ABOUT TO GRADUATE? DON’T PANIC!

GEAR UP TO GRADUATE

uvic.ca/coopandcareer/grad

USE THIS CAREER TUNE-UP CHECKLIST TO GET GRADUATION-READY

I have a sense of the type of career that suits me and what I want in a job BECAUSE:
- I’ve used the career motivator worksheets in the journey kit
- I’ve met with a career educator to discuss my goals and options
- I’ve taken part in Horizons, the free career exploration program (uvic.ca/coopandcareer/horizons)
- I’ve accessed career counselling through Counselling Services (coun.uvic.ca/career)

I understand where opportunities exist BECAUSE:
- I’ve met with a career educator for help researching the current labour market and where my skills are needed
- I’ve explored work search resources in the journey kit
- I’ve considered my options for further education or training
- I’ve explored opportunities posted on the Co-op and Career portal (learninginmotion.uvic.ca)

I can describe what I offer to employers BECAUSE:
- I’ve assessed my competencies using the competency kit
- I’ve put together clear competency statements by completing worksheets from the competency kit
- I’ve learned how to answer interview questions effectively by taking workshops, using tool kit resources and meeting with a career educator

I have an up-to-date résumé and the ability to craft cover letters that get results BECAUSE:
- I’ve looked through the sample résumé resources in the tool kit
- I’ve taken part in a Résumé Lab workshop or Résumania
- I’ve met with a career educator for résumé feedback

I’m confident in my interview and networking skills BECAUSE:
- I’ve attended an Ace Your Interviews workshop or mock interview
- I’ve tried out different networking strategies by attending career fairs and employer information sessions (uvic.ca/coopandcareer/events) and by reviewing material in the tool kit
- I’ve created a professional and meaningful LinkedIn profile

USE OUR KITS TO BE A HIT!

uvic.ca/coopandcareer/journeykit (career motivators, career options, work search resources, professional development and grad school info)

uvic.ca/coopandcareer/competencykit (assess, develop and describe your competencies: core, program-specific, cross-cultural and professional)

uvic.ca/coopandcareer/toolkit (résumés, cover letters, interviews, portfolios and networking)

Check out uvic.ca/coopandcareer/compass for an overview of all the programs, services, resources and events we offer.

CAREER EDUCATOR HELP
uvic.ca/coopandcareer/advice

CAREER WORKSHOPS
uvic.ca/coopandcareer/workshops

Helpful Co-op and Career events

SEPTEMBER
- Résumania (uvic.ca/coopandcareer/resumania)
- Co-op and Career Fair (uvic.ca/coopandcareer/fair)

OCTOBER
- What can you do with your degree? series (uvic.ca/coopandcareer/wcydwyd)

JANUARY
- Résumania (uvic.ca/coopandcareer/resumania)

FEBRUARY
- Career workshops as part of Alumni Week (alumni.uvic.ca/events/alumniweek.php)
- Hi-Tech Co-op and Career Fair (uvic.ca/coopandcareer/hitechfair)

MARCH
- What can you do with your degree? series (uvic.ca/coopandcareer/wcydwyd)
- Résumania (uvic.ca/coopandcareer/resumania)
- March to May — Gear into Summer, our online summer job expo (uvic.ca/coopandcareer/summerjobs)

ONGOING
- Résumé Lab, Ace Your Interviews and Using LinkedIn and Social Media in your Work Search workshops (uvic.ca/coopandcareer/workshops)
- Pathways to Success for graduate students (uvic.ca/coopandcareer/pathways)

Events are subject to change. See uvic.ca/coopandcareer/events.

CAREER PORTAL
learninginmotion.uvic.ca

Learning in motion