

## CAREER INFORMATION BRIEF #49 GETTING A JOB AFTER GRADUATION



The Centre for Career Education is excited to present the 49<sup>th</sup> 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

As a rule, the best jobs do not go to the best-qualified individuals — they go to the best job seekers. This is a vitally important point, especially for students competing for an entry-level position. Even though they may compete with people who have stronger credentials, they can still get the job they want if they are willing to put in the extra effort and energy necessary to outshine the competition.

### AN IMPORTANT PIECE OF ADVICE

Most students, regardless of their grades, have all the basic requirements for the typical entry-level job. They must demonstrate that, in addition to fulfilling the basic requirements, that they stand out from the competition and deserve that extra consideration. Students should be aware of and avoid the trap of getting caught up in what everyone else is doing! For example, if a large number of people are trying to interview with just a few highly sought-after companies, they shouldn't spend all of their time doing the same. Instead, they should focus on trying to get interviews at the companies the others may have overlooked. By doing the exact opposite they are more than likely to come across several job openings before their competition does.

### GET SOME EXPERIENCE

The biggest problem a lot of students face is lack of experience. The University offers both co-op and volunteer internship programs designed to give University of Windsor students some exposure to the field of their choice as well as providing the opportunity to make valuable contacts. Students should be encouraged to investigate programs offered through the Centre for Career Education, OCAPS, and other faculty. Even if there is no formal co-op or volunteer internship program offered, students can still obtain experience by contacting local businesses and offering their services. Often, businesses are more than willing to have an extra pair of hands (especially if those hands are unpaid!) for a day or two each week. Students should also be encouraged to contact school alumni to see if you can “shadow” them for a few days and see what their daily duties are like.

**What can a student do if, for whatever reason, they weren't able to get experience directly related to their desired career?** The first thing they can do is to take a look at their previous work experience and see if they can highlight anything. Did they supervise or train other employees? Did they reorganize the accounting system or boost productivity in some way? Accomplishments like these demonstrate leadership, responsibility, and innovation — qualities that most companies are looking for in employees. They should also not forget prior volunteer activities and school clubs, which can also use to showcase these traits.

### TAKE ACTION BEFORE GRADUATION

One important way for students to get that “extra edge” in their job-hunting campaign is to start as soon as they can. It bears repeating that the beginning of their final year is the best time to begin. By the time graduation comes along, they should be well into their job search and have several possibilities in mind that they are prepared to take action on.

Many companies come on campus in the Fall to offer information sessions on co-op and internship positions, and future job openings. More importantly the recruiters often provide valuable advice on preparing resumes, tips on applying for jobs, and information on what the company is looking for from job seekers in particular fields. Students should be encouraged to attend the information sessions and talk with the company's representatives. Not only does this give them an opportunity to find out more information about both the company and potential opportunities, it also allows them the opportunity to make an initial impression in the recruiter's mind. Information on employer information sessions can be found on the myCareer calendar located on the student portal.

The Centre for Career Education also co-hosts an annual job fair every January. This is a great opportunity for students to meet with HR professionals from all career sectors. Participation in the job fair is vitally important particularly in tough economic times, as companies are still hiring, and the fair provides one of the few opportunities to speak directly with a human resource officer and have the opportunity to conduct an on-site screening interview, to see if it's worth the company's time to invite you in for a second interview. Students can access information on the annual job fair through the CCE website. Event information can also be found on the myCareer calendar.

## IN CONCLUSION

Many graduating students enter the job market thinking that getting a job will be the same as applying to university or college. Applying to companies isn't like that at all. Success will not go to the job searcher who invests little effort, becomes discouraged, and takes the first job possibility that comes around. The time one puts into a job search will be time well spent if they make sure all of their efforts and energy are going in the right direction.

### 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 program such as the Volunteer Internship 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:

- Resume Clinic – Please check website for Fall hours
- Online resume critique – [resume@uwindsor.ca](mailto:resume@uwindsor.ca)
- Career/Vocational Advising (by appointment) 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.
- CCE Resource Page on myCareer. Interactive modules provide a depth of information on the career planning process, self assessment, research and career exploration, developing a career plan, preparing for a job search, resume writing, interview skills development, salary negotiation, graduate school information etc... To access the CCE resource page, go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and click on the resource page tab at the top of the dashboard.
- Optimal Resume and Optimal Interview. Located on the myCareer resource page, these online interactive resources take provide instruction and guidance through all of the steps of preparing an industry specific resume and preparing for an interview. Students can develop resumes and record interviews online which can be submitted to CCE staff for evaluation and critique. To access the Optimal Resume and Optimal Interview programs, go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and click on the resource page tab at the top of the dashboard.