

## SOME PLACES TO TAKE YOUR NEW COLLEGE DEGREE

July 2017

### STATE GOVERNMENT:

It is advisable to regularly check the California State Personnel Board website [www.calhr.ca.gov](http://www.calhr.ca.gov) where you can file online and take online exams for various positions. It is also wise to check by department. Listed below are a few departments.

The State of **California Public Utilities Commission** hires those with college degrees and courses in economics, public policy, or a closely related field as **Public Utilities Regulatory Analyst 1**. Check the website at [www.cpuc.ca.gov](http://www.cpuc.ca.gov). Follow the process. Create a Cal Career account with State of California Department of Human Resources from the link on the site. Sign up to take the exam and look for openings once you are notified that you have passed the exam.

The **State Franchise Tax Board** has continuous filing for **Tax Compliance Representatives** and **Tax Auditors**. For TCR, graduation from college with courses in Accounting and Business/Commercial Law qualifies a person for the open examination. The online exam can be accessed at the website [www.ftb.ca.gov](http://www.ftb.ca.gov) by selecting "Careers," at the bottom of the home page and then "Exams." For Auditors, either an Accounting Degree or courses in Accounting, Cost Accounting, Auditing, and Business Law meet the minimum qualifications. Go to [www.jobs.ca.gov](http://www.jobs.ca.gov) for a listing of minimum qualifications for these and other positions.

**The Board of Equalization** hires **Business Taxes Representatives** with a similar requirement to that of the State Franchise Tax Board listed above. They also have an examination leading to employment as an **Assistant Property Auditor Appraiser**. Go to [www.boe.ca.gov](http://www.boe.ca.gov) and select "Careers at BOE" at the bottom of the home page.

**The California Department of Transportation (Caltrans)** hires college grads through an examination process as **Environmental Planner** or **Transportation Engineer (Civil)**. Information on the examination and hiring process including the online training & evaluation exam is found on [www.dot.ca.gov](http://www.dot.ca.gov). A full list of open positions can be found by selection "Jobs." Under "Working with CalTrans" That link lists **Accountant Trainee**, **Assistant Information Systems Analyst** and **Associate Information Systems Analyst** as available under Continuous Open Exams.

### FEDERAL GOVERNMENT:

The official job site for employment with the federal government is [www.usajobs.gov](http://www.usajobs.gov). The Federal Government is interested in hiring recent graduates so select "Students and Recent Grads" to see open positions for recent graduates. You will need to create a profile on the site if you wish to pursue any opportunities.

The **Department of Homeland Security** offers a wide variety of opportunities for recent college grads and graduate students, including entry-level positions and paid internships. Go to [www.dhs.gov](http://www.dhs.gov) and select "Careers" under "About Us" and then "Internship and Job Opportunities" and then "Recent Graduates". You can also explore by field of interest: accounting, cybersecurity, health and science, law enforcement, legal, policy and other majors.

The **United States Securities and Exchange Commission** chooses those with an accounting or finance degree for entry-level positions as compliance examiners. Go to [www.sec.gov/careers](http://www.sec.gov/careers)

The **IRS** hires college graduates for positions in Research & Analysis, IT, Tax Law, and many other fields. Go to [www.jobs.irs.gov](http://www.jobs.irs.gov) and select “Careers” or “Application Process” to get started.

The **CIA** hires analysts to assess rapidly changing international development. Language skills and previous travel experience as well as a bachelor’s degree are required. They also have opportunities in other fields, such as: Accounting, Auditing, Clandestine Service, Cyber Security, Data Science, Engineering, Geography & Cartography, IT, Legal Services, and Public Affairs. Visit [www.cia.gov](http://www.cia.gov) and select “Careers and Internships”.

The **Department of Defense** opportunities for civilians can be found at [www.goddefense.cpms.osd.mil](http://www.goddefense.cpms.osd.mil). The Department is interested in hiring recent grads.

U.S. Postal Inspection Service hires postal inspectors. Requirements include a 4-year degree. Go to <http://postalinspectors.uspls-gov> for an online application.

## **FINANCIAL SERVICES:**

Banks hire management trainees to learn operations, take credit applications, and sell loan products. They also recruit personal bankers who manage customer portfolios and sell retail banking products to current and prospective customers. Try **Wells Fargo** at [www.wellsfargo.com/careers](http://www.wellsfargo.com/careers) to find out where you might fit into the company. Select Job Areas from the **Bank of America** website ([careers.bankofamerica.com](http://careers.bankofamerica.com)) to explore careers in Consumer Banking, Customer Care, Mortgage, Operations, Risk and more). **Citibank** ([www.careers.citigroup.com](http://www.careers.citigroup.com)) offers analyst programs and associate programs.

**Farmers Insurance** – hires homeowners property claims trainees to investigate cases, inspect damaged property and write repair estimates. They also hire Commercial and Workers Comp Claims Reps as well as Auto Physical Damage Claims Reps. Go to [www.farmers.com/careers](http://www.farmers.com/careers)

**Liberty Mutual Insurance** [www.libertymutualgroup.com/careers](http://www.libertymutualgroup.com/careers) offers opportunities for college graduates in actuarial, claims, finance, loss control, product management, sales and underwriting.

**Progressive Insurance** hires Claims Adjustor Trainees. Get further details at [www.progressive.com/jobs](http://www.progressive.com/jobs)

**GEICO Insurance** hires graduates of many different subject areas. Go to [GEICO.com/careers](http://GEICO.com/careers) and use the links for ideas such as “How Your Major Fits”. **GEICO** specifically recruits college graduates including those with liberal arts backgrounds as well as those with business, actuarial science or computer science degrees.

Financial service companies such as Franklin Templeton Investments offer opportunities. Go to [www.franklintempletoncareers.com](http://www.franklintempletoncareers.com) and search under “College and Universities Connections” section.

**Charles Schwab** hires broker trainees. They look for a college degree and prefer a year of experience in a financial environment. For information on other possibilities select “Grads and Students” from [schwab.com](http://schwab.com)

**Mortgage companies** have entry-level positions as funders or loan officers for those with a finance degree.

## HEALTHCARE

Healthcare is a huge business. **Kaiser** ([www.kp.org](http://www.kp.org)) is one of the principal players in the SF Bay Area. Healthcare also includes fitness with small and large employers such as **24Hour Fitness** ([24hourfitness.com](http://24hourfitness.com)) with opportunities in club management and sales as well as fitness.

## RETAIL including Management Training Opportunities:

Retail management is a wide-open field for college graduates. Department stores, chains that locate in malls, and specialty stores have manager training programs and positions. **Bed Bath & Beyond**, **Kohl's** and **Macys** frequently advertise such openings.

**Target** uses its website at [www.target.com](http://www.target.com) (choose "Careers" link at the bottom) to provide an overview of opportunities. **Walgreens** ([jobs.walgreens.com](http://jobs.walgreens.com)) offers career paths in both retail management and their pharmacy.

Restaurant including Food and Beverage Service is a huge industry that is always looking for those interested in management. **Jamba Juice** [www.jambajuice.com](http://www.jambajuice.com) is just one example of a food service company that prefers to select those with college degrees for its management track.

**The Container Store** [www.containerstore.com](http://www.containerstore.com) hires Sales/Visual Merchandising and provides about 263 hours of training to every first-year fulltime employee.

Retail can be can entry point into the telecommunications field. **Verizon Wireless** ([www.verizon.com/about/careers](http://www.verizon.com/about/careers)) **Sprint** (<http://careers.sprint.com>) and **AT&T** example, often hire sales personnel. Those hired have opportunities to move into management.

**Hertz** has openings for manager trainees, branch managers, and station manager. They also have a paid internship program for college students and recent grads. Look here: [www.hertz.com](http://www.hertz.com) Select "Career" at top of page.

**Enterprise Rent-A-Car** at [www.erac.com](http://www.erac.com) is another potential employer that looks for college graduates

**TECHNOLOGY** – The SF Bay Area is home to numerous start-ups and large scale technology, software and Internet companies including social media and creative enterprises. Try [www.startuphire.com/](http://www.startuphire.com/) [www.crunchboard.com/](http://www.crunchboard.com/) [www.dice.com/](http://www.dice.com/)

## STAFFING AGENCIES and other business opportunities:

Staffing agencies offer opportunities as recruiters and account managers as well as contract positions working in accounting and finance, technology and IT, office and administrative, and creative and marketing areas. Start by taking a look at these agencies:

Robert Half: [www.roberthalf.com](http://www.roberthalf.com) has a Student and New Graduate Section as well as a training program to become a Robert Half recruiter

Aerotek: [www.aerotek.com](http://www.aerotek.com) recruits for technical and administrative positions

Guru.com [www.guru.com](http://www.guru.com) matches freelancers to opportunities

AppleOne: [www.appleone.com/](http://www.appleone.com/) matches job seekers to administrative positions

## SCIENCE & INDUSTRY:

Research associate is a common job title for someone hired to do laboratory work. Environmental technician is another typical job title

**Shell** ([www.shell.com/careers](http://www.shell.com/careers)) hires recent graduates There are 2 major tracks: commercial roles and technical roles. Under “Students and Graduates” select “Degree Matcher”

**Chevron** [careers.chevron.com](http://careers.chevron.com) is looking for entry-level people with education in technical fields such as engineering, earth sciences, geophysics & chemistry. Select “Students and Recent Graduates” at the top of the page.

**General Electric** has a state-of-the-art research facility in San Ramon

**PG&E** offers “student and recent grad opportunities” [www.pge.com](http://www.pge.com)

**West Valley:** [www.westvalley.com](http://www.westvalley.com) is a staffing agency that recruits in engineering and technical disciplines

## HOSPITALITY & TOURISM:

**Marriott** [www.careers.marriott.com/](http://www.careers.marriott.com/) is an example of a hospitality chain that offers a management development program in areas of interest from sales and marketing, finance and accounting, guest services including operations and food and beverage services. Check other hotels for similar opportunities.

At hotels such as the **Hilton** ([www.jobs.hilton.com](http://www.jobs.hilton.com)) and **Hyatt** ([www.hyatt.com/careers](http://www.hyatt.com/careers)), recent graduates can get on a management track by taking an entry-level departmental position in food & beverage, human resources, rooms division, revenue management or sales. Smaller boutique hotel and restaurant chains such as **Kimpton Hotels** ([www.kimptonhotels.com/careers](http://www.kimptonhotels.com/careers)) and **Joie de Vivre** ([www.jdvhotels.com](http://www.jdvhotels.com)) are also good prospects.

## NON PROFIT WORLD:

Nonprofits that provide social & community services sometimes hire new college graduates as Case Managers, Program Coordinators or Project Assistants. Community outreach and jobs in development are also good entry points. Arts, cultural, advocacy, research and environmental organizations are other targets. Try [www.opportunityknocks.org](http://www.opportunityknocks.org) or [www.craigslist.org](http://www.craigslist.org) for local opportunities.

## WEBSITES:

[www.collegegrad.com](http://www.collegegrad.com) features top careers & employers & offers a search feature.

[www.vault.com](http://www.vault.com) gives snapshot information about companies. Jobs are also listed.

[www.themuse.com](http://www.themuse.com) gives an insider look at opportunities at selected companies

[www.craigslist.org](http://www.craigslist.org) is a generally good site for local employment.

[www.wayup.com](http://www.wayup.com) is a site specifically for students and recent college grads

[www.aftercollege.com](http://www.aftercollege.com) lists jobs and internships all over the country

[www.collegerecruiter.com](http://www.collegerecruiter.com) features internships & entry level jobs for recent grads

[www.NACElink.com](http://www.NACElink.com) is a national recruiting network