<table>
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<th>Understand &amp; Utilize Campus Resources</th>
<th>Create and Keep Professional Documents Up-to-date</th>
<th>Consistently Explore Career Fields &amp; Career Paths</th>
<th>Create &amp; Cultivate Your Digital Footprint</th>
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<tr>
<td>□ Become familiar with the services and resources that the Center for Career Development offers graduate students. <a href="http://career.uconn.edu/">http://career.uconn.edu/</a></td>
<td>□ Update or create your CV and/or résumé and review it each semester.</td>
<td>□ Become acquainted with industry-specific job search websites. Identify employers of interest and also view actual jobs, familiarizing yourself with the experiences, skills, and training needed to be a competitive applicant.</td>
<td>□ Conduct an Internet search on your name and see what comes up.</td>
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<td>□ Gain knowledge about any career preparation that occurs within your field of study at UConn or through your professional associations.</td>
<td>□ Keep an electronic portfolio of anything that you feel shows evidence of your accomplishments.</td>
<td>□ Seek opportunities to develop career-related skills through campus and community involvement and workshop attendance.</td>
<td>□ Create a strong LinkedIn and/or other electronic professional profile.</td>
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<td>□ Learn about the programs and services offered by the Writing Center. <a href="http://writingcenter.uconn.edu/">http://writingcenter.uconn.edu/</a></td>
<td>□ If you teach, compile student evaluation data of your courses.</td>
<td>□ Attend, network, and present at professional conferences.</td>
<td>□ Contribute to conversations within professional groups and forums.</td>
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<td>□ Connect with programs at the Institute for Teaching and Learning to stay current with best practices in the classroom. <a href="http://itl.uconn.edu/">http://itl.uconn.edu/</a></td>
<td>□ Familiarize yourself with the content that is typically included in a Statement of Teaching Philosophy and/or Research Statement.</td>
<td>□ Conduct informational interviews with people working in career areas of possible interest.</td>
<td>□ Consider creating a blog or consistently contributing to one in your primary and secondary fields of study.</td>
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<td>□ Read career-related announcements sent to you through the Graduate Student Listserv and other communication channels.</td>
<td>□ If embarking on an academic job search, periodically write down ideas of content to include in your Statement of Teaching Philosophy or Research Statement.</td>
<td>□ Consistently use LinkedIn to learn about peoples’ work.</td>
<td>□ Make choices about your digital involvements and create a rhythm to your participation.</td>
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<td>□ View The Graduate School’s centralized calendar of events.</td>
<td>□ Create drafts of outreach content that you can adapt when desiring to connect with others for networking, informational interviewing, and/or future job search.</td>
<td>□ Test various career paths through short-term career exploration activities, internships, or summer fellowships.</td>
<td>□ Add videos of your best presentations or job talks to your electronic profile.</td>
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<tr>
<td>□ Consider enrolling in a UConn Certificate Program to build a specific skill set and knowledge base. <a href="http://grad.uconn.edu/">http://grad.uconn.edu/</a></td>
<td>□ Ask people for recommendations while they still remember you.</td>
<td>□ Identify funding sources for continued research if that is a career path option.</td>
<td>□ Explore using an electronic dossier service to organize and gather your professional materials.</td>
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To schedule an appointment with a career consultant at the Center for Career Development, call 860.486.3013.
When to begin your job search is dependent on the:

- hiring rhythms of the fields to which you are applying;
- extent of preparation that you will need to be a competitive candidate;
- amount of time you intend to dedicate to the process (think months before you seek to get hired, not weeks).

**NOTE:** For academic jobs in higher education, begin a minimum of two years out before the time you seek to be hired.

**Establish Your Plans & Strategies**

- Develop action plans for two to three career paths, outlining the:
  - target employers;
  - types of jobs of interest;
  - job-search timeframes for paths of interest;
  - job-search approaches you will use;
  - action items;
  - weekly/monthly next steps with completion dates.

- Finalize your job application materials, remembering to tailor them to feature your fit with specific position requirements and the goals of a company/organization/department.

- Revisit your plans every couple of weeks to affirm what is working and to determine where changes need to be made and/or additional information needs to be gained.

- Engage career-knowledgeable individuals in conversation about your next steps.

**Utilize Resources**

- Schedule an appointment with a career consultant at the Center for Career Development.

- Attend the Center for Career Development’s career preparation and job-search programs.

- Attend The Graduate School’s professional development offerings.

- Gather feedback on your professional documents and presentation skills through the Center for Career Development, Writing Center, and Institute for Teaching & Learning.

- Attend campus events that feature speakers of interest and network with them.

- Attend job-search programming delivered within your department.

- Access job-search content often provided by the professional associations to which you belong.

**Communicate & Network**

- Identify and be able to talk about your work, research, teaching, leadership, and transferable skills.

- Inform people in your network, with whom you have a genuine connection, that you are entering the job market. Identify the types of opportunities you seek and convey your skills and knowledge.

- Reach out to UConn alumni to learn about their work and the culture of the companies or organizations in which they are employed.

- Educate yourself about the different styles of interviews that you might encounter and gain strategies to succeed.

- Schedule a practice interview with the Center for Career Development.

- When embarking on the academic job search, practice your job talk with people both familiar and unfamiliar with your work and field of study.

- Maximize your job networking at any conferences you attend.

career.uconn.edu
860.486.3013
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