



## CAREER COMPASS QUICK REFERENCE GUIDE

***The Career Compass provides students and professionals with a single window resource for academic and career planning. The tool consolidates academic, career and experiential learning activities so that students develop a stronger connection between their studies and occupations of choice, leading to successful career outcomes after graduation.***

### **The Role of the Professional**

The compass provides advising professionals with a map to expose students to information required for academic and career success. Using this resource will help you create meaningful conversations and increase student awareness on where and when to access resources and engage in activities that will enhance learning, increase completion rates and reduce time to complete the degree. A single conversation may allow the student to be completely self-directed whereas other students will require greater assistance and referrals across campus – the career compass is the map to get them there.

### **Touring the Compass**

The front page of each compass is colour coded by faculty allowing users to easily identify which faculty the compass belongs to.

The back page has elements that are common to ALL compasses to provide advising professionals with a consistent set of resources to review with students to ensure they are aware of the campus supports available to enhance their academic and career success.

<b>Annual Checklist</b>	<b>Student Stories</b>	<b>Campus Resources</b>
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Upon opening the compass the user is provided with a wealth of **information specific to the discipline**. Highlight with students what the focus of their studies will be and what they can expect from completion of the degree. Professionals using the resources will have access to information on:

<b>Focus of the Degree</b>	<b>Anticipated Skills Acquisition</b>	<b>What Employers Want</b>	<b>Experiential Learning</b>
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Professionals should stress the importance of experiential learning/education to heighten the student's awareness of the importance of engaging in activities that will solidify their learning and maximize their skill development. Encourage the student to keep their finger on the pulse of the labour market so they intentionally develop the employability skills organizations hire against. They will create a network which will open up possibilities upon graduation.

<b>Students intentionally engage in career development activities to:</b>			
<b>Complement their studies with skill-building activities</b>	<b>Understand the holistic approach to successful careers and studies</b>	<b>Broaden the understanding of the outcomes related to their chosen studies</b>	<b>Understand when to connect with allies and access resources</b>

The **inside fold** is broken into four major areas and is the meat of the compass. Each compass has been tailored to the discipline and can be used as a guide to academic and career resources, volunteer and work opportunities as well as cultural and global experiences. Lastly there are sample careers to explore; some can be obtained with an undergraduate degree and others will require other education or training.

<b>Academic Success</b>	Encourages intentional course election and guides students to supports that will maximize their academic success.
<b>Career Tips</b>	Provides hints and career related tips that will support informed intentional decision making and suggest specific actions a student can take to develop lifelong career management skills.
<b>Volunteer &amp; Work Experience</b>	Provides suggestions on how to gain experiences that will develop employability skills, competencies identified by employers and engage students in experiential learning directly linked to their area of study.
<b>Cultural Opportunities</b>	Includes options for students to expand their cultural competency. Experiences can be related to their studies or for personal enrichment – all will contribute to professional development

### Best Practices with Students

Integrating the Career Compass into your everyday interactions with each student will help provide the student with a holistic view of the key components of an exceptional educational experience. A single conversation will expose the student to on-campus supports, academic and career planning requirements and a host of experiential opportunities. *Suggested steps/scripts:*

<b>Introduce the resource</b>	“This is a resource to help you put together a personalized program that will lead to successful post-graduate employment and/or further studies. It highlights resources and experiential learning opportunities that are available to you.”
<b>Review the content with the student</b>	“To enhance your success following graduation you will need to pair your classroom studies with volunteer and work experiences to gain the full range of employability skills employers are seeking”.
<b>Point out various components</b>	“The compass provides you with suggestions of how and when to use opportunities to make the most out of your university experience”. Feel free to provide information from your own and other student experiences whenreappropriate.
<b>Suggest they explore the online version</b>	“You can research occupations in-depth, see what alumni have done since graduating; as well as follow the links to the various volunteer and work opportunities.”
<b>Undecided Students</b>	“I suggest you go online and explore your top three majors. Look at the variety of options available and see what you are most drawn to”. Refer students to Career Services for career planning and exploration.

