OFFICE OF CAREER SERVICES

JOB SEARCH WEBSITES

The job search websites in this document are organized into four categories: private sector, public sector, nonprofit/international organization sector, and industry/field-specific websites. Please be aware that many job search sites allow you to create “job alerts” which are sent directly to your email. Make your job search easy by taking advantage of this feature.

Private Sector

CEO Express
This site is a good starting point if you are interested in business. It contains links to relevant news sources, articles, and company information.
ceoexpress.com/home

CareerBank.com
Find accounting, finance, and banking jobs and resumes.
www.careerbank.com

Vault
Insider tips on companies, interview types, discussion boards, fact sheets, job listings. Free upgrade by accessing through the OCS website.
www.vault.com

Public Sector

Federal Government Public Affairs Websites
This site provides links to various government agencies that work in Public Affairs.
www.usa.gov/Agencies/Federal/All_Agencies/index.shtml

FEDweek
FEDweek is a publication that covers trends and new programs in the Federal Government. To have each edition emailed to you, send a blank email to subscriptions@fedweek.com.
www.fedweek.com

National Journal
NationalJournal.com is the leading website for Washington insiders. With an exclusive focus on jobs in politics, policy, and the media, Capital Career Source matches the right employers with the right employees.
www.nationaljournal.com/njonline

*Opportunities in Public Affairs
Find job openings for positions on Capitol Hill, in government affairs, legislative and policy jobs, as well as entry-level and internship opportunities.
www.opajobs.com/login_subs.php
INTERVIEW TYPES

Screening Interview:
The screening interview does just that—screen out candidates whose qualifications don’t meet the job specifications. The first interview is typically conducted by a human resources professional and will probably focus more on your resume and qualifications than anything else. Screening interviews may be conducted in person, by telephone, or by video conferencing (see Telephone Interview and Video or Skype Interview sections).

- Articulate your skills and what you accomplished at each previous job experience.

Second Interview:
Second round interviews are often more difficult to prepare for because their purpose is more subtle—to determine which candidates will best "fit" with the company. Second interviews may be comprised of behavioral and competency-based questions (see Behavioral Interview and Competency-based Interview sections).

- Ask questions about the work environment.
- This stage may also include reference checks and testing.

Case Study Interview:
Consulting firms and certain financial institutions may include a case study or word problem based on a real-life or simulated consulting situation as part of their interview process. In this instance, the interviewer will present you with a case study and ask how you would approach and solve the dilemma at hand. The interviewer is simply trying to determine your analytical abilities through this interview method, so try not to get flustered!

- You can usually ask relevant questions in your efforts.
- There are a number of online and hardcopy resources available through the Office of Career Services to help you prepare for these types of interviews.
- It is also imperative to be part of a student study group and practice together since these interviews are very demanding.

Behavioral Interview:
In these interviews, the interviewer will ask you to talk about a real situation you've encountered and your response to that situation. A sample question could include, "Tell me of an incident when you failed," instead of a hypothetical question such as "How you would handle a mistake or failure?" The employer assumes this will be a good indicator of how you would handle situations in the future.

- Stay calm and answer the question as completely as you can, using the SAR formula as your guide:
  - S – What was the situation or problem that you were presented with?
  - A – What action did you take? (Specifically highlight the skills used.)
  - R – What were the results of your actions? (Be specific and quantify results when possible.)

*Political Jobs
Find positions in political parties, public affairs, parliaments, and senates worldwide.
www.policyjobs.net

US Office of Personnel Management
Set up a profile to have new federal job openings sent to you via email. Search for jobs by Department, by Type, or by Keyword.
www.usajobs.gov

United States Agency for International Development (USAID)
By choosing "employment" from USAID's homepage, you will access listings of the various types of employment opportunities available through USAID.
www.usaid.gov

Nonprofit /International Organization Sector

Bureau of International Organization Affairs, Department of State
Find out which international organizations typically have openings for US Citizens, and what their recruitment cycle is. Click on a link to see all current openings in international organizations open to US Citizens and get contact information for various international organizations.
https://www.state.gov/p/io/

ExecSearches
ExecSearches is an online source for recruiting fundraising, senior management and executive professionals in the nonprofit, education, healthcare, and government sectors.
www.execsearches.com

Foreign Policy Association Job Board
The Foreign Policy Association offers access to an array of internship, job, and career opportunities in government and international organizations.
www.fpa.org/about

Idealist
Set up a profile to have new openings sent to you via email. Search for jobs in the nonprofit sector by location, keyword, organization, or functional area.
www.idealist.org

InterAction NGO Job Board
Find job openings for positions at InterAction's 180+ NGO members with a focus on jobs in the international NGO community.
ngojobboard.org

*International Career Employment Weekly
A comprehensive source of international careers for professionals, including international development jobs
www.internationaljobs.org/current.html

National Council of Nonprofits
The National Council of Nonprofits provides listings of current openings in U.S. nonprofit organizations.
www.councilofnonprofits.org/nonprofit-jobs
OFFICE OF CAREER SERVICES

INTERVIEW TYPES

Screening Interview:
The screening interview does just that—screen out candidates whose qualifications don’t meet the job specifications. The first interview is typically conducted by a human resources professional and will probably focus more on your resume and qualifications than anything else.

Screening interviews may be conducted in person, by telephone, or by video conferencing (see Telephone Interview and Video or Skype Interview sections).

- Articulate your skills and what you accomplished at each previous job experience.

Second Interview:
Second round interviews are often more difficult to prepare for because their purpose is more subtle—to determine which candidates will best “fit” with the company. Second interviews may be comprised of behavioral and competency-based questions (see Behavioral Interview and Competency-based Interview sections).

- Ask questions about the work environment.
- This stage may also include reference checks and testing.

Case Study Interview:
Consulting firms and certain financial institutions may include a case study or word problem based on a real-life or simulated consulting situation as part of their interview process. In this instance, the interviewer will present you with a case study and ask how you would approach and solve the dilemma at hand. The interviewer is simply trying to determine your analytical abilities through this interview method, so try not to get flustered!

- You can usually ask relevant questions in your efforts.
- There are a number of online and hardcopy resources available through the Office of Career Services to help you prepare for these types of interviews.
- It is also imperative to be part of a student study group and practice together since these interviews are very demanding.

Behavioral Interview:
In these interviews, the interviewer will ask you to talk about a real situation you’ve encountered and your response to that situation. A sample question could include, “Tell me of an incident when you failed,” instead of a hypothetical question such as “How you would handle a mistake or failure?” The employer assumes this will be a good indicator of how you would handle situations in the future.

- Stay calm and answer the question as completely as you can, using the S-A-R formula as your guide:
  - S – What was the situation or problem that you were presented with?
  - A – What action did you take? (Specifically highlight the skills used.)
  - R – What were the results of your actions? (Be specific and quantify results when possible.)

Nonprofit Job Market
Find nonprofit jobs in the U.S. and Canada.
www.nonprofitjobmarket.org

Professionals for Non Profits
Search for permanent or temporary employment opportunities at nonprofit organizations.
pnpstaffinggroup.com

UN Jobs
This site compiles current job postings for internship, consulting, and staff opportunities in various UN agencies.
unjobs.org

Volunteer Match
Look for volunteer opportunities at the organization where you want to work full-time.
www.volunteermatch.org

Industry-Specific Sites

ANDH Inc.
ANHD INC is a nonprofit social welfare organization that advocates on behalf of New York City community-based non-profit housing organizations and the neighborhoods they serve. ANHD publishes job listings related to affordable housing and community development.
anhd.org

*Chronicle of Philanthropy
The Chronicle of Philanthropy provides industry news and job listings.
https://www.philanthropy.com/

Vitae
The Chronicle of Higher Education provides industry news and job listings.
chronicle.com/section/jobs/61

Devex Development Jobs Database
OCS has partnered with Devex (The Development Executive Group) to provide Free membership to the Devex online jobs database for all SIPA students and recent graduates. To register:
www.devex.com/welcome/sipa

DevNetJobs
This site advertises international development and consulting job opportunities.
http://www.devnetjobs.org/

Directory of Organizations and Institutes Active in Environmental Monitoring
Provided by the UNEP, this site provides links by country to organizations and institutes active in environmental monitoring.
www.unep.org
INTERVIEW TYPES

Screening Interview:
The screening interview does just that—screen out candidates whose qualifications don't meet the job specifications. The first interview is typically conducted by a human resources professional and will probably focus more on your resume and qualifications than anything else. Screening interviews may be conducted in person, by telephone, or by video conferencing (see Telephone Interview and Video or Skype Interview sections).

• Articulate your skills and what you accomplished at each previous job experience.

Second Interview:
Second round interviews are often more difficult to prepare for because their purpose is more subtle—to determine which candidates will best “fit” with the company. Second interviews may be comprised of behavioral and competency-based questions (see Behavioral Interview and Competency-based Interview sections).

• Ask questions about the work environment.
• This stage may also include reference checks and testing.

Case Study Interview:
Consulting firms and certain financial institutions may include a case study or word problem based on a real-life or simulated consulting situation as part of their interview process. In this instance, the interviewer will present you with a case study and ask how you would approach and solve the dilemma at hand. The interviewer is simply trying to determine your analytical abilities through this interview method, so try not to get flustered!

• You can usually ask relevant questions in your efforts.
• There are a number of online and hardcopy resources available through the Office of Career Services to help you prepare for these types of interviews.
• It is also imperative to be part of a student study group and practice together since these interviews are very demanding.

Behavioral Interview:
In these interviews, the interviewer will ask you to talk about a real situation you've encountered and your response to that situation. A sample question could include, “Tell me of an incident when you failed,” instead of a hypothetical question such as “How you would handle a mistake or failure?” The employer assumes this will be a good indicator of how you would handle situations in the future.

• Stay calm and answer the question as completely as you can, using the SAR formula as your guide:
  o S – What was the situation or problem that you were presented with?
  o A – What action did you take? (Specifically highlight the skills used.)
  o R – What were the results of your actions? (Be specific and quantify results when possible.)

DotOrgJobs (onPhilanthropy)
onPhilanthropy.com is a global resource for non-profit, philanthropy and corporate social engagement professionals. It is free of charge and features the industry's leading e-mail newsletter as well as job postings. www.dotorgjobs.com

*Ethical Jobs
This site contains domestic and international job opportunities in areas such as green energy, peace and conflict prevention, international development, and humanitarian aid. www.ethicaljobs.net

Environmental Career Opportunities
www.ecojobs.com/login_subs.php

European Foundation Centre (EFC)
The EFC promotes Foundations and Corporate Funders in the new Europe. This site has job and conference listings. www.efc.be

Financial Careers
Find finance jobs in USA and worldwide, including banking jobs, accounting, recruitment and IT jobs in the finance sector. www.efinancialcareers.com

Green Dream Jobs
This site advertises renewable and clean energy jobs (solar, wind jobs), green building jobs, organic jobs, and all environmental and sustainable jobs. http://www.sustainablebusiness.com/greendreamjobs/jobs/

*Human Rights Jobs
This site lists domestic and international jobs in the human rights field. www.humanrightsjobs.com

International Economic Development Council (IEDC)
IEDC is the world's largest membership organization serving the economic development profession and lists job opportunities. www.iedconline.org/?p=Job_Center_Listings

Journalismjobs.com
JournalismJobs.com is the largest and most-visited resource for media jobs and lists US and international journalism job opportunities. www.journalismjobs.com

ReliefWeb
If you are interested in international humanitarian efforts, this site is for you. It contains links to relevant organizations, vacancies, information sources, and current events. www.reliefweb.int

OneWorld Jobs
This site lists jobs in sustainable development, environment and human rights. oneworld.org/jobs
INTERVIEW TYPES

Screening Interview:
The screening interview does just that—screen out candidates whose qualifications don't meet the job specifications. The first interview is typically conducted by a human resources professional and will probably focus more on your resume and qualifications than anything else. Screening interviews may be conducted in person, by telephone, or by video conferencing (see Telephone Interview and Video or Skype Interview sections).

Second Interview:
Second round interviews are often more difficult to prepare for because their purpose is more subtle—to determine which candidates will best “fit” with the company. Second interviews may be comprised of behavioral and competency-based questions (see Behavioral Interview and Competency-based Interview sections).

• Ask questions about the work environment.
• This stage may also include reference checks and testing.

Case Study Interview:
Consulting firms and certain financial institutions may include a case study or word problem based on a real-life or simulated consulting situation as part of their interview process. In this instance, the interviewer will present you with a case study and ask how you would approach and solve the dilemma at hand. The interviewer is simply trying to determine your analytical abilities through this interview method, so try not to get flustered!

• You can usually ask relevant questions in your efforts.
• There are a number of online and hardcopy resources available through the Office of Career Services to help you prepare for these types of interviews.
• It is also imperative to be part of a student study group and practice together since these interviews are very demanding.

Behavioral Interview:
In these interviews, the interviewer will ask you to talk about a real situation you've encountered and your response to that situation. A sample question could include, “Tell me of an incident when you failed,” instead of a hypothetical question such as “How you would handle a mistake or failure?” The employer assumes this will be a good indicator of how you would handle situations in the future.

• Stay calm and answer the question as completely as you can, using the SAR formula as your guide:
  o S—What was the situation or problem that you were presented with?
  o A—What action did you take? (Specifically highlight the skills used.)
  o R—What were the results of your actions? (Be specific and quantify results when possible.)

Philanthropy News Digest (PND)
PND's job board provides listings of current full-time job openings at US-based foundations and nonprofit organizations.
www.foundationcenter.org/pnd/jobs

Philanthropy New York
Philanthropy New York's Jobs Board is a high-traffic bulletin board listing employment opportunities at grantmaking organizations throughout the New York region.
philanthropynewyork.org/s_nyrag/index.asp

*Policy Jobs
This site lists domestic and international research and policymaking jobs.
www.policyjobs.net

Public Health Jobs Worldwide
Search for public health openings in the U.S. and abroad.
https://publichealthjobs.org/

Media Bistro
An online portal for opportunities in online/new media, mobile, social media, PR/marketing, and more.
www.mediabistro.com

Microfinance Gateway
A service of CGAP, the Microfinance Gateway lists microfinance jobs.
www.microfinancegateway.org/p/site/m/jobs

*Tom Manatos Jobs
A job search website for government and political jobs in Washington, D.C.
www.tommanatosjobs.com

Union Jobs Clearinghouse
This site is the central site for posting the open staffing and trades positions in organized labor that are now accepting applications.
www.unionjobs.com/staffing_list.php

Women in International Security Jobs Hotline
Women in International Security (WIIS), an affiliate program of the Center for Strategic and International Studies, is a global network actively advancing women's leadership in the international peace and security field. WIIS periodically publishes a newsletter with job opportunities.
wiisglobal.org

General Job Search Sites

Indeed
Indeed is a job aggregator, providing free access to millions of jobs from thousands of company websites and job boards. Site includes a salary research tool, job trends, and discussion forums.
www.indeed.com
INTERVIEW TYPES

Screening Interview:
The screening interview does just that — screen out candidates whose qualifications don't meet the job specifications. The first interview is typically conducted by a human resources professional and will probably focus more on your resume and qualifications than anything else. Screening interviews may be conducted in person, by telephone, or by video conferencing (see Telephone Interview and Video or Skype Interview sections).

• Articulate your skills and what you accomplished at each previous job experience.

Second Interview:
Second round interviews are often more difficult to prepare for because their purpose is more subtle — to determine which candidates will best “fit” with the company. Second interviews may be comprised of behavioral and competency-based questions (see Behavioral Interview and Competency-based Interview sections).

• Ask questions about the work environment.
• This stage may also include reference checks and testing.

Case Study Interview:
Consulting firms and certain financial institutions may include a case study or word problem based on a real-life or simulated consulting situation as part of their interview process. In this instance, the interviewer will present you with a case study and ask how you would approach and solve the dilemma at hand. The interviewer is simply trying to determine your analytical abilities through this interview method, so try not to get flustered!

• You can usually ask relevant questions in your efforts.
• There are a number of online and hardcopy resources available through the Office of Career Services to help you prepare for these types of interviews.
• It is also imperative to be part of a student study group and practice together since these interviews are very demanding.

Behavioral Interview:
In these interviews, the interviewer will ask you to talk about a real situation you've encountered and your response to that situation. A sample question could include, “Tell me of an incident when you failed,” instead of a hypothetical question such as “How you would handle a mistake or failure?” The employer assumes this will be a good indicator of how you would handle situations in the future.

• Stay calm and answer the question as completely as you can, using the SAR formula as your guide:
  - S – What was the situation or problem that you were presented with?
  - A – What action did you take? (Specifically highlight the skills used.)
  - R – What were the results of your actions? (Be specific and quantify results when possible.)

IvyExec
OCS has teamed up with IvyExec.com, an exclusive job site for high caliber professionals with graduate degrees from top universities. Ivy Exec has agreed to provide all SIPA students and alumni the opportunity to join Ivy Exec as ‘All Access’ members for free for 3 full months.
www.ivyexec.com/professionals/register/?ref=ColumbiaSIPA

Simply Hired
Indeed is a job aggregator, providing free access to millions of jobs from thousands of company websites and job boards. Site includes a salary research tool, job trends, and discussion forums.
www.simplyhired.com

SIPAlink
SIPA's Office of Career Services online jobs database posts internships and full-time positions for companies that are looking to recruit SIPA students.
www.myinterface.com/cusipa/student

*See “Latest Online Subscriptions” section of the OCS (Bi-)Weekly Newsletter for login information