

ONGOING GRADUATE STUDENT CAREER PREPARATION ACTION ITEMS

Engage NOW to become the most competitive candidate!

Understand & Utilize Campus Resources

- Become familiar with the services and resources that the Center for Career Development offers graduate students. <http://career.uconn.edu/>
- Gain knowledge about any career preparation that occurs within your field of study at UConn or through your professional associations.
- Learn about the programs and services offered by the Writing Center. <http://writingcenter.uconn.edu/>
- Connect with programs at the Institute for Teaching and Learning to stay current with best practices in the classroom. <http://itl.uconn.edu/>
- Read career-related announcements sent to you through the Graduate Student Listserv and other communication channels.
- View The Graduate School's centralized calendar of events.
- Consider enrolling in a UConn Certificate Program to build a specific skill set and knowledge base. <http://grad.uconn.edu/>

Create and Keep Professional Documents Up-to-date

- Update or create your CV and/or résumé and review it each semester.
- Keep an electronic portfolio of anything that you feel shows evidence of your accomplishments.
- If you teach, compile student evaluation data of your courses.
- Familiarize yourself with the content that is typically included in a Statement of Teaching Philosophy and/or Research Statement.
- If embarking on an academic job search, periodically write down ideas of content to include in your Statement of Teaching Philosophy or Research Statement.
- Create drafts of outreach content that you can adapt when desiring to connect with others for networking, informational interviewing, and/or future job search.
- Ask people for recommendations while they still remember you.

Consistently Explore Career Fields & Career Paths

- 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.
- Seek opportunities to develop career-related skills through campus and community involvement and workshop attendance.
- Attend, network, and present at professional conferences.
- Conduct informational interviews with people working in career areas of possible interest.
- Consistently use LinkedIn to learn about peoples' work.
- Test various career paths through short-term career exploration activities, internships, or summer fellowships.
- Identify funding sources for continued research if that is a career path option.

Create & Cultivate Your Digital Footprint

- Conduct an Internet search on your name and see what comes up.
- Create a strong LinkedIn and/or other electronic professional profile.
- Contribute to conversations within professional groups and forums.
- Consider creating a blog or consistently contributing to one in your primary and secondary fields of study.
- Consider creating your own website with professional content.
- Make choices about your digital involvements and create a rhythm to your participation.
- Add videos of your best presentations or job talks to your electronic profile.
- Explore using an electronic dossier service to organize and gather your professional materials.

To schedule an appointment with a career consultant at the Center for Career Development, call 860.486.3013.

career.uconn.edu
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WCB 202

UConn
CENTER FOR
CAREER DEVELOPMENT

GRADUATE STUDENT JOB SEARCH ACTION ITEMS

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.

Many advise: “Begin your job search the day you begin your program.”

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.