

# **JOB SEARCHING GUIDE**

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## **FOR IMMIGRANTS**

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**This job searching guide is prepared for the qualified immigrants professional those who came from outside USA and actively looking for job especially in New York. Date: 03/15/2016**

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**THIS PAPER IS PREPARED FROM THE BEST OF MY EXPERIENCE WHICH I HAVE OR CAME ACROSS DURING MY JOB SEARCH IN THE USA. JOB SEEKERS MAY FOLLOW THIS PROCESS FOR THEIR JOB SEARCH. IT MAY BE MENTIONED THAT, OVER THE COURSE OF TIME SOME PROCESSES MAY HAVE DEVELOPED, WHICH I AM NOT AWARE.**

### **1. Introduction:**

This paper is prepared to help Immigrants, particularly those who graduated outside the USA and are currently lawfully living in the USA and actively looking for a Job. This guide will assist them in searching job in the US job market for City/Government as well as the Private sector. Please note that some City/Federal Jobs require a High School Diploma (passed 12 Class/Grade).

### **2. Necessity:**

It has been observed that a good number of qualified/educated Immigrants are doing survival jobs for a long time though they have the necessary educational qualification/ experience to have a City/Federal/ Government job. These workforce needs to have some guidance to pursue job in the US job market and by having some job search guidance, they may be able to fulfill their dreams while living in the USA. A proper job will enhance the quality of life; assist in building strong community and future generations.

### **3. Mental Dilemma:**

Immigrants come from their birth/home country to the US and faced various challenges in the job market. Sometimes they believe that job seeking in the US is fruitless; therefore they choose to continue with the survival job for the long range. They are demoralized and finally become mentally paralyzed and stagnant with the survival job. They often look back on their past life and compare it with their present status which makes them feel awful. **US is a great country, with full of opportunity for everyone i.e. those who are lawful residents of USA.** US education, residency and experience make people global. You need to be motivated and prepared to obtain/achieve these opportunities on your own or through family or community.

### **4. Essential Requirement:**

#### **4.1 Legal Documents:**

It is important to possess proper legal documents to work in the US. Essential papers are US Nationality, Permanent Residency (Green Card), Social Security and State ID. Job seekers need to have Bank accounts so that they can utilize a Bank Card for payment of various charges i.e. application fees, purchasing required books etc. It is recommended that you open a bank account after your arrival and after having required legal documents.

#### **4.2 Computer Knowledge:**

Knowledge of computer operations or basic knowledge of operating a computer is essential. You need to possess a personal computer or need to have easy access to a computer so that necessary job applications, job searches and communication can be made. You need to have an e-mail address for communication or for job application purposes.

#### **4.3 Driving License:**

In some cases, a driver's license is a mandatory requirement for a job application as well as surviving in the USA. This is a valid ID, which can be used /needed at all times. In some cases, driving is important to commute. There are many driving schools that may be contacted to learn driving and get a driver's license. It is recommended that you obtain a Learner's Permit immediately after your arrival which will work as a Photo ID and later can be converted to a Driver's License. Please go with formal dress for the

Photo ID because this photo ID needs to be carried at all times. Please read the Learner's Permit process highlighted in DMV web site [www.dmv.org/New-York](http://www.dmv.org/New-York). <http://www1.nyc.gov/site/idnyc/index.page>

#### **4.4 Permanent Address and Telephone:**

A Job seeker must have a contact address and a personal phone or easy access to a phone so that he can receive messages as well as receive correspondence.

#### **4.5 Competence on English:**

Competency in English is essential for every job. There are different types of facilities to learn English. Community programs/community colleges are available for learning English. Also there are private colleges, distance learning facilities, books, CD's and online programs. Experience has shown that some job seekers have the ability of writing English but speaking is minimal. In the job interview and in the workplace proper English pronunciation has significant impact. Proper English pronunciation gives confidence to the interviewer/ employer about the candidate. English pronunciation courses are available in community programs and some colleges (Senior and Community). The New York Public Library gives English courses free of cost by fulfilling the required criteria. The following websites offer classes for the improvement of English. <https://www.nylanguagecenter.com> and [www.learnenglish.com](http://www.learnenglish.com). [http://www.englisch-hilfen.de/en/grammar\\_list/alle.htm](http://www.englisch-hilfen.de/en/grammar_list/alle.htm)

#### **4.6 Resume Preparation:**

Resumes are important for Private/City/Federal jobs. Resume preparation tips can be found in the web Monster.com and some other web sites. The Job seeker may take help from senior professionals, Workforce 1, Upwardly Global or professional resume writers. Remember that initial success comes from the resume; therefore a resume should look good and be informational both. Employers view the resume first; therefore job seeker may adjust his/her resume to the requirements of the Job (if he/she possesses necessary qualifications). The Job seeker needs to forward a formal cover letter to support the resume. Please research through the website to gain adequate knowledge about resume writing before finalizing your resume.

During the preparation of a resume, ask yourself: What would make you the perfect candidate? What special qualities are preferred by the employer? What special capability/quality you can offer? What would make you a truly exceptional candidate apart from a very good one? To write an effective resume, you have to learn how to write powerful, fine advertising copy about yourself. An effective/ impressive resume will increase your job hunting effectiveness. The following web site may be studied to prepare a resume.

<http://www.career-advice.monster.com/resumes.../resume-writing-tips>. <https://www.linkedin.com/>  
<http://www.resumewritinggroup.com/?gclid=Ci--p-jq98kCFcOQHwodtUMD7w>. [www.resumegenius.com/](http://www.resumegenius.com/).  
<http://www.career.ucsd.edu/...resume.../writing-e>.

#### **4.7 Evaluation of Educational Certificate:**

Government/City/State/Federal jobs require US standard qualification to apply. Therefore immigrants who have foreign degrees need to be evaluated in terms of US Education standards. All Foreign Education degrees can be evaluated from recommended Education Evaluation Offices in the USA. Basically these offices will take all original educational certificates, marks sheets and will evaluate them in terms of US Educational systems/ credentials. These offices will issue separate documents which will convert the candidate's foreign educational qualification in US standard. You need to keep these documents safe and secure because these documents often need to be submitted to the employer. In terms of Government/ City/ State/Federal jobs, Education evaluation documents need to be sent directly to the appointment authority from the Education Evaluator. The documents evaluator will charge fees for the evaluation and for forwarding documents to the concerned department. NYC Foreign Education Evaluation guide

/requirements can be checked by visiting the following web site;  
[http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_b\\_foreign\\_education\\_evaluation\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_b_foreign_education_evaluation_guide.pdf).

New York City residence may contact following agencies for the educational certificate evaluation:

Globe Language Services, Inc.  
305 Broadway, Suite 401  
New York, New York 10007  
Phone: (212) 227-1994  
Fax: (212) 693-1489  
E-mail: [info@globelanguage.com](mailto:info@globelanguage.com)  
Web: [www.globelanguage.com](http://www.globelanguage.com)

Span Tran: The Evaluation Company  
450 Fashion Avenue, Suite 1004  
New York, NY10123  
Phone:(646) 475- 2570  
Fax:(713)789-6022  
E-mail: [status@spantran.com](mailto:status@spantran.com)  
Web: <http://www.spantran.com>

Educational certificate evaluation for other City and State Jobs, please follow the guideline provided in the web documents

[http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_b\\_foreign\\_education\\_evaluation\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_b_foreign_education_evaluation_guide.pdf).

## **5. Job Searching:**

Common areas of job searching can be divided as follows:

### **5.1 Private jobs:**

Private jobs can be searched through Head Hunters such as The Ladders, Robert Half International, Manpower and many more. There are web base recruiting agencies such as Monstar.Com, New York Times, LinkedIn, Financial Careers, Candidate Point.Com to name a few. There are specialized job boards for each professional area; such as for Management; Indeed.com, Monster.com, Finance; e.financialcareers.com, Computer jobs; Craigslist.com, Computer jobs.com. However, private job placements take place after successful interviews. Networking is very important in private job searches.

### **5.2 City Jobs:**

City jobs are advertised through job boards by city agencies. City jobs are open to the public through open competitive exam. Also year round, NY City offers computer based exams (for some professions) for employment through their 2 computer testing centers (Manhattan and Brooklyn). These exams are web base pre appointment/walk in tests on certain dates/times upon the payment of fees. Rules of city jobs are; you pass the exams, then an employment list will be generated by the City Employment Office with a list number according to the score on the test. A City office will call for interview/appointment according to the list number. Usually a test passing score 70 out of 100. Scoring over 80% is commonly good to have a job appointment call. This depends on the position, the number of applicants and the quality of the people who took the test. This process takes 6 months to 4 years (some times more or less). City job lists can be searched through NYC web site:

[http://www.nyc.gov/html/dcas/html/work/exam\\_monthly.shtml](http://www.nyc.gov/html/dcas/html/work/exam_monthly.shtml). Job application fess needs to be paid for almost every City job. You need to send your educational evaluation report directly to the City Recruitment Agencies through the Evaluator. Also there are some professionals who forward open job lists to the people who are connected with them. In my experience, I received frequent mail from current city employees (2/3 of them), once jobs become listed or advertised. Interested candidate can set up automatic notification systems by registering details at the Department of Citywide Administrative

Services (DCAS) website. In DCAS website (mentioned above), job seeker can register their name as job applicant/candidate and they can set up their own profile, with options of saving resume and forwarding letter by which they can apply to open City jobs. Current City employee can log on and registered with DCAS and have the benefit of job application to open city job. Job application process through DCAS website will take few minutes, depending on the job requirements.

### **5.3 State Jobs:**

State job processes are similar to city jobs. Open jobs listings can be found through the web site: <https://www.statejobsny.com>, [www.ny.gov/services/employment](http://www.ny.gov/services/employment)

### **5.4 Federal/ US Gov.**

The recruitment process of the Federal/US Gov. are very similar to city Jobs. A Job seekers must be a US Citizen to qualify and apply. Federal open jobs can be found in the following web site. [federalgovernmentjobs.us/job-location/new-york-ny](http://federalgovernmentjobs.us/job-location/new-york-ny). And [www.usajobs.gov/JobSearch/Search](http://www.usajobs.gov/JobSearch/Search)

### **6. Networking:**

In the US, Networking is important for Private and City Jobs. Through networking a job seeker can receive news about open exams/positions and suggestions for applying to an open positions. For private jobs, networking is very important. Networking can be done through the community, various professional organizations i.e. DESI Society, Bangladeshi American Police Association, Traffic Association, Correction Department Association and city/private employees. A Job seeker can find known associates in different sectors of City and private organizations through which he/she can do job networking. I strongly recommend continuing networking for both private and city jobs. I recommend that you set-up a personal profile in LinkedIn. This is a good professional website for networking. Website <https://www.linkedin.com/>

### **7. Preparation for Job Exam:**

Adequate exam preparation is required for every job. For City and State jobs you can buy guide books through web site i.e. Amazon.com and some other private agencies. Also the Public Library has a collection of job exams guide books. Job seekers can borrow these books from the library. In my experience, I have found job examination guide books on the web, immediately after the advertisement of a job exam. These exam guide books will give primary ideas about the questions on the exam and tips/guidance about how to take the exams. The exam preparation tips are very helpful when taking the test. A Job seeker may seek help from his/her mentor, known associates and/or senior experienced professionals to get exam guide.

### **8. Interview Tips:**

Several Interview tips can be found in the web. A Job seeker needs to have interview preparation before appearing for an interview. You need to research the company and its requirements. In the interview, presentation, persuasion and appearance time are very important. I suggest having a consultation with the senior professionals before appearing for an interview. Some organizations do telephone interviews before face to face interviews. Telephone interview tips can be found in the web site. I will be glad to forward Interview questioner tips to the requester by e-mail.

<http://jobsearch.about.com/od/interviewquestionsanswers/a/top-50-it-interview-questions.htm>.

<https://www.themuse.com/advice/how-to-answer-the-31-most-common-interview-questions>.

<https://www.glassdoor.com/blog/common-interview-questions/>

### **9. Cultural Barrier:**

This is a soft issue. In the job market, a job seeker should behave formally. Job seekers should be cautious and courteous at all times. You need to avoid negative body language. You should not use negative gestures which could offend the interviewer/ employer. Avoid jargon, slang which may bring

negative impression to the employer. Sentences should be short and clear and you need to have clear pronunciation.

## **10. Survival Jobs:**

Immigrants have a major problem immediately after their arrival. They need to survive as well as look for a proper job. A survival job is a job by which the job seeker can meet his necessary regular expenses and find the time to look for the professional job. Survival jobs are different according to the perception of the people, family requirement, culture, family size status etc. Some people feel comfortable with hard work with maximum pay. On the other hand some people prefer to have an easier job with lower pay. Survival jobs could be as follows:

### **10.1 Security Guard:**

You need to have security training and licenses. Security training companies are available in NYC. I recommend that have a security guard license as back-up support/additional option of employment. A list of NY State Security Guard training schools can be found in the web site: [www.criminaljustice.ny.gov/](http://www.criminaljustice.ny.gov/)

### **10.2 Sales Man /Vendor:**

You need licenses to do this job. The vendor license process can be found from the website [www1.nyc.gov/nyc, and documents checklist](http://www1.nyc.gov/nyc_and_documents_checklist)[www1.nyc.gov/](http://www1.nyc.gov/)

### **10.3 Independent /Driving:**

Taxi cab (Yellow, Green and Black). You need a license to drive a taxi. This is an independent work/business. A lot of people find it comfortable driving a taxi as well as continuing study and job searching. The process of acquiring professional driving licenses can be found in the NYC Taxi and Limousine Commission web: [www.nyc.gov/tlc](http://www.nyc.gov/tlc)

### **10.4 Doctors Office Assistant:**

Immigrants may obtain training on Phlebotomy, Patient Care Technician (PCT) and Electrocardiography (ECG or EKG\*). Phlebotomy is the practice of drawing blood from patients and taking the blood specimens to the laboratory to prepare for testing. Patient Care Technician is a trained person who takes care of patient at home or in a clinic. ECG or EKG is the process of recording the electrical activity of the heart over a period of time using electrodes placed on a patient's body.

All these professions required certificates. I suggest consulting with existing professionals and doing research about certification before enrolling in an institute for education and certification. After certification, qualified professionals may contact employment agencies or Doctors Offices /Clinics directly for employment. The following websites can be visited for guidance:

<http://www.manhattaninstitute.edu/courses/medical-assistant>.

<http://www.exploremedicalcareers.com/medical-technologist-technician>. <http://aiprx-med.plazacollege.edu/academics>.

## **11. Preparing Career Maps:**

This is a tool to identify a career path and reach a target. Self assessment is necessary to identify what types of jobs are suitable for the individual. Prepare job search options to choose the type of job search the individual wish to follow. Contracting employer/head hunter and filing application is the way to reach the employer and satisfy employer through exam/interview is the way to have a job. Job seeker is advised to prepare a career map showing what he wishes to achieve and what additional qualities/qualifications

are require and what resources are needed. I recommend that you get help/suggestions from the senior experienced personals to prepare career maps. The first step is to indentify your goal, next step identify the requirements of the career you are seeking, next – identify the gap between the requirement and your current qualification, next – fulfill those gaps by acquiring required additional qualifications, now pursue your career through job application, networking etc. Career mapping tips can be found in the web site: [www.besmith.com/.../career.../career-planning-10](http://www.besmith.com/.../career.../career-planning-10).

## **12. Competency Enhancement:**

Competency Enhancement is a chronological process. The Job seeker may possess a degree from his /her own country which is recognized by the US systems. However, degree/ certification from the US will add value to the career. Obtaining degree/certification from US education systems will bring more confidence to the job seeker in terms of English speaking, culture, posture, gesture etc. Competency enhancement came from several areas and some of which are highlighted below:

### **12.1 Continuation of Education:**

The Job Seeker may pursue further education in the US. As an example if he/she has Bachelor degree, in that scenario he/she can pursue a Masters Degree or specializations on his/her strengthen areas. However, tuition fees for all education need to be paid. Education loan systems or financial aid/scholarships are available subject to meeting the required parameters.

### **12.2 Training:**

In some cases additional training may be helpful in pursuing a job, such as training on computer data entry, medical billing, software testing etc. This training could be in professional areas or for survival jobs. Software testing web sites may found: [www.tstechsystem.com](http://www.tstechsystem.com) PeopleNTech: [www.piit.us/](http://www.piit.us/)

### **12.3 Professional Certification:**

As an Example: Immigrants who poses Electrical Engineering degrees may pursue professional Engineering certification. Some people have an accounting background. They can get certification as Certified Public Accountants. Immigrants need to do some basic searches about what types of professional certifications are required to qualify for the job they are looking for. This can be identified through web base survey, asking senior experienced people or through researching the current job advertisements (means identify the employer most requisite professional certifications). After identifying the certification requirement, he/she can identify the institute/association through survey and can enroll with them to obtain that certification.

### **12.4 Joining with Professional Association:**

Joining in a professional organization is actually networking. For example joining in a Teachers Association could be beneficial for the job seeker who has a teaching background. Computer Engineers can join a Computer professional club, Supply chain personnel can join supply chain club (ISM).

### **12.5 Career Progression:**

Do not stagnant in the position/status you currently have. Pursue the next step by following a career path process. Do research, make your own career progression plan and check with senior experienced professionals. You may study the following website to draw your career progression plan.

<http://www.careerealism.com/steps-career-development-plan/>

<http://work.chron.com/career-progression-plan-12882.html>

[https://performancemanager.successfactors.com/doc/po/develop\\_employee/carsample.html](https://performancemanager.successfactors.com/doc/po/develop_employee/carsample.html)

<https://www.linkedin.com>



### **13. Help/Supporting Organization:**

#### **13.1 Workforce Center:**

Please find the statement copied from the Workforce Center Website given below:

<https://www.google.com/#q=workforce+nyc>

Workforce Center (quote):

Workforce1 is a service provided by the NYC Department of Small Business Services that prepares and connects qualified candidates to job opportunities in New York City. We make strong matches for both candidates and employers by using a unique combination of recruitment expertise, industry knowledge, and skill-building workshops to strengthen candidates' employment prospects.

How do we do it? We develop relationships directly with businesses that are hiring, then we get a deep understanding of what they're looking for in a candidate. We use that understanding to help you connect to the right employer - and then succeed by putting your best foot forward.

Are you ready to get started with us? Our services are delivered through a network of Workforce1 Career Centers located throughout the City's five boroughs and are available for New Yorkers age 18 and older.

Long Island City Workforce1 Career Center

No reviews · Employment Agency

38-81 13th St

(718) 784-0877

Workforce Center (unquote):

#### **13.2 Experiences about Workforce Center:**

The Job seeker needs to become a member of Workforce Center first. They will issue an ID card by which the job seeker will be able to use their computer for job searches and the preparation of documents. They will mentor in your job search, will help you in preparing your resume, interview preparations and will provide referrals to contact with employer. They will provide training for future jobs in limited areas. The Job seeker needs to possess Social Security, State ID and Permanent residence cards. In my experience their support is free.

#### **13.3 Upwardly Global:**

Please find the statement copied from the Upwardly Global Website reference:

<https://www.upwardlyglobal.org/>

Upwardly Global (Quote)

##### **Quote: For Skilled Immigrant Job Seekers**

Upwardly Global is a national non-profit organization that helps work-authorized, skilled immigrants rebuild their professional careers in the U.S. We provide professional job-search training and access to employers with global talent needs. To date, we have coached more than 6,500 skilled immigrants and have assisted more than 2,500 skilled immigrants back into their career fields, as well as providing comprehensive online services.

##### **We can help you get a professional job**

We have worked with nearly 5,000 skilled immigrants like you and know how to overcome the obstacles you encounter. We can help you get employers to notice your resume and understand your experience. We will become your professional network and help you make the professional connections necessary to get a job in the U.S.

Our Job Seeker Services Program is free for skilled immigrants who meet the following requirements:

1. have a Green Card or refugee/asylee status
2. have a bachelor's degree or higher
3. have a minimum of two years working experience outside the U.S.
4. live in the U.S. for less than 5 years
5. have not worked in the U.S. in your professional field
6. possess computer skills and intermediate English language skills
7. highly motivated and able to participate in online or in-person training programs

**New York Office Address:**

505 8th Avenue, Suite 602

New York, NY 10018

**Phone:** 212-219-8828

**Fax:** 646-417-5117

Public Transportation:

Accessible by MTA Subway lines: A, C, E (34th St/Penn Station Stop)

New Jersey and Connecticut residents: take local trains from your area into New York City and transfer to MTA Subway.

Upwardly Global (Unquote)

### **13.4 Experiences about Upwardly Global**

This organization helps to obtain jobs for the immigrant professional. They help to prepare resumes, do mock interviews and provide one to one mentoring. They provide references and make arrangements for networking with professionals. They really help to improve the job seekers competency so that the job seeker can build his/her career in the USA. They even do mock interviews by mentors before the real interviews. Executives from Fortune 500 companies such as Microsoft, Chase Bank, Intel, and Robert Half's have come to do mock interviews. Immigrant professionals are strongly recommended to enlist with Upwardly Global and use their benefit. Upwardly Global supports are also free of cost.

### **13.5 Bangladeshi American Police Association:**

This is a great opportunity for the immigrants to join New York City Police Department (NYPD). You need to have 60 College Credits (US standard) and you must be US Citizen to join in NYPD. Those who have bachelors from his/her own country may be qualified for NYPD. NYPD has certain Age limit. Bangladeshi American Police Association (BAPA) helps to recruits immigrants American into Law Enforcement. BAPA frequently organizes recruitment drives. BAPA may be contacted through their website [www.bapa.me](http://www.bapa.me) to learn more information.

### **13.6 Correction Officers Association**

The Correction Officers Association may be contacted for guidance and assistance to take exams and to become a Correction Officer.

### **13.7 Traffic Association**

A commendable number of immigrants are working in the NYPD Traffic Department. The NYPD Traffic Department has a Union by which help can be obtained.

## **14. Teaching Profession:**

Some highlights about the teaching profession are included in this document separately because Immigrants find this is quite an attractive profession. Those immigrants who have a teaching background with diploma or Graduation on Teaching may become School Teachers in NYC. This is a good profession with attractive benefits. In NY, teachers need to be certified by New York State Education Department

(NYSED). Please visit/study the website for the certification and certification requirement process. Web <http://www.highered.nysed.gov/tcert/certificate/typesofcerts.html>. Also Hunter College offer Teachers Certification education which can be found in detail in their website. Web <http://www.hunter.cuny.edu/school-of-education/current-students/job-placement/the-hiring-proce>. All teacher candidates interested in positions in New York City public schools must complete the NYC DOE online application through web site <http://teachnyc.net>. To becoming NY Teacher, research website, Visit NYC Education Board, NYSED and contact/consult existing NY teachers for guidance.

#### **15. Clarification:**

This document is prepared on the basis of my own experience and collection of some thoughts from coworkers and friends. Also, I have added information collected from “open documents” posted on web sites or setup in the internet for browsing or use. I have used web information by marking with “Quote” and “Unquote”. I have attached some web site links for people to use, research or follow.

My objective is to prepare a simple guide with simple information. More can be illustrated i.e. possible interview questions and answers could be added. My objective is to help people with information. As you know information is knowledge and knowledge is power. I believe the user will find more details by research from websites, networking and asking questions to fellow members. Suggestions for improvement and strengthening this document will be welcome via e-mail: [jalilraj@gmail.com](mailto:jalilraj@gmail.com) . My personal profile can be found in the LinkedIn website <https://www.linkedin.com/>. Search- Md. Abdul Jalil, next - City of New York, USA or clicking the web link: <https://www.linkedin.com/in/md-abdul-jalil-86425ba>

#### **16. Acknowledgement:**

Motivation is a factor which drives people to do something. I am thankful to Kumar, Mr. AKM Shams, Mohammed Chowdhury and Mr. Eversley for giving their thoughts. I am grateful to Mr. Lubefeld who kindly took the pain of proof reading and providing some valuable input to strengthen the document. Thanks to all of them for their support and encouragement.

#### **17. Assistance:**

I have contact with people, those who have shown positive interest to help job seekers. Their support may be available in the areas of Computer background job seekers and for pursuing City Jobs (Police, Traffic, School Safety, Correction Department) etc. I will contact them once I have the request in writing from the Job Seeker. I will positively respond and extend my cooperation to the job seeker with my full ability once I have a request. In my future plans, I will take the support of Volunteers and will try to provide more support to the Immigrant Job Seeker.

**For Assistance: Please go to my website Logistics5.com (<http://www.logistics5.com/>) click contact tab and put your request including your phone number. All mail from logistics5 will be forwarded to me for action. I may be contacted via my personal e-mail: [jalil@logistics5.com](mailto:jalil@logistics5.com) or [jalilraj@gmail.com](mailto:jalilraj@gmail.com) (with limited response).**

#### **18. Distribution:**

This document is prepared to help Immigrants professionals for job searching. **This document is free for the job seekers.** Please do not change or alter this document without permission from the writer.

## 19. Documents Check List

Documents/Certificate	Details	Uses
State ID	Issued by DMV. Acts as Photo ID	Common requirement. Need to present at different places, open bank accounts etc
Social Security	Issued to lawful residents a number/card	Required for all jobs and other official issues
Permanent Residency	Proof as lawful residence of USA	Required for a job and other legal purposes
Citizenship	US Citizenship	Federal Jobs and some other jobs require US Citizenship
Drivers License	Issued by DMV. First Learners Permit and Driving Licensee subject to passing the exam	Several jobs require driving license.
Bank Account	Bank account is essential for handling money matter	Need to pay application fees. Purchases and other payments
Educational Certificates Original	Original Certificate for proof of Educational qualification	For educational evaluation and for job appointment
Educational Mark Sheet Original	All original educational mark sheets are required for the evaluation.	Completion of Credit and score are determined by the Education Evaluation firm
Contact Address	Resident address is important for communication	All job letters and documents need to have an address. Correspondence usually made through letter.
Telephone, E-mail Address	Method of contact	Employer/ Government/City will use as method of contact
Resume Preparation	Ned to have proper resume	Need to have copy of resume for job application
Interview Preparation	First success on job search	Need to prepare for the interview, and for success on the interview.
Networking	Connecting people and making communication	Networking will provide job news, boost motivation and assistance in job search/placement
Further Progression	Continuous process	Further progress on the Career.

### Additional Info:

Job search Guide for Professionals by NY State:  
<https://labor.ny.gov/careerservices/findajob/tableco.shtm>.

Online Job Search Guide: <http://jobsearch.about.com/od/findajob/tp/onlinejobsearchguide.htm>

Job Searching Guide prepared by University of Maryland.