



Optimizing Your NP Job Search:

▶ Application phase

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Two Phases

Phase 1: Preparation

- ▶ Info interviews
- ▶ Target List
- ▶ Job search agents

Phase 2: Applications

- ▶ Customize
- ▶ Apply
- ▶ Follow up



Definition Reminder

- ▶ NP = Direct-service organizations





HGSE Recruitment Opportunities

EdConnect -- *March 16th -20th*

- Visit on-site
- See work culture
- Make connections
- Learn about hiring practices
- Pre-apply!

Social Impact Expo -- *April 3rd*

- On campus
- Immediate needs
- Connect with hiring managers



Quick Tips and Strategies

- Review past participating organizations
- Do your research (Review org, website, and any positions posted)
- Come prepared with resume, questions, and/or pitch

Pitch tips

- I love what your org does [add specifics]
- I am interested in x position
- I have a strong alignment with the following skills [mentioned in posting/website]
- I have a question: e.g.,
 - I don't see current opps in this area, when/where do you typically post positions?
 - Looking at xx position now, what does your interview process look like?
 - About to go through interview: what do typical interviews look like?
 - Looking at several orgs, you are a top priority, what does your timeline look like for hiring?
 - How can I stay in touch?



Navigating Recruitment Outside of HGSE



Majority of orgs will not recruit on campus



Timing is essential - within 2 weeks



Make sure job search agents are set up



Application Procedure

0-10 days

- Submit resume and cover letter to applicant tracking system

10 - 30 days

- Human Resources: Review of applications

15-45 days

- Human resource screening interview
- Recommend candidates to hiring manager or selection committee

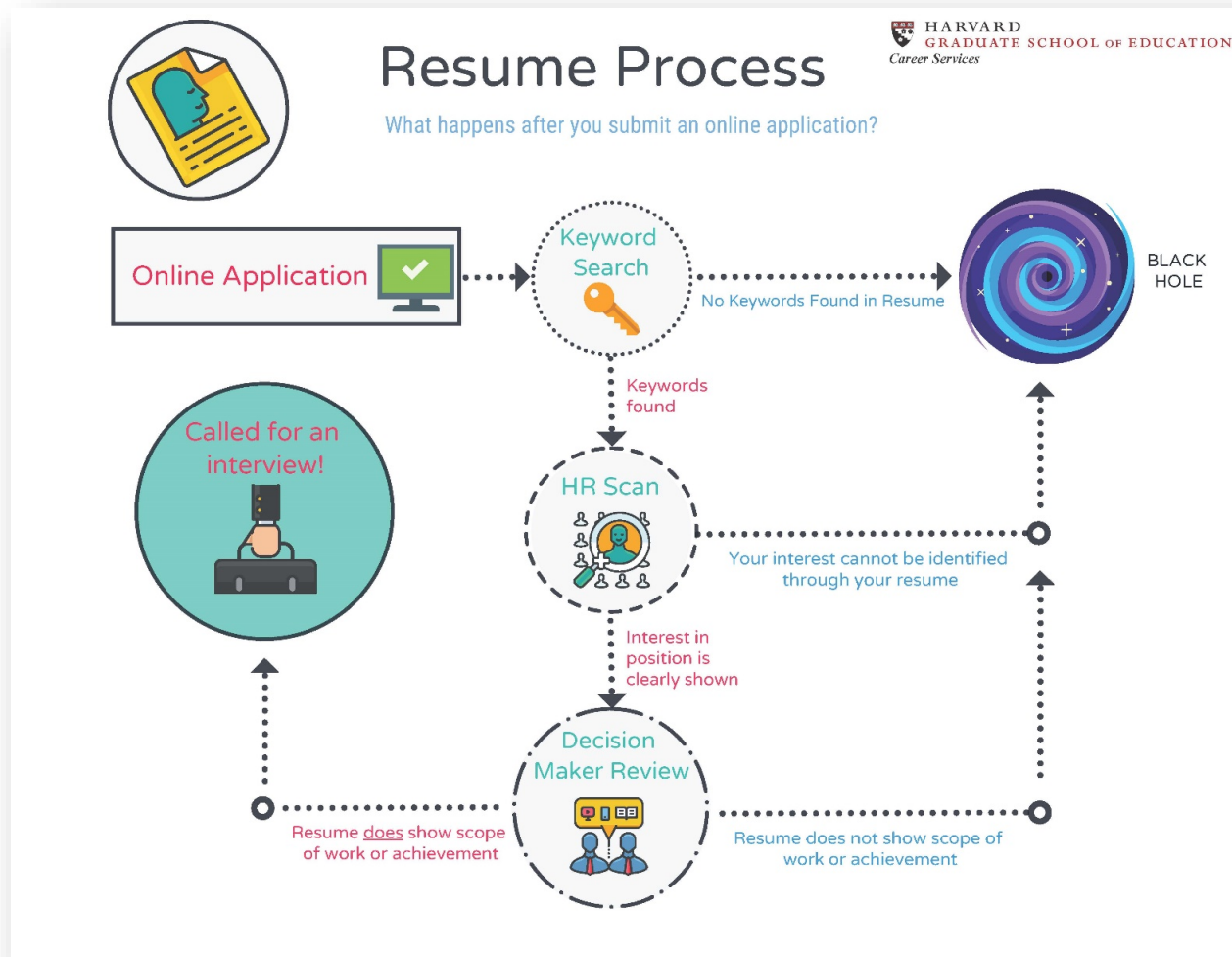
30-70 days

- First round interview
- Second round interview
- Third round interview

60-90 days

- Offer
- Negotiation

Review of Online Application Process





Customize, Apply, and Follow-up



Customize each resume



Submit 2-3 applications/week



Follow up!



Next Up

- ▶ Interview prep
- ▶ Salary negotiation

Step-ahead Resources:

- <https://cso.gse.harvard.edu/interview>
- <https://cso.gse.harvard.edu/negotiations>

Resource Links

- ▶ **Guidestar** (now merged with Foundation Center to form Candid.org):
Hollis → Guidestar → View online
- ▶ **LinkedIn HGSE Alumni page:** www.linkedin.com → Search for:
Harvard University Graduate School of Education → Click on *Alumni*
button
- ▶ **Application Trackers:** cso.gse.harvard.edu → *Engage with Employers*
→ Select nonprofit pathway → *Resources*
- ▶ **Resumes and profiles:** <https://cso.gse.harvard.edu/resumes-profiles>
- ▶ **Cover Letters:** <https://cso.gse.harvard.edu/cover-letters-portfolios>
- ▶ **Events on Hub:** <https://communities.gse.harvard.edu/hgsehub/s/>
- ▶ **Tips on using [Guidestar and LinkedIn](#)**

Any questions?



Feel free to email me on Hub anytime!