

## UCI Division of Career Pathways – Career Development Timeline for Masters Students\*

\*Varies by Discipline

YEAR 1	SUMMER	YEAR 2
<p style="text-align: center;"><b>Invest in Yourself</b></p> <ul style="list-style-type: none"> <li>● <b>Expand skills and experience through:</b> <ul style="list-style-type: none"> <li>○ <b>Teaching / researching assistantships</b></li> <li>○ <b>Internships, volunteer work, part-time or summer employment</b></li> <li>○ <b>Campus clubs and organizations</b></li> <li>○ <b>Department or campus committees</b></li> <li>○ <b>Workshops and courses outside your department</b></li> </ul> </li> <li>● Attend professional conferences, present if possible, volunteer to work at the conference</li> <li>● Do poster sessions</li> <li>● Look for publication opportunities</li> <li>● Join Toastmasters to work on your presentation skills</li> <li>● Learn about office policies, procedures, professional behavior</li> <li>● Take on a leadership role in a campus organization</li> <li>● Produce timeline for degree completion</li> <li>● <b>Produce timeline for job search and update as needed</b></li> <li>● Take on a leadership role relevant to your interests</li> <li>● <b>Identify the skills you have and those you need to develop to get the job you want</b></li> </ul>	<p style="text-align: center;"><b>Invest in Yourself</b></p> <ul style="list-style-type: none"> <li>● Continue relevant suggestions from year 1 (<b>in bold</b>)</li> <li>● <b>Review your job search goals, revise and update action plan as needed</b></li> <li>● Get an internship or relevant part-time job</li> </ul>	<p style="text-align: center;"><b>Invest in Yourself</b></p> <ul style="list-style-type: none"> <li>● Continue relevant suggestions from year 1 and summer (<b>in bold</b>)</li> <li>● Research starting salaries in your field</li> <li>● Learn about negotiating a job offer</li> <li>● Continue to practice your interviewing skills</li> </ul>
<p style="text-align: center;"><b>Expand your Awareness of Career Options</b></p> <ul style="list-style-type: none"> <li>● <b>Attend career panels to meet professionals in fields of interest</b></li> <li>● <b>Attend company information sessions to learn about employers</b></li> <li>● <b>Identify specific job titles of interest and conduct informational interviews with people with those titles</b></li> <li>● <b>Identify companies that hire for those positions</b></li> <li>● Job shadow</li> <li>● <b>Start reading job ads and evaluating your preparedness</b></li> </ul>	<p style="text-align: center;"><b>Expand your Awareness of Career Options</b></p> <ul style="list-style-type: none"> <li>● Continue relevant suggestions from year 1 (<b>in bold</b>)</li> <li>● Based on your informational interviews and job shadowing experiences, refine your list of desired job titles</li> <li>● <b>Target your top companies of interest and research them</b></li> <li>● <b>Identify names of specific contacts at desired companies</b></li> </ul>	<p style="text-align: center;"><b>Build and Use Your Network</b></p> <ul style="list-style-type: none"> <li>● Continue relevant suggestions from year 1 and summer (<b>in bold</b>)</li> <li>● Let your network know that you are actively job hunting</li> <li>● Utilize professional organization contacts to identify job openings</li> </ul>
<p style="text-align: center;"><b>Build Your Network</b></p> <ul style="list-style-type: none"> <li>● Attend networking workshop at the Division of Career Pathways</li> <li>● <b>Join a professional organization and attend networking events</b></li> <li>● <b>Meet and network with current and former graduate students in your department and around campus</b></li> <li>● Attend talks and presentations in your department and around campus and network with attendees and presenter</li> <li>● Keep in touch with previous contacts from past schools and jobs</li> </ul>	<p style="text-align: center;"><b>Build Your Network</b></p> <ul style="list-style-type: none"> <li>● Continue relevant suggestions from year 1 (<b>in bold</b>)</li> <li>● <b>Attend as many networking events as possible to increase your list of contacts</b></li> <li>● Ask contacts and mentors for a realistic assessment of your skills</li> <li>● <b>Build your contacts at companies in which you are most interested</b></li> <li>● <b>Join LinkedIn</b></li> </ul>	<p style="text-align: center;"><b>Launch Your Job Search</b></p> <ul style="list-style-type: none"> <li>● Continue relevant suggestions from year 1 and summer (<b>in bold</b>)</li> <li>● Review and revise all job search materials</li> <li>● Tailor resume and cover letter to openings of interest</li> <li>● Sign up for On-Campus Interviews</li> <li>● Attend information sessions and ask about job openings</li> <li>● Develop your elevator speech</li> <li>● Attend all career fairs and make a good impression</li> </ul>

<ul style="list-style-type: none"> <li>● Find a mentor</li> </ul>		<ul style="list-style-type: none"> <li>● Consider sending letters of inquiry to desired companies when no announced position is available</li> </ul>
<p style="text-align: center;"><b>Start Job Search Process</b></p> <ul style="list-style-type: none"> <li>● <b>Assess your job search preparedness</b></li> <li>● Review job ads to see what the market is like 1 year before searching</li> <li>● <b>Revise your resume and have it reviewed at the Division of Career Pathways, by mentors, and network contacts</b></li> <li>● <b>Attend career fairs and talk to recruiters</b></li> <li>● Attend interview techniques workshops</li> <li>● Meet with people you plan to use as references, give them your updated resume and share your career plans with them</li> <li>● Complete your profile on Handshake</li> <li>● Learn more about On-Campus Interviews</li> <li>● Learn where to look for job announcements</li> <li>● <b>Learn how to find unadvertised jobs</b></li> </ul>	<p style="text-align: center;"><b>Continue the Job Search Process</b></p> <ul style="list-style-type: none"> <li>● Continue relevant suggestions from year 1 (<b>in bold</b>)</li> <li>● <b>Develop skills necessary to get the job you want</b></li> <li>● <b>Practice responses for typical interview questions</b></li> <li>● <b>Schedule a practice interview and refine your interviewing skills</b></li> <li>● <b>Read job ads and begin tailoring your materials</b></li> <li>● Write cover letter and have it reviewed at the Division of Career Pathways</li> </ul>	<p style="text-align: center;"><b>For International Students</b></p> <p><b>Begin these activities year 1 &amp; continue</b></p> <ul style="list-style-type: none"> <li>● Practice your English speaking skills</li> <li>● Take classes through the Division of Continuing Education to work on written and conversational English skills</li> <li>● Learn about US culture through interaction with American students</li> <li>● Learn about proper office etiquette by reading the USA country guide in Going Global (available through Handshake)</li> <li>● Try to identify people from your home country who work for US corporations</li> <li>● Meet with International Student Services to learn about the application process for CPT and OPT</li> <li>● Know where your job opportunities exist: <ul style="list-style-type: none"> <li>○ Contacts from home country who are officers or owners of companies</li> <li>○ Contacts from home country who are employed in the US</li> <li>○ Former international students with jobs in the US (internships or H1-B)</li> <li>○ International companies operating in the US</li> <li>○ College or University employment</li> <li>○ Your home country consulate</li> </ul> </li> </ul>
<p><b>UCI Division of Career Pathways   100 Student Services 1 (across from Student Center Starbucks)   949-824-6881   <a href="http://career.uci.edu">career.uci.edu</a></b></p>		