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.goingglobal.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:

<table>
<thead>
<tr>
<th></th>
<th>English key word</th>
<th>French Key word</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>France</td>
<td>France</td>
</tr>
<tr>
<td>Job title</td>
<td>internship</td>
<td>stagiaire</td>
</tr>
<tr>
<td>Industry</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Job Type</td>
<td>All</td>
<td>All</td>
</tr>
</tbody>
</table>

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:
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](image)

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

  [Add keywords and return to search]

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

<table>
<thead>
<tr>
<th>English key words</th>
<th>French Key words</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country: France</td>
<td>France</td>
</tr>
<tr>
<td>Skills or key words: “financial analyst”</td>
<td>&quot;analyste financier&quot;</td>
</tr>
<tr>
<td>Industry: All</td>
<td>All</td>
</tr>
<tr>
<td>Job Type: All</td>
<td>All</td>
</tr>
<tr>
<td>Results: 34 results</td>
<td>134 results</td>
</tr>
</tbody>
</table>

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

**Example:**

<table>
<thead>
<tr>
<th>Country: France</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skills or keywords: stagiaire</td>
</tr>
<tr>
<td>Industry: All</td>
</tr>
<tr>
<td>Company name: Accenture</td>
</tr>
<tr>
<td>Job Type: All</td>
</tr>
<tr>
<td>Results: 9 postings</td>
</tr>
</tbody>
</table>

• You can **search by “Job Type: Internship,”** and find all the positions which employers specifically classified as internships. **For maximum number of results, we recommend key word searches.**
• 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.

![Job Alert Button](image)

**Other Ideas for Finding Internships**

There are **additional internships** in the **NGO search engines, Idealist and Devex**, beneath the “Industry” dropdown:

![NGO Search Engines](image)
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