

The BIG Guide Online is designed to support your research over multiple visits.

Building your global career skills is a step-by-step process, so start acquiring international experience during your first years at college. *The BIG Guide* is designed for multiple visits with many customizable features to help support your research, like *My Notes* (to keep track of your thoughts and comments), yellow highlights, discards, bookmarks, *My Inventory of International Skills* and *My Learning Path*.

FEATURES

- (1) INDIVIDUAL ACCOUNTS** allow lots of customization.
- (2) MAINMENU** (see also item D)
- (3) TABLE OF CONTENTS:** 44+ chapters about everything you need to know about building global career skills.
- (4) QUICKMENU**
- (5) ID NUMBERS:** for quick navigation, search on ID numbers in the "SEARCH" menu.
- (6) MYNOTES BAR:** *My Notes, Save, Date Stamp, Yellow Highlights, Discard, Bookmark, Help.*
- (7) CHAPTER ADVICE:** expert advice and practical strategies.
- (8) QUICK GUIDES:** 28 popular guides. Schools have reproduction rights.
- (9) RESOURCES:** 1,200+ located in 70 bibliographies.
- (10) ORGANIZATION PROFILES:** 2,600+ in 25 categories.
- (11) READER CONTRIBUTIONS:** Contribute your essay about building global experience.

Want More Expert Advice?

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MY GUIDE

MY LEARNING PATH

Choose your goals for a personalized Learning Path

- Volunteer Abroad
- Travel Abroad
- Working Vacation Abroad
- Intern Abroad
- Teach English Abroad
- Study Abroad
- Learn a Language Abroad
- International Studies at Home
- International Student in US/CAN
- International Work
- Intercultural Expertise
- I don't yet have a goal

MY BOOKMARKS

- List all My Bookmarks
- List My Bookmarks for:
 - Quick Guides
 - Chapters
 - Resources
 - Organization Profiles

MY NOTES

- Keyword Search: _____
- List all My Notes
- List My Notes for:
 - Quick Guides
 - Chapters
 - Resources
 - Organization Profiles

MY INVENTORY OF INTERNATIONAL SKILLS

(SEE RIGHT-HAND COLUMN)

MY SCHOOL

- International contacts and services available at your school.

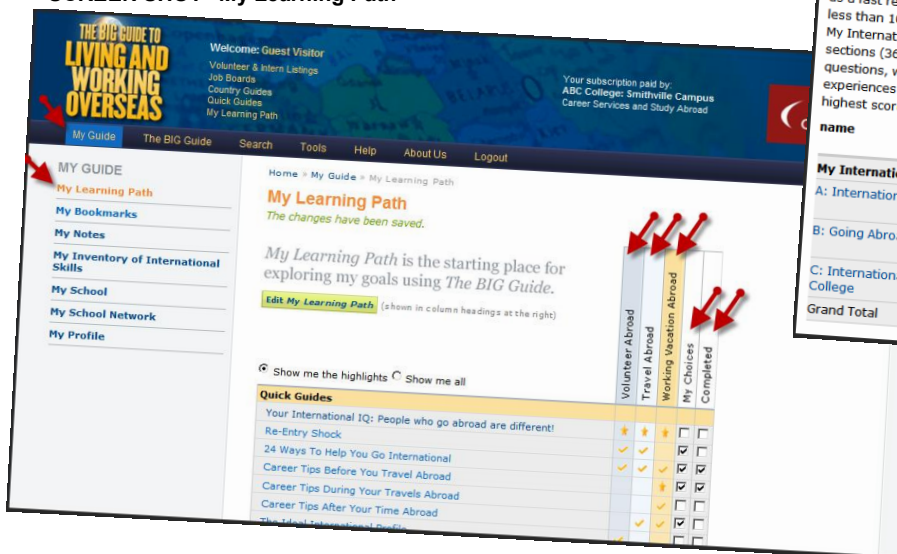
MY STUDENT NETWORK

- List users at your school to build a community of like-minded individuals.

MY PROFILE

- Change: Password, Name, Role (student, staff, alumni, other), Details (student = 1st, 2nd, 3rd, 4th year, graduate; or job title), State/Prov, My School Network privacy, My Learning Path, My Newsletters.

SCREEN SHOT "My Learning Path"



MY INVENTORY OF INTERNATIONAL SKILLS

- Introduction: build an inventory of your international skills with these self-assessment quizzes designed to audit and track your international credentials in three different areas.

My International Personality

- Take the Quiz: My International Personality
 - My Scorecard

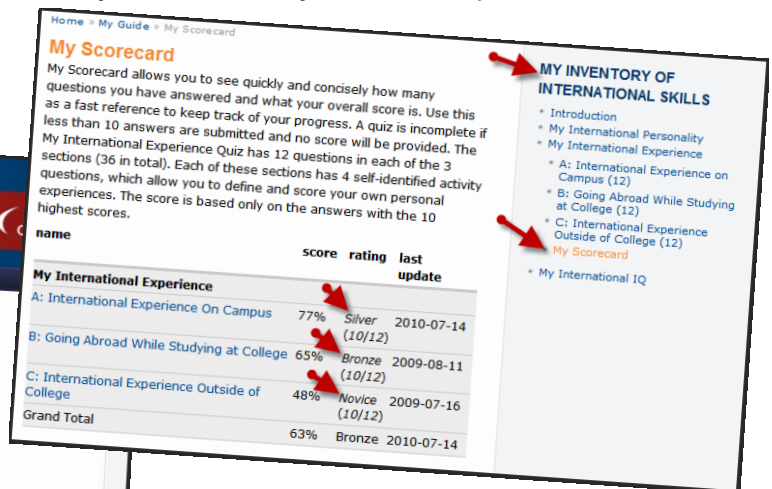
My International Experience

- A: International Experience on Campus
- B: Going Abroad While Studying at College
- C: International Experience Outside of College
 - My Scorecard

My International IQ

- A: Political, Economic and Geographic Knowledge (you only need to complete one these six quizzes)
 - A-1: The Americas
 - A-2: Western Europe
 - A-3: Eastern Europe and Central Asia
 - A-4: Middle East
 - A-5: Africa
 - A-6: Asia and Pacific
 - Bonus Scorecard
- B: Knowledge About the International Aspects of My Area of Professional Interest
- C: Cross-Cultural Knowledge and Skills
- D: Personal Coping and Adapting Skills
 - My Scorecard

SCREEN SHOT for "My Inventory of International Skills" "My Scorecard" for "My International Experience"



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THE BIG GUIDE

Empowering students to build their global careers skills with expert advice related to all aspects of living and working internationally.

PART ONE: Your International IQ

Uncover the unique set of skills international recruiters are looking for.

- 1. The Effective Overseas Employee [ID: 0000]
- 2. Myths & Realities [ID: 0042]
- 3. Living Overseas [ID: 0047]
- 4. What Expats Say About Living Abroad [ID: 0090]
- 5. Learning a Foreign Language [ID: 0098]
- 6. Women Living & Working Overseas [ID: 0111]
- 7. The North American Identity in the International Workplace [ID: 0123]
- 8. Re-Entry [ID: 0151]

PART TWO: Acquiring International Experience

Develop your International IQ—and have fun at the same time!

- 9. Starting Your International Career [ID: 0181]
- 10. Volunteer Abroad [ID: 0188]
- 11. Hosting Programs [ID: 0201]
- 12. Travel Smarts [ID: 0206]
- 13. Study Abroad [ID: 0216]
- 14. Awards & Grants [ID: 0226]
- 15. International Studies at Home [ID: 0231]
- 16. International Studies—The World's Top Schools [ID: 0240]
- 17. Internships Abroad [ID: 0242]

PART THREE: The International Job Search

Everything you need to know about international recruitment is right here. *The BIG Guide* is renowned for these insightful chapters!

- 18. Your Career Path & The Ideal International Profile [ID: 0255]
- 19. The Hiring Process [ID: 0270]
- 20. The Job Search & Targeting Your Research [ID: 0281]
- 21. Resources for the International Job Search [ID: 0304]
- 22. Phone Research Techniques [ID: 0305]
- 23. Selling Your International Skills (**FLAGSHIP CHAPTER**) [ID: 0325]
- 24. International Resumes (**FLAGSHIP CHAPTER**) [ID: 0358]
- 25. Covering Letters [ID: 0421]
- 26. Interviewing for an International Job [ID: 0435]
- 27. Jobs by Regions of the World [ID: 0463]
- 28. Job Hunting When You Return Home [ID: 0516]

PART FOUR: The Professions

Understand the ins and outs of various international professions.

- 29. Teaching Abroad [ID: 0527]
- 30. Careers in International Development [ID: 0569]
- 31. International Law Careers [ID: 0591]
- 32. Engineering Careers Abroad [ID: 0645]
- 33. International Business Careers [ID: 5388]
- 34. Health Careers Abroad [ID: 0665]
- 35. Spousal Employment & Freelancing Abroad [ID: 0780]
- 36. The 50+ Worker Abroad [ID: 0832]

PART FIVE: International Career Directories

Learn to recognize the types of employers in your home country who regularly hire recent college grads for international work.

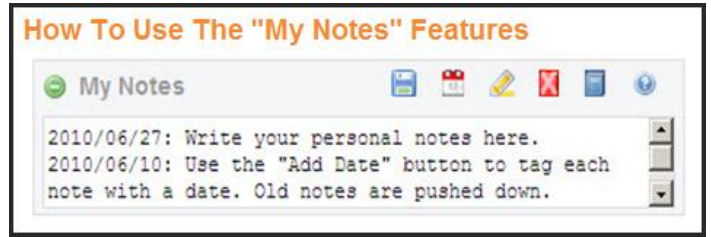
- 37. Private Sector Firms in the US [ID: 0701]
- 38. Private Sector Firms in Canada [ID: 0696]
- 39. US Government [ID: 0887]
- 40. Canadian Government [ID: 0706]
- 41. NGOs in the US [ID: 0760]
- 42. NGOs in Canada [ID: 0753]
- 43. NGOs Outside North America [ID: 0764]
- 44. United Nations & Other IGOs [ID: 0768]

What this? [ID Number]

ID numbers are located throughout the guide. Use them for quick navigation and for recording your research notes. Use the Search menu to quickly locate an ID number.

RESEARCH FUNCTIONS

THE My Notes BAR (located everywhere)



SAMPLE LIST VIEW FOR RESOURCES

- (1) Discard function
- (2) My Notes: Your personal notes.
- (3) My Bookmarks:



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RESOURCES

1,200+ Web sites, books and services to help you build your international credentials; organized into 70 topical bibliographies.

PART ONE: Your International IQ

- Cross-Cultural Skills (Chapter 1) [ID: 0993]
- Cross-Cultural Business Skills (Chapter 1 & Chapter 33) [ID: 0985]
- Periodicals to Raise Your International IQ (Chapter 1) [ID: 1014]
- Book Distributors (Chapter 1) [ID: 0984]
- Children & Families Overseas (Chapter 3) [ID: 0987]
- Educating Your Children (Chapter 3) [ID: 1003]
- Relocating Abroad (Chapter 3) [ID: 1028]
- Expatriate Networking Sites (Chapter 3) [ID: 1002]
- Personal Stories of Life Overseas (Chapter 4) [ID: 1027]
- Learning a Foreign Language (Chapter 5) [ID: 1024]
- Language Careers (Chapter 5) [ID: 1036]
- Women Living & Working Overseas (Chapter 6) [ID: 1043]
- Re-Entry (Chapter 8) [ID: 1029]

PART TWO: Acquiring International Experience

- Volunteer & Internship Listings (Chapter 10 & 17) [ID: 1048]
- Working Vacations Listings (Chapter 10 & 12) [ID: 1049]
- Hosting Programs (Chapter 11) [ID: 0978]
- Travel Guides & Reading (Chapter 12) [ID: 0999]
- Travel Health & Safety (Chapter 12) [ID: 5360]
- Low-Cost Travel (Chapter 12) [ID: 5361]
- Visas & Passports (Chapter 12) [ID: 5362]
- Tools for Travelers (Chapter 12) [ID: 5363]
- Study Abroad (Chapter 13) [ID: 1031]
- Awards & Grants (Chapter 14) [ID: 0982]
- Researching International Studies in the US & Canada (Chapter 15) [ID: 1021]
- International Internships (Chapter 17) [ID: 1013]

PART THREE: The International Job Search

- General Job Search (Chapter 20) [ID: 1008]
- Student Job Search (Chapter 20) [ID: 1035]
- Job Search Directories (Chapter 20) [ID: 1023]
- All Job Boards (Chapter 21) [ID: 1046]
- International Job Search Books (Chapter 21) [ID: 1017]
- International Job Hunting Services on the Internet (Chapter 21) [ID: 1016]
- Academic Job Boards (Chapter 21) [ID: 0983]
- Consulting, Economic & Finance Job Boards (Chapter 21 & 33) [ID: 0986]
- Government Job Boards Outside North America (Chapter 21) [ID: 1007]
- International Business (Chapter 21 & 33) [ID: 1012]
- IT Job Boards (Chapter 21) [ID: 1015]

- Private Sector Job Boards All Categories (Chapter 21) [ID: 1026]
- Science Job Boards (Chapter 21) [ID: 1034]
- Tourism Industry Careers (Chapter 21) [ID: 1038]
- Other Careers (Chapter 21) [ID: 1032]
- NGO Job Boards (Chapter 21 & 30) [ID: 1025]
- Country Guides & Reports (Chapter 27) [ID: 0988]
- United States (Chapter 27) [ID: 0996]
- Mexico & Latin America (Chapter 27) [ID: 0998]
- Western Europe (Chapter 27) [ID: 0997]
- Eastern Europe & the Former Soviet Union (Chapter 27) [ID: 0992]
- The Middle East (Chapter 27) [ID: 0994]
- Africa (Chapter 27) [ID: 0991]
- Asia Pacific (Chapter 27) [ID: 0995]

PART FOUR: The Professions

- Teacher Recruiting Agencies & Job Boards (Chapter 29) [ID: 1040]
- Teaching Abroad (Chapter 29) [ID: 1039]
- NGO Job Boards (Chapter 30 & 21) [ID: 1025]
- International Development Job Books (Chapter 30) [ID: 1022]
- International Development & Global Education (Chapter 30) [ID: 1006]
- Social Action & Activism (Chapter 30) [ID: 1030]
- Governance (Chapter 30) [ID: 1044]
- Microfinance (Chapter 30) [ID: 1045]
- NGO Directories (Chapter 30 & 44) [ID: 5168]
- International Law Job Boards (Chapter 31) [ID: 1019]
- International Law Careers (Chapter 31) [ID: 1018]
- Engineering Job Boards (Chapter 32) [ID: 1000]
- Engineering (Chapter 32) [ID: 1001]
- International Business (Chapter 33 & 21) [ID: 1012]
- Cross-Cultural Business Skills (Chapter 33 & 1) [ID: 0985]
- Consulting, Economic & Finance Job Boards (Chapter 33 & 21) [ID: 0986]
- Health Careers (Chapter 34) [ID: 1033]
- Freelancing Abroad (Chapter 35) [ID: 1004]

PART FIVE: International Career Directories

- Canadian Government (Chapter 40) [ID: 1009]
- Dept of Foreign Affairs & International Trade Canada (Chapter 40) [ID: 1005]
- Canadian International Development Agency (Chapter 40) [ID: 0989]
- US Government (Chapter 39) [ID: 1859]
- Canadian NGOs (Chapter 42) [ID: 0990]
- US NGOs (Chapter 41) [ID: 1041]
- NGOs in Europe & the Rest of the World (Chapter 43) [ID: 1020]
- NGO Directories (Chapter 44 & 30) [ID: 5168]
- UN & Other IGOs (Chapter 44) [ID: 1042]

ORGANIZATION PROFILES

2,600+ Organization Profiles listed in 25 categories.

PART TWO: Acquiring International Experience

- International Associations with Clubs On Campus (Chapter 9) [ID: 4663]
- Volunteer Abroad (Chapter 10) [ID: 0977]
- Hosting Programs (Chapter 11) [ID: 0978]
- Study Abroad Selected Opportunities (Chapter 13) [ID: 4654]
- Awards & Grants (Chapter 14) [ID: 0969]
- International Studies in Canada (Chapter 15) [ID: 4653]
- International Studies - The World's Top Schools (Chapter 16) [ID: 4652]
- Internships with International Organizations (Chapter 17) [ID: 0973]
- International Internships for Canadians (Chapter 17) [ID: 1857]
- International Internships with the US Government (Chapter 17 & 39) [ID: 5449]
- International Internships for Americans (Chapter 17 & 39) [ID: 5450]

PART FOUR: The Professions

- Canadian Law Schools Teaching PIL (Chapter 31) [ID: 0976]
- International Law Organizations (Chapter 31) [ID: 0970]
- Health Careers Abroad (Chapter 33) [ID: 0967]

PART FIVE: International Career Directories

- Private Sector Firms in Canada (Chapter 38) [ID: 0979]
- Private Sector Firms in the US (Chapter 37) [ID: 0971]
- US Government (Chapter 39) [ID: 4656]
- Canadian Government (Chapter 40) [ID: 0966]
- International Internships with the US Government (Chapter 39 & 17) [ID: 5449]
- International Internships for Americans (Chapter 17 & 39) [ID: 5450]
- US NGOs (Chapter 41) [ID: 0972]
- Canadian NGOs (Chapter 42) [ID: 0980]
- NGOs in the United Kingdom (Chapter 43) [ID: 5451]
- NGOs in Australia & New Zealand (Chapter 43) [ID: 5246]
- Other NGOs (Chapter 43) [ID: 0975]
- Intergovernmental Organizations (includes UN) (Chapter 44) [ID: 0974]

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QUICK GUIDES (TOOLS)

27+ Quick Guides provide easy access to our most important career strategies. These guides are available in both html and pdf formats. Educational institutions have our permission to reproduce these guides for student advising and campus events.

OVERVIEW

- Reader Tracking Sheet [ID: 2236]
- The Five Parts to Acquiring Global Career Skills [ID: 2237]

PART ONE: Your International IQ

- Your International IQ: (Chapter 1) [ID: 2040]*
- Language Learning and International Careers (Chapter 5) [ID: 2048]
- The North American Identity in the International Workplace (Chapter 7) [ID: 2068]
- Re-Entry Shock (Chapter 8) [ID: 1073]

PART TWO: Acquiring International Experience

- 10 Easy Ways for Freshmen to Build International Skills (Chapter 9) [ID: 2096]*
- 24 Ways to Help You Go International (Chapter 9) [ID: 2091]*
- Career Tips Before You Travel Abroad (Chapter 12) [ID: 2099]
- Career Tips During Your Travels Abroad (Chapter 12) [ID: 2119]
- Career Tips After Your Time Abroad (Chapter 12) [ID: 2138]
- Job Strategies While Studying Abroad (Chapter 13) [ID: 2162]
- Researching Internationally Focused Degrees in the US & Canada (Chapter 15) [ID: 2239]
- How to Apply for an International Internship Without Ever Having Traveled Abroad (Chapter 17) [ID: 2181]
- How to Survive Your First International Internship (Chapter 17) [ID: 2200]
- Job Hunting During Your First International Internship (Chapter 17) [ID: 2218]

PART THREE: The International Job Search

- International Careers, Love Affairs and the Trailing Spouse (Chapter 18) [ID: 2245]
- Strategies for International Students Studying In North America While Building International Job Skills (Chapter 18) [ID: 2244]
- The Ideal International Profile (Chapter 18) [ID: 2234]
- Debunking The Myths About How Young Professionals Find International Jobs (Chapter 20) [ID: 2257]*
- Marketing Your International Experience To Employers (Chapter 23) [ID: 2276]
- Selling Your International Skills with an Elevator Pitch: A Short Description of Your Professional Self (Chapter 23) [ID: 2260]
- International Resumes: Overview (Chapter 24) [ID: 2297]
- International Resumes: The Details (Chapter 24) [ID: 2303]
- Interviewing for an International Job (Chapter 26) [ID: 2307]

PART FOUR: The Professions

- Teaching English Overseas: A Stepping Stone to International Careers (Chapter 29) [ID: 2321]
- Spousal Employment and Freelancing Abroad (Chapter 35) [ID: 0780]

* = Essential reading.



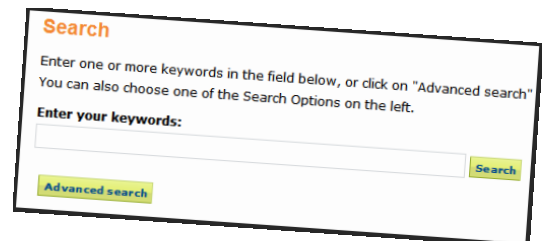
TOOLS

- Quick Guides:** (SEE ABOVE)
- Ask the Expert:** Send your questions to author Jean-Marc Hachey, who publishes two answers per week and organizes an easy-to-use archive for your review.
- Newsletter:** *My Global Career Skills:* Read the archive and manage your subscription to this career tip of the week newsletter.
- Quick Tip Videos:** discover strategies for building global career skills with these videos, presented by author Jean-Marc Hachey.
- Go Abroad Videos:** Watch videos about go abroad programs that capture the philosophy of *The BIG Guide*.
- The World Online:** Discover an eclectic mix of world-related links and videos that will inspire you, amuse you and, most of all, make you take action!
- Student Advisor Tools:** Help build global career skills in your students:
 - **International Associations with Clubs on Campus** list 33 clubs that can be established on campus to help students build international experience.
 - The **My Global Career Skills SEMINAR** will help you market the availability of *The BIG Guide* and help students gain global career skills.
 - **Login and the Registration Page** videos to help you and your students.
 - **White Paper on Campus Internationalization** entitled *International Academic Mobility: Two Decades of Practice*, written by Daniel Guay.

SEARCH

Powerful features to help you research

- Keyword Search:** including **Advanced** and **ID Number** searches.
- Resources:** 1,200+ in 70 bibliographies
- Organization Profiles:** 2,600+ in 25 categories
- Job Categories:** see our Category Index
- Countries & Regions of the World:**
- Cities with International Contacts in US and Canada:**



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HELP

VIDEO TUTORIALS: Exploring *The BIG Guide ONLINE*

The following series of short videos provide a comprehensive overview of our online features sorted in a logical learning path, ideal for individuals or teams using stop-and-learn discussions during a seminar. Also consult *How to organize a staff training session to learn about The BIG Guide Online*. (<http://www.workingoverseas.com/node/7053>)

- Choose our **10-minute overview tutorial** if you are pressed for time. (Coming soon.)

THE BIG GUIDE (3 columns)

- Our Philosophy (Column 1):** Understand why *The BIG Guide* is organized into five parts to help you build your global career skills. (11-minute video) *
- My Notes (Column 2):** Learn to customize the site with *My Notes*, yellow highlights and bookmarks. (4-minute video)
- Navigation & Chapter details (Column 3):** View navigation techniques and learn how chapters are organized into standard components. (4-minute video)
- Resources and Organization Profiles (Column 3):** Learn how to access the 1,200+ resources and 2,600 organization profiles. (7-minute video)
- Publish Comments & Reader Contributions (Column 3):** Learn how you can contribute content to *The BIG Guide*. (Coming soon.)

TOOLS

- Quick Guides:** Learn how to use the 27+ *Quick Guides* to access our most important career strategies. (5-minute video) *
- Ask the Expert, Newsletter, Quick Tip Videos, Go Abroad Videos, The World Online:** Learn how this eclectic mix of features will inspire you to think globally. (3-minute video)
- Student Advisor Tools:** These tools have been specifically designed to help student advisors in career and study abroad departments. (4-minute video)

MY GUIDE

- My Learning Path:** Learn why this is the best place to start your journey with *The BIG Guide Online*. (3-minute video) *
- My Bookmarks & My Notes:** See how to create personalized bookmarks and notes. They're useful and easy to access. (3-minute video)
- My Inventory of International Skills:** (HOT FEATURE!) This unique set of quizzes allows you to track your international skills and raise your skill level during each of the years that you are in college. (6-minute video) *
- My School:** Find out about international contacts and services available at your school. (1-minute video)
- My School Network:** This is a list of all *BIG Guide* users at your school. Read about their goals and experiences and e-mail them for advice and networking. Note that the recipient's e-mail address remains private. (3-minute video)
- My Profile:** Edit your personal profile and account information, including your password. (Coming soon.)

SEARCH

- Basic & Advanced Search:** Learn about these powerful features. (Coming soon.)

* = Essential videos or reading.

EDITOR'S NOTE: The above videos and this *Reader Tracking Sheet* have been designed using the menus seen by *Premium Access subscribers*. If your school is a *Standard Access subscriber*, please ignore the *Tools* and *My Guide* features and note that the *My Guide* menu is replaced with the *My Account menu* (which contains *My Bookmarks*, *My Notes*, and *My Profile*).

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