GOINGLOBAL
EXPAND YOUR HORIZONS... YOUR CAREER... YOUR FUTURE

Jobs and Internships Search Engine:
How to Find What You Want *April 2012*

Here are the main things you need to know about Going Global's Jobs and Internships search engine:

- The search engine aggregates **countless other search engines**
- There are approximately **16 million positions** at any given time
- The results are **updated every 24 hours**
- The positions **cover every skill level,** from beginner to very senior
- The great majority of positions are **posted in local languages**
- **For best results**, **use local language key words** if you know them

There are many ways to use this engine. Please take a moment to read "Searching Job and Internships Opportunities" in our "User Guide" http://online.goinglobal.com/userguide.aspx#6 for basic tips.

What follows is **a recommended search method**. You might prefer to use the engine in other ways (also described below). The examples focus on internships, but the basic principles are the same.

STEP 1: Choose Country or City

You **must fill in a "Location"** field.

If you fill in the first field, **make sure the system recognizes your choice.** For example, when you begin to type "Paris", the system will suggest locations for you ("Paris, France"). If it does NOT, then it has not recognized your choice, and will return zero results.

The alternative is to **choose a Country** from the dropdown list.

STEP 2: Put key words relating to internships in the "Job Title" field.

Be sure to **use local language key words for best results!** For example:

	English key word	French Key word
Country:	France	France
Job title:	internship	stagiaire
Industry:	All	All
Job Type:	All	All
Results:	**149 results**	**4592 results**

STEP 3: Now try putting key words relating to internships in the "Skills or Keywords" field.

Examples:

- France + "internship" = 467 matching jobs
- France + "stagiaire" = 12,645 matching jobs
- France + "stage" = 26,628 matching jobs

Keep in mind that **a key word search for "stagiaire" does NOT necessarily mean that the position posted is for a "stagiaire"...** it just means that the word appears somewhere in the job posting.

However, the chances are good that the keyword will lead to the sort of role you're looking for. For example, this ad is for a stagiaire, though the word "stagiaire" does not appear in the job title:

Ingénieur Conception / modélisation de capteurs H/F   EXXELIA Chanteloup-en-Brie (77)   Sat, 24 Mar 2012

GOINGLOBAL
EXPAND YOUR HORIZONS... YOUR CAREER... YOUR FUTURE

If you search for **"stage," you get many more results, BUT** that is because "stage" is also an ENGLISH WORD that can be used in many ways, not necessarily having to do with internships.
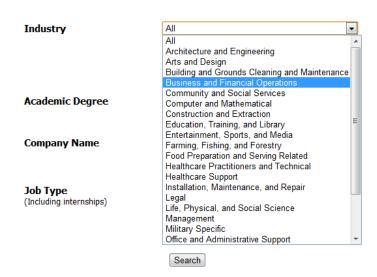
STEP 4: Narrow your search using other local language key words.

Examples:

- stagiaire + banque = 615 results
- stagiaire + consulting = 447 results
- stagiaire + ingénierie = 323 results
- stage + ingénierie = 1082 results
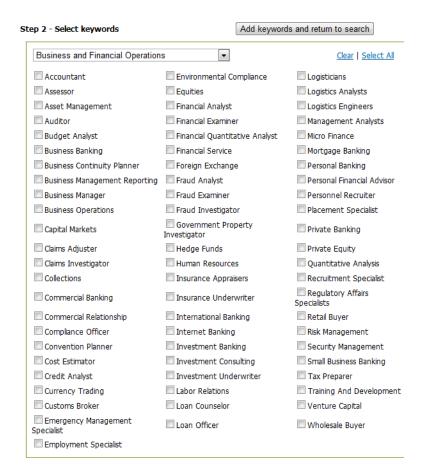- stage + ingénieur = 5677 results

Other Search Criteria

- **Choose an Industry** from the Industry Dropdown. Note: this is not a key word search; this is a category search.

- Once you have selected an Industry from the Industry Dropdown, **add industry key words** by pressing "Add Search Details":

Step 2 - Select keywords   Add keywords and return to search

Business and Financial Operations ▾   Clear | Select All

Accountant	Environmental Compliance	Logisticians
Assessor	Equities	Logistics Analysts
Asset Management	Financial Analyst	Logistics Engineers
Auditor	Financial Examiner	Management Analysts
Budget Analyst	Financial Quantitative Analyst	Micro Finance
Business Banking	Financial Service	Mortgage Banking
Business Continuity Planner	Foreign Exchange	Personal Banking
Business Management Reporting	Fraud Analyst	Personal Financial Advisor
Business Manager	Fraud Examiner	Personnel Recruiter
Business Operations	Fraud Investigator	Placement Specialist
Capital Markets	Government Property Investigator	Private Banking
Claims Adjuster	Hedge Funds	Private Equity
Claims Investigator	Human Resources	Quantitative Analysis
Collections	Insurance Appraisers	Recruitment Specialist
Commercial Banking	Insurance Underwriter	Regulatory Affairs Specialists
Commercial Relationship	International Banking	Retail Buyer
Compliance Officer	Internet Banking	Risk Management
Convention Planner	Investment Banking	Security Management
Cost Estimator	Investment Consulting	Small Business Banking
Credit Analyst	Investment Underwriter	Tax Preparer
Currency Trading	Labor Relations	Training And Development
Customs Broker	Loan Counselor	Venture Capital
Emergency Management Specialist	Loan Officer	Wholesale Buyer
Employment Specialist		

- To narrow your search by academic qualifications, **add academic key words** by pressing "Academic Keyword Tool."

   Note: the great majority of postings **do not mention degrees**.

Remember that these key words are just **SUGGESTIONS!** They are there to remind you of job titles and degrees, help you think of jobs you might enjoy, and save you some typing. **Feel free to use your own key words.**

GOINGLOBAL
EXPAND YOUR HORIZONS... YOUR CAREER... YOUR FUTURE

- **Also remember** that these suggested **key words are in ENGLISH**! In a non-English-speaking country, **for best results use the local language equivalent.**

	English key words	**French Key words**
Country:	France	France
Skills or key words:	"financial analyst"	"analyste financier"
Industry:	All	All
Job Type:	All	All
Results:	**34 results**	**134 results**

- You can **search by "Company Name"** to find all the jobs a particular company has posted for a particular location.

  Example:

Country:	France
Skills or keywords:	stagiaire
Industry:	All
Company name:	Accenture
Job Type:	All
Results:	**9 postings**

- You can **search by "Job Type: Internship,"** and find all the positions which employers specifically classified as internships. <u>For maximum number of results, we recommend key word searches</u>.
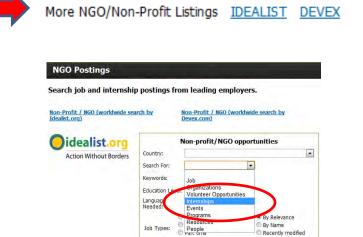
- You don't have to check the search engine every day! **Once you have defined your search criteria, create a Job Alert** so that you are notified when a position is posted that meets your criteria.

Other Ideas for Finding Internships

There are **additional internships** in the **NGO search engines, Idealist and Devex,** beneath the "Industry" dropdown:
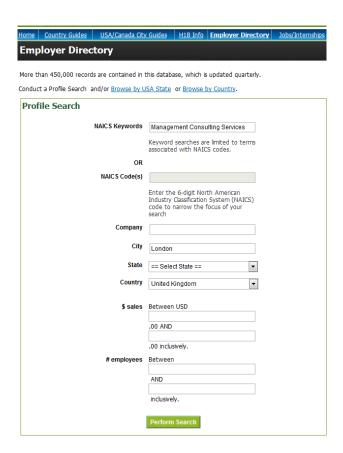
And don't forget…!

- **Each Country Guide has an Internships section** with links to companies and websites for finding internships.

- You can **use the Global Key Employer Directory to identify companies** in specific sectors and cities that you wish **to target for an internship:**

Be creative!

- Use the networking sections in the Country Guides to meet people and try to get internships
- Use the "Economic and Employment Outlook" to find out what sectors are doing well and try to target them
- Use the sector information in "Industry and Employment Trends" to find out what jobs are in demand, and target those positions for a potential internship
- Use the Embassy Listings, Chambers of Commerce, etc. as sources for local companies and positions