



SUMMER 2018

**CAREER
DEVELOPMENT
ACTIVITY GUIDE**

experience.uwindsor.ca



University
of Windsor

PROMISE
@ uwindsor.ca

CAREER DEVELOPMENT & EXPERIENTIAL LEARNING

It is never too late, or too early, to start building your experience.

The Career Development team is here to help you build bridges between the classroom and the world of work. Our main goal is to assist students and recent alumni to prepare for post-graduate employment by providing programs and resources designed to assist you with career planning, job search strategies, resume writing, interview preparation, and more.

Find Your Path experience.uwindsor.ca

YOUR CAREER PLANNING GUIDE

A solid career plan will help to ensure you develop the skills and gain the experience you need to be on the right track to the career and lifestyle you want.



This is a fluid, dynamic, and continuous process. As you come to new decision points, you may return to an earlier stage in the cycle. It is also possible to be moving through multiple cycles simultaneously, like looking for a summer job while planning for your long-term career.

ASSESS YOURSELF

STAGE



- Analyze your interests, skills, values, personality, and strengths and begin to relate them to your educational and career plans.
- Consider what type of lifestyle you want and how it relates to your work.

APPOINTMENTS:



CAREER PLANNING AND WHAT CAN I DO WITH MY DEGREE?

Discuss what kinds of careers you can go into with your major and some viable long-term plans based on your interests, aptitudes, and academic profile.



INTEREST/CAREER ASSESSMENT INITIAL APPOINTMENT

Learn more about your interests, skills, and values and how to link them to possible careers. Investigate what options are out there in the world of work and gain answers to common career questions like, "What can I do with my major?" and "Where am I going with my career?" Work with a career advisor to develop a plan for how to get there.



WORKSHOP



CAREER INTEREST ASSESSMENT

Unsure of your career or degree options?

Complete the most widely used career interest assessment to gain insight into your career interests and match them with occupations and educational options in this interactive workshop. Explore nearly 300 occupations using the Strong Interest Inventory with the guidance of a career advisor.

"Find out what you like doing best, and get someone to pay you for it."

– Katharine Whitehorn

EXPLORE CAREERS

STAGE



- Identify and research careers that interest you and explore trends by looking at the labour market.
- Meet with people working in jobs or companies that interest you, and to get a feel for their work.
- Get involved in the community to build your interests, skills, and contacts.

APPOINTMENTS:



CAREER PLANNING AND WHAT CAN I DO WITH MY DEGREE?

Discuss what kind of careers you can go into with your major and some viable long-term plans based on your interests, aptitudes, and academic profile.



WORKSHOPS



Check out the **Using Social Media to Leverage Your Career** workshop to discover how you can use tools like LinkedIn to network and do valuable career research.

FOLLOW US

f @CCESUWindsor
t @CCES_UWindsor
i @uwindsorcces

WEBINAR: WHAT IS LABOUR MARKET INFORMATION?

Learn what labour market information is, why it is important, how to find it, and how to use it to give you an advantage in your career.

@ Visit experience.uwindsor.ca to access the webinar.

EXPAND SKILLS

STAGE



- Build your skills, knowledge, and reputation by gaining valuable experience through working, volunteering, joining clubs, or participating in experiential learning opportunities.
- Consider pursuing further education to develop skills specific to the career you want.

APPOINTMENTS:



CONSIDERING FURTHER EDUCATION

Discuss the various options that may exist and explore things you may want to consider when determining program options. If you already intend to apply for additional schooling, you can discuss tips for your application materials or have your personal statement reviewed.



PREPARING FOR PROFESSIONAL SCHOOLS INTERVIEWS

Do you have an admission interview coming up for Medicine, Law, Dentistry, Pharmacy, Physical Therapy, etc...? Learn how to prepare for school entrance interviews and effectively discuss your skills and experience related to your program of choice.



University of Windsor

EXPERIENCE MAPS



The University of Windsor has created experience maps, tailored to your field(s) of study, to help guide you towards your personal career objectives. These maps are meant to help you explore the various experiential learning opportunities available to you, throughout the course of your UWindsor experience.

Pick up your Experience Map at the Office of Career Development & Experiential Learning (JEC 100) or visit: uwindsor.ca/experiencemaps to download a digital version.

MARKET YOURSELF + FIND A JOB

- Network with professionals working in your desired field.
- Build your personal brand and develop an effective cover letter and resume.
- Learn about and develop job search techniques to build an effective strategy to find your next opportunity.

APPOINTMENTS:



INTERVIEW PREP

This half-hour career advising appointment gives you the opportunity to discuss strategies and best practices with a knowledgeable, objective party ahead of your interview.



MOCK INTERVIEW

After completing an Interview Prep appointment, you can schedule an in-person mock interview with a member of the Career Development team. A one hour mock interview gives you an opportunity to practice interviewing with a trained professional who is well versed in the job interview process.



COVER LETTER AND RESUME

Guidance and tips will be provided on the purpose of a resume/cover letter, how they are viewed by potential employers, and the construction and formatting of an eye catching, industry specific resume.



CURRICULUM VITAE

Guidance and tips will be provided on the purpose of a CV, when to use one, and the construction and formatting of an eye catching CV for applying to opportunities in academia and research.



JOB SEARCH TECHNIQUES

Receive information on effective job search techniques. Learn how to identify employment goals, match skills and experience, research and access employer information, and develop a personalized job search plan that gets results.



LINKEDIN PROFILE CRITIQUE

LinkedIn can be a powerful tool for networking and connecting with job opportunities. Review your LinkedIn profile with a career advisor and get some guidance and tips on how to enhance it and increase your chances of impressing employers and recruiters in your desired field.



PERSONAL STATEMENTS AND LETTERS OF INTENT

Learn more about graduate and professional schools and the purpose of preparing a written personal statement or letter of intent as a part of the application process. Explore what needs to go into the documents and gain an understanding of how to tailor your work to the specific information each program is looking for. Have your statement reviewed for content, style, and professionalism.

STAGE



WORKSHOPS

RESUME 101



Learn how to create powerful resumes that will get noticed by employers.

SKILLS STATEMENTS & COVER LETTER CREATION LAB



Learn how to create effective skill statements and cover letters that will communicate your value to employers.

INTERVIEW SKILLS



Learn what steps to take before, during, and after an interview to successfully sell yourself to an employer.

JOB SEARCH TIPS



Start your job search early and join us at the **Job Search Tips** workshop to discover effective ways to search for employment.



Attend the **Using Social Media to Leverage Your Career** workshop to learn how you can effectively network with professionals and market yourself through social media.



JOB POSTINGS ON MYSUCCESS

Log in to mySuccess to review current job postings for full-time, part-time, and summer employment opportunities in and around Windsor-Essex and beyond!

SUMMER 2018 WORKSHOP SCHEDULE

Please note that dates and locations are subject to change. The most recent information can always be found at:

uwindsor.ca/careerworkshops

Register ahead of time to reserve your spot! When space permits, walk-ins are always welcome, too.

Go to **mySuccess at success.uwindsor.ca**

RESUME 101

Learn how to create powerful resumes that will get noticed by employers.

Tue. MAY 8, 10:00am (Dillon Hall, 351)	Fri. JULY 6, 11:30am
Fri. MAY 25, 11:30am	Thu. JULY 19, 1:00pm
Mon. JUNE 4, 1:00pm	Wed. AUGUST 1, 2:30pm
Thu. JUNE 21, 10:00am	Tue. AUGUST 21, 2:30pm

SKILLS STATEMENTS AND COVER LETTER CREATION LAB

Learn how to create effective skill statements and cover letters that will communicate your value to employers.

Thu. MAY 10, 11:30am	Fri. JUNE 29, 2:30pm
Tue. MAY 22, 10:00am	Mon. JULY 16, 10:00am
Tue. JUNE 12, 2:30pm	Wed. AUGUST 15, 1:00pm

INTERVIEW SKILLS

Learn what steps to take before, during, and after an interview to successfully sell yourself to an employer.

Wed. MAY 9, 2:30pm	Mon. JUNE 18, 10:00am
Thu. MAY 24, 10:00am	Thu. JULY 12, 2:30pm
Wed. JUNE 6, 11:30am	Tue. AUGUST 28, 11:30am



UNLESS OTHERWISE SPECIFIED,
ALL WORKSHOPS ARE LOCATED IN:
JEC 100 (Joyce Entrepreneurship Centre)

JOB SEARCH TIPS

Discover effective ways to market yourself and search for employment.

Thu. MAY 17, 1:00pm	Wed. JUNE 27, 2:30pm
Mon. MAY 28, 2:30pm	Wed. JULY 4, 1:00pm
Fri. JUNE 15, 11:30am	Fri. August 17, 10:00am

CAREER INTEREST ASSESSMENT WORKSHOP

Preregistration Required. Open to students in FAHSS, Sciences, and HK. Complete the most widely used career interest assessment to gain insight into your interests and match them with occupations and educational options in this interactive workshop. Explore nearly 300 occupations using the Strong Interest Inventory® with the guidance of a career advisor.

Fri. MAY 18, 2:30pm	Tue. JULY 10, 10:00am (Dillon Hall, 351)
Thu. JUNE 7, 1:00pm	Mon. AUGUST 13, 10:00am

USING SOCIAL MEDIA TO LEVERAGE YOUR CAREER

Discover how you can use social media to brand and market yourself, network, and do valuable career research that can give you an advantage.

Wed. MAY 16, 2:30pm (Dillon Hall, 351)	Thu. JULY 26, 2:30pm
Thu. MAY 31, 10:00am	Wed. AUGUST 22, 10:00am
Fri. JUNE 22, 1:00pm	

To book a career appointment or to preregister for any of our workshops please visit:

SUCCESS.UWINDSOR.CA

BOOK A 1:1 CAREER APPOINTMENT

1:1

Book a half hour appointment in advance with one of our expert career advisors.

1. Log on to mySuccess
2. Select "Book an Appointment" from the dashboard
3. Select "Career Appointments" to see your available appointments.

REGISTER FOR WORKSHOPS & EVENTS



You are welcome to drop-in to attend most of our workshops. However we encourage you to preregister to secure your spot.

1. Log on to mySuccess
2. Select "Register for an Event" from the dashboard
3. Select "Career Events" to view calendar
4. Select a workshop or event that you are interested in
5. Click the "Register for this event" button to register for the workshop
6. Click "Cancel Registration" to unregister

ONE-ON-ONE SUPPORT

PROFESSIONAL 1:1 CAREER ADVISING APPOINTMENTS

Looking for job search and career planning support? We offer scheduled one-on-one appointments to help with all of your career development needs.

Book a half hour appointment in advance with one of our expert peer advisors.



Resume Critique



Job Search Techniques



Cover Letter Development



Career Planning



Interview Preparation



Considering Further Education



Mock Interviews



Assessments

...and much more!



CAREER PEER ADVISING



DROP IN

Not sure where to start? Meet with a trained student peer advisor during our expanded drop-in hours for brief introductory tips and coaching.

**📍 JEC (Joyce Entrepreneurship Centre) 100
10a-4p EVERY: MONDAY - FRIDAY**

**MORE THAN
1800**

appointments were conducted in 2017.

"Help others achieve their dreams and you will achieve yours."

-Les Brown

CAREER DEVELOPMENT ACTIVITY CHECKLIST

Use this checklist to create a career preparation plan and track your progress. Participate in workshops, meet with trained advisors, utilize career readiness resources, and attend events to work your way through the different stages of the career mapping guide.

TOPIC	1:1 APPOINTMENTS	WORKSHOPS	RESOURCES/EVENTS
<input type="checkbox"/> CAREER PLANNING & ASSESSMENT	<input type="checkbox"/> Career Planning/What Can I Do With My Degree? <input type="checkbox"/> Interest/Career Assessment	<input type="checkbox"/> Career Interest Assessment <input type="checkbox"/> Using Social Media to Leverage Your Career <input type="checkbox"/> What Can I Do With a Graduate Degree?	<input type="checkbox"/> What is Labour Market Information Webinar <input type="checkbox"/> Career Destination Guides <input type="checkbox"/> Experience Maps
<input type="checkbox"/> CONSIDERING FURTHER EDUCATION	<input type="checkbox"/> Considering Further Education <input type="checkbox"/> Personal Statement & Letters of Intent <input type="checkbox"/> Interview Prep for Professional/Graduate School	<input type="checkbox"/> Preparing for Professional School Interviews	<input type="checkbox"/> Grad Fair (Fall only)
<input type="checkbox"/> RESUME, CV, & COVER LETTER	<input type="checkbox"/> Resume & Cover Letter <input type="checkbox"/> Curriculum Vitae	<input type="checkbox"/> Resume 101 <input type="checkbox"/> Skill Statements & Cover Letter Creation Lab <input type="checkbox"/> Resume Writing for International Students <input type="checkbox"/> Resume vs. CV	
<input type="checkbox"/> INTERVIEW	<input type="checkbox"/> Interview Prep <input type="checkbox"/> Mock Interview (must first attend an Interview Prep appointment or workshop) <input type="checkbox"/> Interview Prep for Professional/Graduate School	<input type="checkbox"/> Interview Skills	<input type="checkbox"/> InterviewStream
<input type="checkbox"/> JOB SEARCH	<input type="checkbox"/> Job Search Techniques <input type="checkbox"/> LinkedIn Profile Critique	<input type="checkbox"/> Job Search Tips <input type="checkbox"/> Preparing for Job Fair <input type="checkbox"/> Using Social Media to Leverage Your Career <input type="checkbox"/> Canadian Workplace Expectations	<input type="checkbox"/> mySuccess Job Postings <input type="checkbox"/> LinkedIn Webinars <input type="checkbox"/> Job Fair <input type="checkbox"/> mySuccess Events Calendar (for employers and networking events)

Things to explore:

Notes:

Experience is key, so use these sections to take note of further activities and opportunities to engage in career exploration.

ADDITIONAL RESOURCES



InterviewStream is a free, online video interviewing tool available to all UWindsor students. This software allows you to practice your interview skills 24/7, anywhere you have an Internet connection paired with a web cam, smart phone, or tablet.

With a bank of 7000+ interview questions, you can digitally record practice interviews, evaluate your recordings, and build your confidence with no pressure.

To begin your first interview, use your UWin email to register your account at:

uwindsor.interviewstream.com

EPI@centre

Entrepreneurship + Practice + Innovation

EPICentre is the hub of all entrepreneurial activities on campus. From in-class education to extra-curricular events and activities, EPICentre is giving students and recent graduates the opportunity to start and grow a business with all of the resources required to be successful. The Discovery Program is a great first step! Or visit our Makers' Base in CEI and experiment making prototypes during Make it and Take it workshops. Explore your new idea with the help of a mentor. Visit our website to sign up for our newsletter today!

epicentreuwindsor.ca

92%

of nearly 900 executives surveyed by the Wall Street Journal said soft skills were equally important, or more important, than technical skills.
-Wall Street Journal



PREPARING FOR THE ENGINEERING CAREER FAIR

This is your first impression to an employer. Find out what to bring, what to wear, and how to present yourself in a professional manner.

MAY 25
11:30-12:30
📍 CEI - Rm. 2100

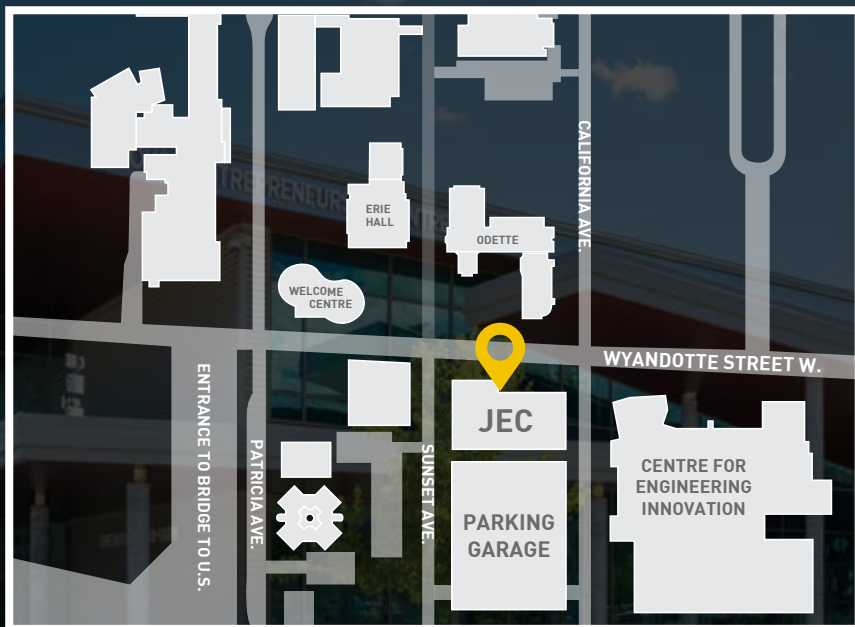
MAY 29
11:15-12:15
📍 Odette - Rm. 110

WORKSHOPS

For more information please visit:
www.uwindsor.ca/engineercareer

"The only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle."

- Steve Jobs



- Joyce Entrepreneurship Centre
(Entrance on Wyandotte St. W)



Your **LINK** To Experience

CAREER DEVELOPMENT & EXPERIENTIAL LEARNING

Joyce Entrepreneurship Centre
Suite 100

experience.uwindsor.ca
careerservices@uwindsor.ca

p: 519.253.3000x3900



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