Organizing your internship & job search as a health professional student
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- Meet Shannon, our health professional student (a pharmacy student) who is looking for a position in a hospital setting.
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Let’s see how she organizes her search.
Rather than just check out job boards, she decides to be proactive.
Shannon does three things:

1. Sets her search parameters
2. Creates a Tracking List
3. Researches how the organizations hire
First, she selects a radius or geographical area to conduct her job search.
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

When selecting your radius, ask yourself:
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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?
When she has this radius — Shannon’s next step is to **find the names of every organization that might hire her within that radius.**
Second, Create Your Target List

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My Target List

- Kaiser Oakland
- Kaiser Hayward
- Kaiser San Francisco
- …..
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- ....

But how does Shannon find the organizations within her parameters to complete her Target List?
Second, Create Your Target List

To fill out her target list, she can:

Perform a google search to find potential employers in a particular area.
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Example search terms:
- List of hospitals in CA
- List of retail pharmacies in SF Bay Area
- List of Independent pharmacies in Los Angeles
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Show her list to faculty, advisors, friends, colleagues, family, professionals in the field, etc…
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- 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.
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Visit her professional association’s web site to see if they offer a list of member organizations in her area.
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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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Do a search on LinkedIn.
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Do a search on LinkedIn.

- Under the tab People, type search terms such as “hospital pharmacist San Francisco” and see where people are working.
Soon, Shannon has a list of 10-15 potential employers that you plan to target or track during your job hunt.

**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
Second, Create Your Target List

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 any given time. Having more organizations than this, can be challenging when tracking your efforts.

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

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