

CAREER & EMPLOYMENT SERVICES CATALOGUE

**WINTER
2017**



**CAREER &
EMPLOYMENT
SERVICES**

experience.uwindsor.ca



University
of Windsor

PROMISE
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CAREER & EMPLOYMENT SERVICES

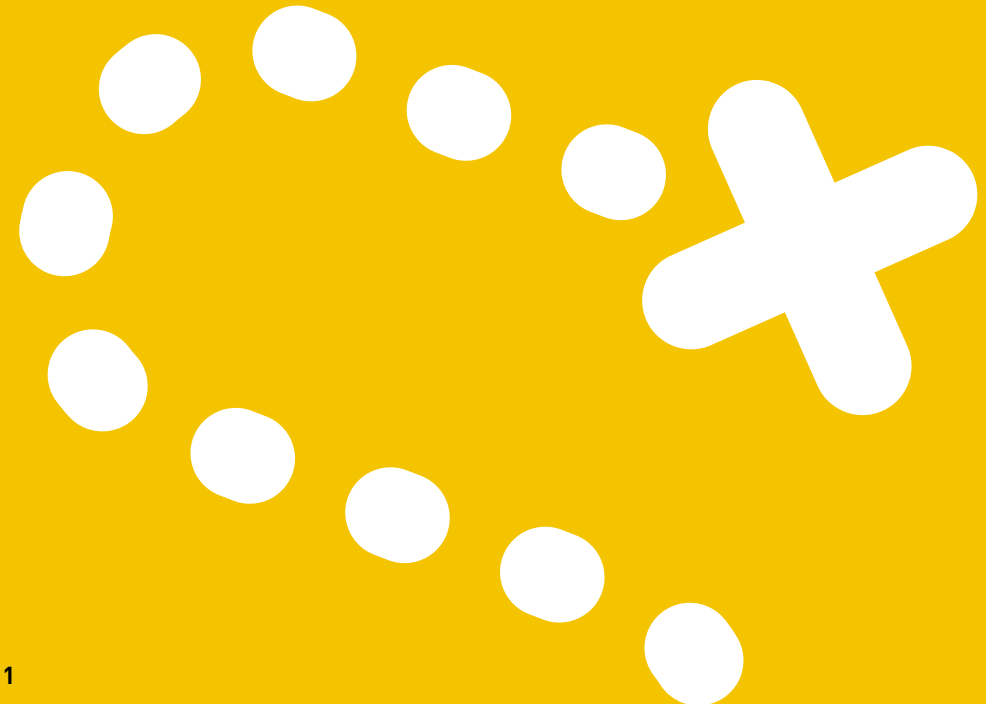
It is never too late, or too early, to start building your experience.

Career & Employment Services 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 obtain 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

**“You have brains in your head. You have feet in your shoes.
You can steer yourself any direction you choose.”**

– Dr. Seuss, Oh, The Places You’ll Go!



WHY IS CAREER PLANNING IMPORTANT?

Creating a career plan will help you to put your degree to work upon graduation. 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.

YOUR CAREER PLANNING GUIDE



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.

“Career Development is the lifelong process of managing learning, work, leisure, and transitions in order to move toward a personally determined and evolving preferred future.”

– Canadian Standards and Guidelines for Career Development Practitioners



WHAT TO DO

Analyze your interests, skills, values, personality and strengths and begin to relate them to your educational and career plans. It is always important to consider what type of lifestyle you want and how it relates to your work.



HOW TO DO IT

Book an individual appointment with a career advisor to 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.



Book your appointment through mySuccess.

Completing the **Strong Interest Inventory** can be a very useful starting point for students beginning to explore their career options. You can begin the process by having a discussion with one of our career advisors.



Book your appointment through mySuccess.



FIND YOUR PATH

Check out the **Career Destinations Guide** for your area of study to see what kind of careers may be an option and where other people with the same academic background are living and working.



Visit experience.uwindsor.ca for a list of online resources and to log on to mySuccess.



WHY DO IT

Figure out what career planning is and why it is important.

Learn what you need to do at each stage of career planning to develop a strong career plan.

Discover how you can link your interests to career options and explore different occupations.

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

– Katharine Whitehorn



The Strong Interest Inventory has been used for nearly 80 years and remains the most scientifically sound, thoroughly researched and widely used interest inventory. – CPP



WHAT TO DO

Identify and research careers that interest you and explore trends by looking at the labour market. It's a great idea to meet with people working in jobs or companies that interest you, and to get a feel for their work. This is also the time to get involved in the community to build your interests, skills and contacts.



HOW TO DO IT



Book an appointment with a career advisor to discuss some options.

Career Planning and What Can I Do With My Degree?

Considering Further Education

Check out the **Career Destinations Guide** for your area of study to see what kind of careers may be an option and where other people with the same academic background are living and working.



Visit experience.uwindsor.ca for a list of online resources and to log on to mySuccess log on to mySuccess to book your appointment.



WHY DO IT

Expand your knowledge and increase awareness of work-realities.

Network and build connections that will be useful down the road.

Research ahead of time so that you are ready when it is time to make a decision.

"We keep moving forward, opening new doors, and doing new things, because we're curious and curiosity keeps leading us down new paths.

– Walt Disney

73%

of over 1000 people surveyed, said that they do not expect to remain in the same profession for life.

– Workopolis



WHAT TO DO

Build your skills, knowledge and reputation by gaining valuable experience through working and joining clubs and organizations. **Volunteering** is an excellent way to learn and make new contacts, as are internships, part-time and summer jobs.

HOW TO DO IT

Apply to the **Volunteer Internship Program** for experience and recognition. VIP is an excellent way to gain work-related experience while building your resume and skills while giving back to the community. Application deadline for Summer 2017 program intake is March 15, 2017! Learn more at uwindsor.ca/vip



JOB POSTINGS ON MYSUCCESS

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

WORKSHOPS

Finding a Part-Time or Summer Job: Start your search early and gain tips on how to effectively search for a summer and/or part-time job.

Resume and Cover Letter Writing: Learn how to create powerful cover letters and resumes that will get noticed by employers.

Interview Skills That Get You Hired: Learn what steps to take before, during and after an interview to successfully sell yourself to an employer.



WHY DO IT

Further develop your academic skills by putting them to use outside of the classroom.

Build your resume with a variety of experiences you can talk about in future interviews.

Practice how to market yourself and identify your skills in a tailored resume to get you noticed.



"While grades and educational credentials are certainly important to recruiters, companies are increasingly focused on finding people who can work in teams, solve complex problems and show a willingness to learn."

- Business Council of Canada

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

MARKET YOURSELF

STAGE



WHAT TO DO

Network with professionals working in your desired field. It's also important to build your personal brand and develop an effective cover letter and resume



HOW TO DO IT

Job Fair on January 18th is the place to exchange business cards, make new contacts and get out there to meet professionals in your chosen field!

Visit uwindsor.ca/jobfair for details.



WORKSHOPS

Preparing for Professional School Interviews: This is ideal for students applying to medicine, dentistry, pharmacy, business, or other professional programs/master's degrees.

InControl: Using LinkedIn to Build your Professional Network This two part, online workshop will introduce you to how to create profile and how to network and job seeking tool.



LABS

Resume & Cover Letter Writing Lab: In this interactive session, you will be lead through the techniques you learned in the in-person workshop. By referral or invitation only.



APPOINTMENTS

Mock Interviews: Geared towards your desired field of work or professional school. Available after completion of an Interview Prep appointment.

Drop-In Peer-Resume Clinics: Have a trained peer review your resume and give you general tips and advice to improve it.

Drop-In Hours: Speak to a staff member about any career planning or employment questions you may have.

Visit experience.uwindsor.ca to see our schedule.



WHY DO IT

Understand how to represent yourself, in-person and on-line, as a hireable professional.

Figure out how to expand beyond your current network to make new connections.

"All of us need to understand the importance of branding. We are CEOs of our own companies: Me Inc. To be in business today, our most important job is to be head marketer for the brand called You."

- Tom Peters In Fast Company



WHAT TO DO

Learn about and develop job search techniques to build an effective strategy to find your next opportunity.



HOW TO DO IT

Workshop: Job Search Tips: Discover effective ways to market yourself and search for employment.

Job Postings: Log in to mySuccess to view job postings from various employers interested in hiring UWindsor students and alumni.

Appointments: Book an appointment with a career advisor to discuss Job Search Techniques.



WHY DO IT

So that you will know how employers look for candidates in order to plan your job search and choose which companies you will target.

Learn how to conduct labour market research and effectively build your network.

Explore the various ways that you may apply for jobs and how to recognize keywords in job postings.

86%

percent of younger job seekers who are in the first 10 years of their careers use Social Media as a job search tool.

Glassdoor.com

“Success doesn’t come to you, you go to it.”

–Marva Collins

SPECIAL EVENTS IN W17



January 18, 2017 10am-2pm

The Job Fair is Southwestern Ontario's largest employer-to-student career building event. It's an excellent opportunity to speak face to face with representatives and industry professionals from local, national, and international companies with real job openings.

Job Fair is your best opportunity to network in person with employers to make meaningful connections while marketing your skills.

Even if your career path is still taking shape, the Job Fair is a great chance to learn more about the job market and the hiring processes of companies you admire

Get more info at uwindsor.ca/jobfair

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Volunteer Internship Program

Applications Close March 15 for Summer 2017!

VIP is a great way to gain professional experience, develop new skills and give back to the community - plus, recognition of completion on your academic transcript!

Get more info at uwindsor.ca/vip

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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 Founder's Program is a great first step! Get paid to work on your start up full time! Deadlines for applications is **March 31, 2017.**

epicentreuwindsor.ca

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.

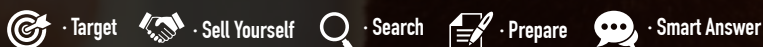
– Steve Jobs

WINTER 2017 WORKSHOP SCHEDULE

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

Register ahead of time to reserve your spot! Walk-ins always welcome too.
Go to mysuccess.at.success.uwindsor.ca

LEARNING OUTCOMES:



LOCATIONS:

JEC 100	▶ Joyce Entrepreneurship Centre, west entrance
EPICentre	▶ Joyce Entrepreneurship Centre, east entrance, second floor
ISC 204	▶ Laurier Hall, International Student Centre
Toldo 204	▶ Toldo Health Education and Learning Centre
DH 355	▶ Dillon Hall

FINDING A SUMMER OR PART-TIME JOB

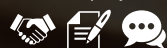
Start your search early and gain tips on how to effectively search for a summer and/or part-time job.



January 5, 2:30pm **JEC100**
January 23, 1:00pm **JEC 100**
February 3, 10:30am **JEC 100**
February 28, 10:00am **ISC 204**

INTERVIEW SKILLS THAT GET YOU HIRED

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



January 10, 7:30am **DH355**
January 27 1:30pm **ISC 204**
February 9 2:30pm **JEC 100**
March 8 2:30pm **ISC 204**
March 21, 9:00am **ISC 204**
April 18, 9:00am **JEC 100**
April 27, 2:30am **ISC 204**

JOB SEARCH TIPS

Discover effective ways to market yourself and search for employment.



January 31, 10:00am **JEC 100**
February 10, 2:30pm **JEC 100**
February 23, 1:30pm **JEC 100**
March 10, 10:00am **ISC 204**
March 20, 10:00am **JEC 100**
April 21 1:30pm **JEC 100**

PREPARING FOR PROFESSIONAL SCHOOL INTERVIEWS

Get tips for professional school admission interviews as well as learn strategies to effectively answer questions. This workshop is ideal for students applying to academic programs in medicine, dentistry, pharmacy, business, or other professional programs/master's degrees.



January 20, 12:00pm **JEC 100**

January 24, 1:30pm **JEC 100**

February 1, 11:30am **JEC 100**

February 21, 9:00am **JEC 100**

PREPARING FOR THE JOB 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.



January 4, 2:00pm **Toldo 204**

January 9, 1:00pm **JEC 100**

January 12, 10:00am **EPICentre**

January 13, 11:30am **ISC 204**

January 16, 10:30am **ISC 204**

January 17 12:00pm, **EPICentre**

RESUME & COVER LETTER WRITING

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



January 4, 3:00pm **Toldo 204**

January 9, 2:00pm **JEC 100**

January 12, 11:00am **EPICentre**

January 13, 10:00am **ISC 204**

January 16, 9:00am **ISC 204**

January 17 1:00pm **EPICentre**

February 3, 1:30pm **JEC 100**

February 15, 11:30am, **ISC 204**

February 23 10:00am **JEC 100**

March 3, 2:30pm **JEC 100**

March 9 9:00am **ISC 204**

March 14, 2:30pm **JEC 100**

March 29, 1:00pm, **JEC 100**

April 6, 10:00am, **ISC 204**

April 19, 2:30pm, **JEC 100**

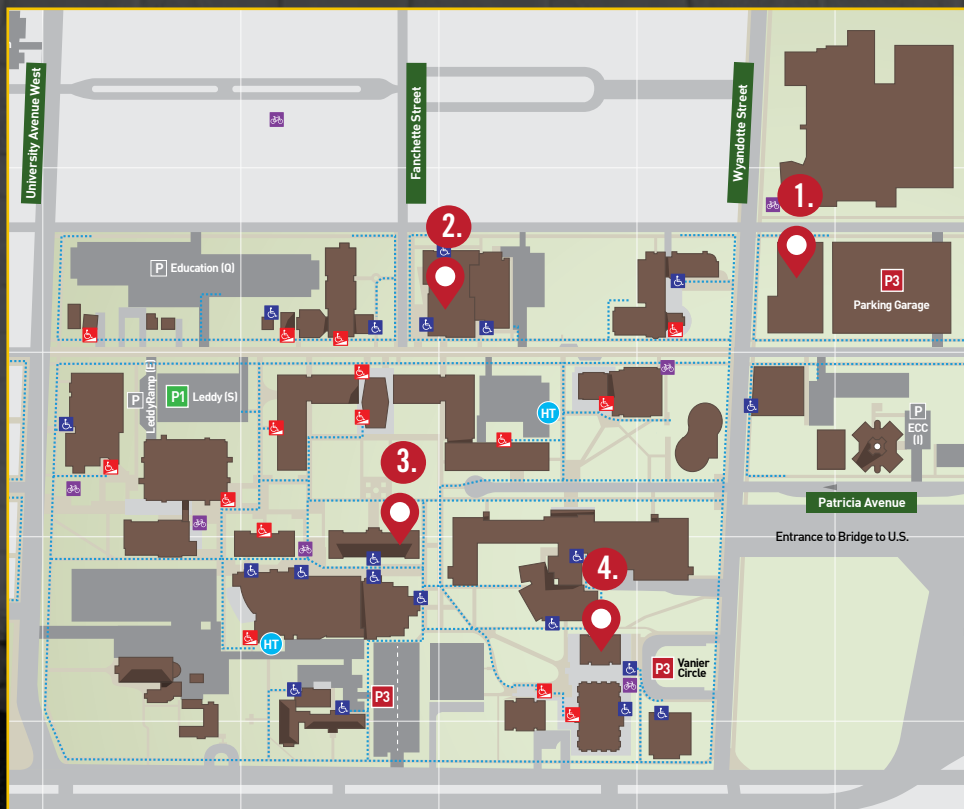
April 25, 1:30pm **ISC 204**

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APPOINTMENTS

Make an appointment on success.uwindsor.ca to meet individually with a career advisor to discuss:

- ▶ Career Planning / What Can I Do With My Degree?
- ▶ Considering Further Education
- ▶ Cover Letter and Resume
- ▶ Interest/Career Assessment
- ▶ Interview Prep
- ▶ Job Search Techniques
- ▶ LinkedIn Profile Critique



- 1 • Joyce Entrepreneurship Centre
- 2 • Toldo Health Education
- 3 • Dillon Hall
- 4 • Laurier Hall (International Student Centre)

CAREER & EMPLOYMENT SERVICES

Joyce Entrepreneurship Centre
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