

Year 1

Invest in Yourself

- Expand skills and experience through:
 - Teaching/research assistantships
 - Internships, volunteer work, part-time or summer employment
 - Campus clubs and organizations
 - Department or campus committees
 - Workshops and courses outside your department
- Attend professional conferences, present if possible, volunteer to work at the conference
- Do poster sessions
- Look for publication opportunities
- Join Toastmasters to work on your presentation skills
- Learn about office policies, procedures, professional behavior
- Take on a leadership role in a campus organization
- Produce timeline for degree completion
- **Produce timeline for job search and update as needed**
- Take on a leadership role relevant to your interests
- **Identify the skills you have and those you need to develop to get the job you want**

Expand your Awareness of Career Options

- Attend Career Fest panels to meet professionals in fields of interest
- Attend company information sessions to learn about employers
- Identify specific job titles of interest and conduct informational interviews with people with those titles
- Identify companies that hire for those positions
 - Job shadow
- Start reading job ads and evaluating your preparedness

Build Your Network

- Attend networking workshop at Career Center
- Join a professional organization and attend networking events
- Meet and network with current and former graduate students in your department and around campus
- Attend talks and presentations in your department and around campus and network with attendees and presenter
- Keep in touch with previous contacts from past schools and jobs
- Find a mentor

Start Job Search Process

- Assess your job search preparedness
- Review job ads to see what the market is like 1 year before searching
- **Revise your resume and have it critiqued at the Career Center, by mentors and network contacts**
- Attend Career Fairs and talk to recruiters
- Attend interviewing techniques workshop
- Meet with people you plan to use as references, give them your updated resume and share your career plans with them
- Sign up on Zotlink
- Attend an On-Campus Interview (OCI) workshop or do the OCI webshop
- Learn where to look for job announcements
- **Learn how to find unadvertised jobs**

Summer

Invest in Yourself

- Continue relevant suggestions from year 1 (**in bold**)
- **Review your job search goals, revise and update action plan as needed**
- Get an internship or relevant part-time job

Expand your Awareness of Careers

- Continue relevant suggestions from year 1 (**in bold**)
- Based on your informational interviews and job shadowing experiences, refine your list of desired job titles
- **Target your top companies of interest and research them**
- **Identify names of specific contacts at desired companies**

Build Your Network

- Continue relevant suggestions from year 1 (**in bold**)
- **Attend as many networking events as possible to increase your list of contacts**
- Ask contacts and mentors for a realistic assessment of your skills
- **Build your contacts at companies in which you are most interested**
- Join LinkedIn

Continue the Job Search Process

- Continue relevant suggestions from year 1 (**in bold**)
- **Develop skills necessary to get the job you want**
- **Practice responses for typical interview questions**
- **Schedule a practice interview and refine your interviewing skills**
- **Read job ads and begin tailoring your materials**
- Write cover letter and have it critiqued at the Career Center

Year 2

Invest in Yourself

- Continue relevant suggestions from year 1 and summer (**in bold**)
- Research starting salaries in your field
- Learn about negotiating a job offer
- Continue to practice your interviewing skills

Build and Use Your Network

- Continue relevant suggestions from year 1 and summer (**in bold**)
- Let your network know you are actively job hunting
- Utilize professional organization contacts to identify job openings

Launch Your Job Search

- Continue relevant suggestions from year 1 and summer (**in bold**)
- Review and revise all job search materials
- Tailor resume and cover letter to openings of interest
- Sign up for OCI
- Attend information sessions and ask about job openings
- Develop your elevator speech
- Attend all Career Fairs and make a good impression
- Consider sending letters of inquiry to desired companies when no announced position is available

For International Students

Begin these activities year 1 & continue

- Practice your English speaking skills
- Take classes through UCI Extension to work on written and conversational English skills
- Learn about US culture through interaction with American students
- Learn about proper office etiquette by reading the USA country guide in Going Global (available through Zotlink)
- Try to identify people from your home country who work for US corporations
- Meet with International Student Services to learn about the application process for CPT and OPT
- Know where your job opportunities exist
 - Contacts from home country who are officers or owners of companies
 - Contacts from home country who are employed in the US
 - Former international students with jobs in the US (Internships or H1-B)
 - International companies operating in the US
 - College or University employment
 - Your home country consulate



100 Student Services 1
(Across from Starbucks)
949.824.6881
www.career.uci.edu