The UniWorld Online Employment Database:
A “How To” Guide

What it is:

UniWorld is an online database that contains two unique multinational contact directories, which include over 200 countries. The directories are separated by “American Firms Operating in Foreign Countries” and “Foreign Firms Operating in the US.”

The directories map out “who operates where” while providing contact information for headquarters, branches, subsidiaries, and affiliates of the multinational firm in your area.

Why we have it:

The New School provides access to UniWorld in order to better connect our students with an ever increasing global community. The advancement of technology and increase in communication has made the world smaller and international opportunities greater. The ability to access the information in UniWorld will serve our students by giving them the information to search and contact multinational businesses in the US and abroad. We also hope that this resource will give our international students more opportunities to find employment options for curricular practical training/internships and for optional practical training in the year following graduation.

Why it’s important for students to use:

UniWorld provides a wealth of information on their businesses. From the annual revenue of a company to its zip code, this database allows a user to conduct varied and specific searches in a desired industry. This is particularly beneficial for students.

While studying businesses within their field, students can explore how large or small a business is or how present they are in a certain country. It can be used to search for a local company when considering an internship or when looking for employment. There is even a “filter” option to use in searches to only show companies that post open positions.

Just as these searches can be done locally, they can also be done abroad. A student could search a specific field anywhere abroad or search all fields in a specific country. This would allow a student to view what is available when considering employment abroad, or what is available for an international student when they return to their home country.

Our students and alumni will have access to this database through the NewSchool portal at http://my.newschool.edu when they are off campus.
**How to use it:**

The UniWorld website provides a detailed and illustrated explanation of how to conduct a search. To access this information go to the “Home” page, at the bottom of this page click on “Need Help”. Here the user can access information on which directory to search, how to perform a simple search and how to use the search parameters when conducting a more specific search.

Here are the Basic Search Steps:
2. Select a directory to use, either “American Firms Operating in Foreign Countries” and “Foreign Firms Operating in the US”.
3. Select a parameter to search by. To conduct a search with multiple parameters simply click “add” to add each parameter to the search.
4. Select filter options. This option will further define a search.
5. To simply view results, click on “View Records”. To save the results of a search, click on “Download to Excel”.

While using the directories there are a couple of things to keep in mind:

**Search options:**
For each “New Search”, no data is saved in the different parameters. The user will have to re-enter zip codes, radius options, etc., for each parameter.

**Filter options:**
Filter options need to be changed manually for each new search - they do not refresh with each new search. If the filter for “list companies with job postings” is checked, it will stay selected for each new search until it is deselected.

**Save function:**
The New School shares one account with faculty, staff, and students. Therefore, all searches are saved together. To locate a specific search or identify a search criteria and date, use the Ctrl + F function to locate it.

**Note:** Any user can clear all saved searches by clicking on the “clear all” button. Therefore it is recommended that searches are saved by downloading them to Excel.

For more information about how to use Uniworld or questions about employment for internationals, please email us at iss@newschool.edu. If we don’t know the answer, we will try to help you find someone who does.