

## UNIVERSITY CAREER DEVELOPMENT GUIDE

FIRST YEAR OF UNIVERSITY	MIDDLE YEAR(S) OF UNIVERSITY	FINAL YEAR OF UNIVERSITY
<p>* Visit Centre for Career Education to learn about resources and discuss career planning steps</p> <p><b>BEGIN CAREER PLANNING STEP I – SELF DISCOVERY</b></p> <p>Ask yourself these questions: “Who am I? Where do I fit in? What do I do best?” Then follow these steps:</p> <p>*Take an interest inventory assessment at CCE.</p> <p>*Familiarize yourself with the myCareer CCE Student Resource Page and complete self assessment module.</p> <p>*Make a list of all your activities and interests and see if you can identify specific interests, skills values, beliefs.</p> <p>*Book a 1-1 appointment with Career Development Coordinator to discuss career interests/goals.</p> <p>*Speak with advising center staff about academic courses of interest.</p> <p>* Begin developing a career plan / map module on myCareer CCE Student Resource Page.</p> <p><b>OTHER ACTIVITIES</b></p> <p>*Join a student club/ organization – look for leadership roles.</p> <p>* Complete resume and cover letter sections of preparing for job search module.</p> <p>*Attend the resume workshop and have resume reviewed at CCE.</p> <p>*Attend job fair to gather information about potential careers and employers.</p> <p>*Consider volunteer opportunities to build your resume.</p> <p>*This summer, obtain a summer job or volunteer position.</p> <p>* Develop a resume using Optimal Resume on myCareer CCE Student Resource Page.</p>	<p><b>BEGIN CAREER PLANNING STEP 2 – CAREER RESEARCH - EXPLORING MAJORS AND CAREER OPTIONS - EXPERIMENTING WITH CAREER OPTIONS - DEVELOPING RELEVANT PRACTICAL EXPERIENCE</b></p> <p>* Ask yourself these questions. “What major should I choose? What career options do I have with this major? What’s out there? What can I do with a liberal arts degree?” Then follow these steps:</p> <p>* Talk about career interests with family, and professors.</p> <p>*Start researching different degrees and associated jobs/occupations. Complete Career Mapping Exercise on myCareer CCE Student Resource Page. Research “What can I do with my degree files”. Explore at least 3 career options available through your major.</p> <p>*Consult with advising centre if unsure what major to choose – speak with CDC about jobs that correspond to your major.</p> <p>*Identify organizations, associations, and alumni in your interest areas for shadowing.</p> <p>*Join at least one organization in your major to make contact with people in the professional world.</p> <p>*Start networking process with two or more people in the profession you would like to work in.</p> <p><b>OTHER ACTIVITIES</b></p> <p>*Update resume and have reviewed at CCE.</p> <p>*Join the VIP program to develop leadership skills.</p> <p>*Attend continuing education fair, job fair, and employer information sessions.</p> <p>*Attend interview workshop.</p> <p><b>BEGIN CAREER PLANNING STEP III – DEVELOPING A PLAN OF ACTION</b></p> <p>* Ask yourself these questions: Which career option is best for me? What do I need to prepare for this career? How have my interests changed since my first year – how will this influence my present actions? Then follow these steps:</p> <p>* Attend Life/Career Planning workshop. Narrow down choices and discuss career choices with Career Development Advisor.</p> <p>* Learn how to conduct an informational interview.</p> <p>*Research potential employers and begin networking and conducting informational interviews with targeted employers.</p> <p>* Complete Optimal Interview on myCareer CCE Student Resource Page.</p> <p>*Actively pursue a job through co-op, internship, or direct job searching in a job directly related to your major.</p> <p><b>OTHER ACTIVITIES</b></p> <p>*Familiarize yourself with job search resources on the internet.</p> <p>*Start preparing for graduate school if your career choice requires an advanced degree. Check admission requirements, testing dates, and timelines for applications. Attend Continuing Education Fair.</p> <p>* Update resume and have reviewed at CCE.</p> <p>*Attend continuing education fair, job fair, and employer information sessions.</p>	<p><b>BEGIN CAREER PLANNING STEP IV – JOB SEARCH/GRADUATE SCHOOL PREPARATION</b></p> <p>* Ask yourself these questions: What types of jobs are available? How do I find a job that is right for me? Should I go to graduate school now or later? Then follow these steps:</p> <p>* Confirm your remaining degree requirements at the beginning of the year so there are no surprises when it comes time to graduate.</p> <p>* Speak to Academic Advising Staff about degree requirements and graduate school options.</p> <p>*Attend job search workshop – begin to identify and list 20-30 potential employers.</p> <p>*Complete job search workbook on myCareer CCE Student Resource Page.</p> <p>*Schedule an appointment with a Career Development Coordinator to have job search/career plan reviewed.</p> <p>*Attend a mock interview.</p> <p>*Continue to research, target, and network with perspective employers – Use your contacts to identify job opportunities and get referrals.</p> <p>*Actively pursue employers and go on interviews.</p> <p>* Explore all opportunities - Attend continuing education fair, job fair, and employer information sessions.</p> <p><b>OTHER ACTIVITIES</b></p> <p>*Update your resume and have reviewed by CCE.</p> <p>* Plan to spend time on your job search – develop a timetable.</p> <p>* Begin building a professional wardrobe.</p> <p>* Compose 30 second commercial.</p> <p><b>HOW TO CONTACT CCE</b></p> <p>Go to our new virtual interactive career site, <b>myCareer</b>, via the student portal at <a href="https://my.uwindsor.ca">https://my.uwindsor.ca</a>, or visit us in Room 111 Dillon Hall, or email us at <a href="mailto:resume@uwindsor.ca">resume@uwindsor.ca</a>. Be sure to register at <b>myCareer</b> to access current information on events and services.</p> <p>Website: <a href="http://www.uwindsor.ca/cce">www.uwindsor.ca/cce</a>            Tel: (519) 253-3000 ext 3895 Fax: (519) 973-7046            Hours: 8:00am – 4:30pm, Monday - Friday</p>