



# CAREER DEVELOPMENT CENTRE

## ASPER SCHOOL OF BUSINESS

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### **DON'T Wait Until YOU Graduate!**

So, fall is already here and you are back into the grind of classes, group projects and assignments. You have a lot on your plate, but here is something else to think about: What are your career-plans after you graduate? “What?” you say, “I am not even close to graduating, why should I worry about that already?”

*You will spend 4 or more years completing your university degree in order to pursue a particular career path. You will spend countless hours in class, studying, working on projects and papers yet most students spend only a few hours working on their résumé and don't begin their job search until they graduate.*

Even though you are not in your final year of studies yet, there are still many things you can do to prepare yourself for life after graduation. After all isn't that what getting your degree is about? Obtaining a wonderful rewarding career? Have you thought about what industry or companies you want to work for? Do you know what employers look for in new recruits? Even in your first year of university, you should start finding answers to these questions.

*Everything that you do over the next 3 years will in some way contribute to your “career plan” either positively or negatively.*

School and work are very important components of your preparation, but there are a few other areas that you need to focus on: participating in student groups, attending a variety of events, networking, volunteering and activities in your personal life can all contribute in a positive way.

You want to stand out from the competition

*You will be competing against many of your classmates as well as students from other universities, all with a university degree. It's a competitive market and those who excel are the ones who have been working on their “career plan” from the start. The amount of effort that you put into your “career plan” will have a direct result on the job that you obtain.*

You should know what employers look for

*They are looking for students who are strong academically, have experience in their field of study (summer, part time or volunteer), know what their skills and abilities are and what they can offer, have a genuine interest and enthusiasm and who TAKE CHARGE OF THEIR OWN CAREER.*

You need to:

- ◆ *Identify your strengths, skills and abilities*
- ◆ *Find out what behavioral based interview questions are and how to prepare for them.*
- ◆ *Start to network and build your contacts (80% of the job market is hidden)*
- ◆ *Consider conducting some informational interviews.*
- ◆ *Gain experience in your field of study through summer, part time or volunteer work.*

## **“Strategy to Success” A Suggested 3-Year Career Plan**

### 1<sup>st</sup> Year Students

- Familiarize yourself with the Career Development Centre in room 254 Drake.**
  - Stop in on a regular basis to find out which companies are recruiting and what positions they are hiring for.
  - Attend a resume and interview preparation workshop at the CDC.
- Start watching the job postings**
  - Register with the CDC Summer Job Bank to help you find a career-related summer job.
  - Summer recruitment typically starts in January/February, although some postings are advertised as early as the fall.
- Become aware of special events that are put on by the Career Development Centre or Student groups.**
  - Get comfortable in job interviews by participating in the Mock Interviews that are organized each semester. Remember practice makes perfect – especially for job interviews.
  - Attend Wine & Cheese events or Information Sessions to learn more about companies who might become your future employer. The more you know about a company, the better prepared you will be when you start your actual job search. Many of the companies that come on campus to recruit graduates, also hire summer students. There is no better way to get your foot in the door!
- Attend the AIESEC Career Fair and the Commerce Summer Job Fair**
- Attend the Commerce Business Banquet**

### 2<sup>nd</sup> Year Students

- Update your resume, watch the job postings and register in the Summer Job Bank**
- Learn what skills employers look for in new recruits**

Start developing skills by joining student groups and professional associations. The key is to be active, show initiative and stay involved.

Attend company information sessions and wine & cheese events organized by the CDC.

Secure a summer or part time job related to your field of study.
- Gain experience by volunteering**

Talk to your professors to see if any on-campus volunteer opportunities exist in your area of study.
- Participate in Mock Interviews**
- Attend the AIESEC Career Fair and the Commerce Summer Job Fair**
- Attend the Commerce Business Banquet**

### **Graduating Students**

- Update your Résumé**

Recruitment begins in September. Check the job postings weekly.

If you have not yet attended a resume or interview workshop, do so now.
- Network at various wine & cheese and information sessions**

Become familiar with the industry. Read the newspaper and surf the Internet to stay on top of any changes or developments in your preferred area of employment.
- Participate in Mock Interviews**
- Attend the AIESEC Career Fair**
- Attend the Commerce Business Banquet**
- Register with the Alumni Résumé Service**