform a google search to find
potential employers in a particular area.**



Second, Create Your Target List

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To fill out her target list, she can:

Perform a google search to find potential employers in a particular area.

Example search terms:

- ❖ List of hospitals in CA
- ❖ List of retail pharmacies in SF Bay Area
- ❖ List of Independent pharmacies in Los Angeles



Second, Create Your Target List

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To fill out her target list, she can:

Show her list to faculty, advisors, friends, colleagues, family, professionals in the field, etc...



Second, Create Your Target List

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To fill out her target list, she can:

Show her list to faculty, advisors, friends, colleagues, family, professionals in the field, etc...

- ◆ Let them know the type of organization as well as the location she would like to work in and ask for suggestions.



Second, Create Your Target List

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Second, Create Your Target List

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Example:

- ❖ California Society of Health System Pharmacists.
- ❖ National Association of Chain Drugstores.
- ❖ National Community Pharmacist Association.



Second, Create Your Target List

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To fill out her target list,
she can:

Do a search on LinkedIn.



Second, Create Your Target List

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To fill out her target list, she can:

Do a search on LinkedIn.

- ◆ Under the tab **People**, type search terms such as “**hospital pharmacist San Francisco**” and see where people are working



Second, Create Your Target List

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My Target List

- Kaiser Oakland
- Kaiser Hayward
- Kaiser San Francisco
- Kaiser San Jose
- SFGH
- Alta Bates
- Highland Hospital
- Oakland Children's
- Stanford Hospitals
- The VA
- John Muir Medical Center
- Good Samaritan Hospital
- Regional Center of San Jose

- ◆ Soon, Shannon has a list of 10-15 potential employers that you plan to target or track during your job hunt.

Second, Create Your Target List

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- ◆ Soon, Shannon has a list of 10-15 potential employers that you plan to target or track during your job hunt.
- ◆ We suggest focusing on no more than 10-15 organizations at at any given time. Having more organizations than this, can be challenging when tracking your efforts.

Third, Find Out How Those Organizations Hire

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After Shannon has a targeted list of potential hospitals, she needs **to research her potential organizations.**



Third, Find Out How Those Organizations Hire

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“Researching an organization” means she learns 3 things about them:

1. How individuals get hired
2. When they hire
3. If she has any connections at the organization



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Let's see what Shannon's Tracking List looks like after she researches possible organizations.

Shannon's Tracking List

Organization	How they hire	When they hire	Do I know anyone?
Kaiser Oakland, Hayward, SF	Jobs not posted. Word of mouth recommendations	Not clear – need to learn	Nyota Uhura Pavel Checkov
Stanford Clinics and Hospital	Website, craigslist, BA Jobs.com	In September	Montgomery Scott
San Francisco General Hospital	On website, drop of application in person	December	Leo McCoy
UCSF Medical Center	Apply online	Begin posting in September	James Kirk M Spock
Alta Bates Medical Center	Apply online	Begin posting in December.	No
Oakland Childrens' Hospital	Website, give resume to contact to pass on	Apply at School of Pharmacy Career Fair	No

Putting it All Together

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- ❖ With these simple steps, Shannon now has a game plan to organize her internship or job search.
- ❖ She can target her efforts, leading to a more organized, and effective search.

Putting it All Together

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Now it's your turn:

1. Set your internship or job search parameters
2. Jot down the organizations you know in those parameters and use the strategies mentioned to find more
3. Ask friends, colleagues, faculty and mentors for information to research the organizations to fill out your Tracking List



Putting it All Together

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Do you need more help in organizing your internship or job search?



- ❖ Schedule a 1:1 appointment with a counselor to talk about job search strategies.
- ❖ OCPD is located in the Medical Science Building, 513 Parnassus Ave, Room S140.
- ❖ Call 476.4986, Mon – Fri, 8 am – 5 pm, to schedule an appointment.

For more career & professional development resources for professional students, visit us at

career.ucsf.edu

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