

SOME PLACES TO TAKE YOUR NEW COLLEGE DEGREE

February 2020

STATE GOVERNMENT:

It is advisable to regularly check the California State Personnel Board website www.calcareers.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. 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 **Compliance Representatives** and **Tax Program Technicians**. The online exams can be accessed at the website www.ftb.ca.gov by selecting "Careers," at the bottom of the home page and then "Exams."

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 and select "Careers at BOE" at the bottom of the home page.

The **California Department of Transportation (Caltrans)** hires college grads through special recruitments listed on the website www.dot.ca.gov. A full list of open positions can be found by selection "Jobs." Under "Work with CalTrans".

An open exam for those wishing to work with the **Employment Development Department** is **Employment Program Representative**.

FEDERAL GOVERNMENT:

The official job site for employment with the federal government is 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. These may include titles such as **Social Services Assistant, Management and Program Analysis, Information Technology Specialist, Contract Specialist** and **Engineering Technician**. 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 through the **Pathways Program** for recent college grads and graduate students, including entry-level positions and paid internships. Go to www.dhs.gov and select "Careers" under "About Us" 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

The **IRS** hires college graduates for positions in Research & Analysis, IT, Tax Law, and many other fields. Go to 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 and select “Careers and Internships”.

U.S. Postal Inspection Service hires postal inspectors. Requirements include a 4-year degree. Go to www.uspis.gov/about/careers for information.

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. Select Job Areas from the **Bank of America** website (campus.bankofamerica.com) to explore careers in Consumer Banking, Customer Care, Mortgage, Operations, Risk and more). **Citibank** (www.careers.citigroup.com) offers analyst programs and associate programs. Credit unions such as **Patelco** at www.patelco.com offer opportunities.

Insurance is an industry with many arms: health, disability, workers compensation, auto or personal liability and life. Position titles include underwriting, actuary, financial analyst, claims agent, account manager, auto adjuster and sales. **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 and Auto Physical Damage Claims Reps. Go to www.farmers.com/careers

Liberty Mutual Insurance 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

GEICO Insurance hires graduates of many different subject areas. Go to 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 and search under “College and Universities Connections” section.

Charles Schwab has an Intern Academy that provides an opportunity to experience their culture. For information on other possibilities go to their website www.aboutbchwab.com/careers

Mortgage companies have entry-level positions as escrow assistant, funders or loan officer trainees for those with a finance degree. An online job search site is www.mortgageboard.ejob.center.

Property Management is another field to consider. www.renoir.com is a staffing agency for property management and real estate.

HEALTHCARE:

Healthcare is a huge business. **Kaiser** (www.kaiserpermanentejobs.org) is one of the principal players in the SF Bay Area. Those without medical specialty backgrounds can search under “Entry Level” for titles such as Credentials Administrator I, Research Assistant, Engagement Specialist I or 2, or Financial Associate Analyst. **CVS** is positioning itself under health because of its health services, insurance plans and community pharmacists. Learn more about the possibilities on its website jobs.cvshealth.com. Healthcare also includes fitness with small and large employers such as **24Hour Fitness** (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 often have manager training programs and positions. Nordstrom (www.careers.nordstrom.com) is a great choice for those wanting a career in retail. In addition to sales, they offer career options in operations, technology, marketing supply chain, human resources etc.

Walgreens (jobs.walgreens.com/careerpaths) offers distinct career paths in distribution, community management and community 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 is just one example of a food service company that prefers to select those with college degrees for its management track.

Retail can be an entry point into the telecommunications field. **Verizon Wireless** (www.verizon.com/about/careers) **Sprint** (<https://careers.sprint.com>) and **AT&T** often hire sales personnel. Those hired have opportunities to move into management and other business areas within the company.

Hertz has openings for manager trainees, branch managers, and station managers. They also have a paid internship program for college students and recent grads. Look here: <https://hertz.jobs> Select "Students and recent grads" at top of page. **Enterprise Rent-A-Car** at 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. If you have computer technical skills, try one of the following websites:

www.ihiretechnology.com/ www.crunchboard.com/ www.dice.com/ If not, aim for job titles such as junior account executive, recruiting coordinator, sales rep, operations coordinator, account manager, marketing associate, financial analyst, logistics assistant, or human resources generalist in technology companies

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 lists a variety of administrative & project-based financial positions as well as legal, technology and creative possibilities.

Aerotek: www.aerotek.com recruits for technical and administrative positions

Guru.com www.guru.com matches freelancers to opportunities

AppleOne: 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.us/careers) hires recent graduates Select "Shell Graduate Program" for details.

Chevron jobs.chevron.com is looking for entry-level people with education in technical fields such as engineering, earth sciences, geophysics & chemistry. Create a profile on the site to apply

General Electric has a state-of-the-art research facility in San Ramon. Ways to discover which jobs are open include sites such as [LinkedIn](#) and www.indeed.com as well as the company website itself.

West Valley Engineering: www.westvalley.com is a staffing agency that recruits in engineering and technical disciplines

HOSPITALITY & TOURISM:

Marriott 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 to guest services including operations and food and beverage services. Look under "University Programs" for information. At hotels such as the **Hilton** (www.jobs.hilton.com) and **Hyatt** (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.careers.ihg.com/our-brands/kimpton) and **Joie de Vivre** (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 or www.craigslist.org for local opportunities.

WEBSITES:

www.glassdoor.com features company reviews as well as a search feature.

www.vault.com gives snapshot information about companies, internships and jobs

www.themuse.com gives an insider look at opportunities at selected companies

www.craigslist.org is a generally good site for local employment.

www.wayup.com is a site specifically for students and recent college grads

www.aftercollege.com lists entry level jobs and internships all over the country

www.collegerecruiter.com features internships & entry level jobs for recent grads

www.jobs2careers.com is a national recruiting network