

Getting Started with Johns Hopkins University's Passport Career System!

Welcome to the JHU Career Center'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, JHU Career Center's Passport Career System provides extensive resources, guidance, strategies and tools to help you make your career move to 81 countries, including 50+ cities in the U.S.! Here are some tips to getting started with the system:

1. **ACCESSING PASSPORT CAREER** First time? Register:
 - 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: **jhu56789** (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 **Global Topics**. Click on the **Global Topics** link on the blue menu bar to explore global options.

3. **JOIN AN INTRODUCTORY WEBINAR**
Click on **Webinars** in the top blue menu bar of any page. Every week, Passport Career offers strategic webinars 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 intergovernmental agencies, H1b employment (for international students), global LinkedIn strategies, and many more!

4. **CHECK OUT THE DATABASES**
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 millions of jobs and internships in 203 countries, including the U.S. Try sorting your results by date for updated listings! 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 (also found in each USA Portfolio's Top Employers section, which includes written strategies).

5. **EXPLORE THE COUNTRIES** You will find the drop down menu for the **Country Portfolios** and **USA Cities** at the top right corner of every page. There are 81 countries and 15,000+ pages of content!

6. **LEARN ABOUT THE COUNTRY TO "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 tips for getting started on a job search specific to that country.

7. **ENGAGE IN THE COUNTRY'S "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 THE COUNTRY'S 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. **PREPARE FOR THE COUNTRY'S CAREER "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, identify new contacts in the **Get Connected!** social network, and further explore the rich country-specific content, resources and tools.



Join the Global Career Group on LinkedIn (search "Passport Career" under Groups)



Follow Us on Twitter: Global Career Info for Job Seekers
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Read Our Global Career Blog
www.passportcareer.com/blog



Also, be sure to read the monthly e-newsletter. It's packed with great tips, strategies and updates! It will be sent to the email you enter on the registration form.