## Transfer Student Career Checklist



## <u>Checklist for What Should be Done</u> <u>1st Semester:</u>

 You can begin to use our services after you register for classes (if Summer, after July 1st)
 Use our toolbox to see online resources: <a href="http://www.uis.edu/career/onlinetoolbox/">http://www.uis.edu/career/onlinetoolbox/</a>
<ul> <li>Log into CareerConnect at <u>uis.edu/career</u></li> <li>Locate login at lower right corner of screen</li> <li>Click on 'Students: Get Password' if needed</li> <li>Complete Username, use you netID (without @uis.edu)</li> <li>Go to UIS email for message about password</li> </ul>
 Complete CareerConnect Profile
 Explore CareerConnect & the CDC's A-Z index
 Make the best grades possible. Your GPA will be noticed by employers and graduate schools
 Join a club to expand your experience
 Use FOCUS, a free web-based career assessment. (Found under Online Toolbox in CareerConnect)
 Review the 'Gain Self Awareness' and the 'Options to Explore' stages of the GOALS Program. Make an appointment to learn how to move into the next stage: <a href="http://www.uis.edu/career/goals/">http://www.uis.edu/career/goals/</a>
 Make a Career Counseling appointment. How?
<ul> <li>Log into CareerConnect</li> <li>Locate Shortcuts on right side</li> <li>Click on 'Schedule an Appointment with MY Career Counselor'</li> </ul>
 Confused, unsure, or just need help? Contact us:

## <u>Checklist for What Should be Done</u> <u>2nd Semester:</u>

	are doing now will affect your future chances.
	Join another club or organization to further expand your opportunities & skillsets.
	Participate in CDC events by going to the Events & Fast Pass tab in CareerConnect.
	Search through <b>CareerConnect</b> for part time jobs internship opportunities, and more.
	Create a resume with your new relevant experiences, activities, and skills using our online resume builder called <b>OptimalResume</b> : uis.edu/career/onlinetoolbox/optimalresume/
	View Career Pathfinder to see which skills are relevant to your major: uis.edu/career/goals/options/whatcanido/
	Need help with writing a resume? No Problem! Make a <b>Fast Pass</b> appointment; go to Events & Fast Pass tab in CareerConnect & select a time.
	Use the 'Active Decision Making' module of the GOALS Program to see how to make informed decisions & how to get hands-on experience: <a href="http://www.uis.edu/career/goals/active/">http://www.uis.edu/career/goals/active/</a>
	Make a Career Counseling appointment to see if you are on track in getting prepared for your career! Directions for how on left side.
	Go to the Career Fair! Find out what's in demand and land a summer internship. One in September

Questions? Email us at <u>careerservices@uis.edu</u> or call (217) 206-6508

and one in February!





Email careerservices@uis.edu

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