

The Centre for Career Education is excited to present the 29TH monthly career information brief. The purpose of these career information briefs is to provide faculty and staff with timely information which they can use to assist students who are inquiring about more career specific information.

Introduction:

Engaging in career development is a process whereby an individual is engaged in *exploring, assessing, clarifying and taking action*. It requires time, responsibility, perseverance and creativity. By engaging in the career development process students are better able to:

- 1) Define career goals;
- 2) Prepare an educational, career or employment plan;

and more importantly,

- 3) More likely to become a lifelong learners.

There are a number of activities which a student can engage in to maximize the potential for success in their career:

Make career planning a regular event. Students can and should be encouraged to develop a career plan and set a career goal, including rough timelines, early in their academic studies, and they should be encouraged to review it annually. As part of their career planning, students should create a career map and map out their potential career path. Students should review their career map regularly to measure their current progress and to identify if their current planning and actions are going to take them to where you want to go?

Keep track of current activities. Students should review the projects, committees, tasks, or new technologies they have been involved with and identify anything new that really engaged their interest. Did they receive any new opportunities that broadened their perspective? By taking the time to reflect on their current activities, students will be able to see if anything surfaces that changes or reinforces their perception of their desired career path.

Keep a record of their accomplishments. Most students are not in the habit of keeping track of any milestones and contributions they have achieved or made, and they do not identify and include these key contributions or accomplishments in their resumes nor do they discuss them in an interview. The end result is that they do not create the opportunity to distinguish themselves from other candidates who may possess the same education, experience and qualifications.

Research and evaluate career and job trends. To ensure that the career path they have chosen is viable, students should keep abreast of current labour market trends in their chosen career field, or the career field they are currently contemplating. On campus employer information sessions and the annual job fair are two opportunities students have to ask potential employers directly about current and future trends within a particular industry. Getting involved with professional associations provides another opportunity to get industry information on current trends and issues.

Explore education/training opportunities relevant to their career path. Not all relevant training is formal. Informal experiential learning opportunities such as job shadowing, volunteering, joining a club, etc. also exist for students that provide the opportunity of obtaining some of the skills and knowledge needed to reach their career goals.

Build and maintain a professional network. Professional associations are not only a great way to develop a professional network, they also offer opportunities for students to volunteer and obtain valuable skills and experience. Many employment opportunities in the current labour market are found by job seekers who network through their professional networks of colleagues and acquaintances. Students should not only be encouraged to get into the habit of cultivating and maintaining contacts with professionals within their chosen career field, but they should also get in the habit of diversifying their networking contacts into other areas.

In Conclusion

As a student discovers his or her interests and skills and gathers information about the world of work, he or she is likely to become **more autonomous and resourceful** in his or her information gathering, career exploration and career decision-making process.

Resources Available to University of Windsor Students

The Centre for Career Education offers a wide variety of programs and services that can assist students with career development including:

- a. Vocational assessments to help identify potential career paths and choices
- b. 1-1 Career Advising
- c. Experiential learning programs such as Volunteer Internship Program and EXCEL Leadership Program
- d. Assistance with resume and cover letter writing, job search planning, and interview preparation and practice through Mock Interview sessions

For a complete list of services visit our website at <http://www.uwindsor.ca/cce>

To help students prepare for work the Centre for Career Education offers the following resources:

- Summer Resume Clinic (Beginning 3 May 2010) – Monday, Tuesday, Wednesday, Thursday, 1:00 – 2:00PM Room 111 Dillon Hall
- Online resume critique – resume@uwindsor.ca
- Career/Vocational Advising (by appointment) Tuesday / Thursday 9:00 – 3:00PM, Room 111 Dillon Hall
To register for an appointment go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and review and register for appointments on the events calendar.
- 1-1 resume, job search, mock interview with employment advisor. To register for an appointment go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and review and register for appointments on the events calendar.
- Pathways to Success instructional workshops focusing on career planning and development of employment readiness skills. To register for workshops go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and review and register for workshops on the events calendar.