



GETTING STARTED WITH PASSPORT CAREER

Welcome to the IU School of Public Health's Passport Career system that will help you to explore opportunities around the world! You may be seeking a job, internship, or simply looking to explore opportunities in other countries. For all of these and other global career interests, SPH Passport Career provides extensive resources, guidance, strategies and tools to help you make your career move to 80+ countries, including 50+ cities in the U.S.! Here are some tips for getting started with the system:

1. ACCESSING PASSPORT CAREER

First time users: a. Go to www.PassportCareer.com

- b. Click on **Have a Registration Key?** On the upper right corner of the homepage
- c. Enter your Registration Key: **inuniv99** (all lowercase)
- d. Fill out the brief registration form.
- e. Use your email/password to login in the future.

2. GLOBAL CAREER PLANNING OVERVIEW

We suggest that you begin by reviewing the guidance and strategies relevant to your interests in **My Briefcase**. Click on the **My Briefcase** link on the blue menu bar at the top of any page.

3. JOIN AN INTRODUCTORY WEBINAR

Click on **Webinars** in the top blue menu bar of any page. Every week, Passport Career offers webinar training on global career-related topics. If you're new to Passport Career, the introductory webinar is offered monthly: **How to Use Passport Career Strategically**. Other webinars include how to write an international resume/CV, career strategies for the UN and other international agencies, H1b employment (for international students), and many more!

4. CHECK OUT THE TOOLS

On the blue menu bar at the top of any page, you will find a link to the **International Jobs/Internships Portal**, which is updated daily with over 1,000,000 jobs in 203 countries, including the U.S. The **Get Connected!** Social network allows you to connect with others around the world. You will also find quick access to the **H1B Employer Database** for non-Americans seeking jobs in the USA.

5. EXPLORE THE COUNTRIES

You will find the drop down menu/selector for the **Country Portfolios** and **USA Cities** at the top right corner of every page. There are 15,000+ pages of content for 80+ countries!

6. WHAT YOU MUST "KNOW BEFORE YOU GO"

This section is found in each country portfolio and offers key information about relocating to the country, including an overview of the country and topics related to relocating to a new place, an overview of the job search situation, visas/work permits, financial information, language resources, and in-country experts' tips for getting started on a job search specific to that country.

7. TAKE THE "STRATEGIC APPROACH"

This section is found in each country portfolio and covers business culture and networking. If you focus on strategic networking and business culture skills, you have a greater chance at success with your career goals! The business culture covers the 5 critical areas of country-specific business protocol that you need to master to make a good first impression. The local contacts and networks have specific strategies for each type of network, such as expatriate networks, alumni groups, and associations.

8. RESEARCH EMPLOYERS, JOBS & INTERNSHIPS UNDER "LOCAL OPPORTUNITIES"

This section is found in each country portfolio and has extensive resources and strategies broken down by cities, including lists and resources of the best local employers for expats/foreigners seeking jobs in the private sector and nonprofit sector, the international agencies such as the UN, and employers in other industries as well. You will also find resources for internships and lists of the best websites on and offline where you can find local jobs. Volunteer resources and temporary employment agencies are also in this section. In the USA city portfolios, you will find the **H1b Employer Database** and strategies under **Top Employers**.

9. USE THE "TOOLS & TECHNIQUES"

This section provides country-specific **business cards** and the protocol for use within the local culture. Also, this section covers country-specific guidelines for **resumes/CVs** and **cover letters/emails**. The **interview** section includes the culturally-nuanced questions that may arise. The salary section helps you research what to expect for local compensation and benefits. You can convert the currency to any other currency by using the **Currency Converter Tool**, which is available at the bottom left of the **Home** page.

10. AVOID THE "ONE-VISIT" TRAP

In order to be successful with your global career exploration, you need to think of Passport Career as your personal global career assistant that is working continuously to update the content and identify new resources and opportunities. We suggest that you participate in the weekly webinars, and schedule 15-20 minutes each week to review new content, look for new jobs and internships, review updated resources, and identify new contacts in the **Get Connected!** Social network, and further explore the rich country-specific content, resources and tools.