

## **Pointers for Making the transition from Undergraduate Student to the Workforce**

1. Make use of Career Services (2100 Meisler Hall, (251) 460-6188) (not a placement service)
  - a. Consider career options before you graduate
    - i. How can you apply your degree?
    - ii. What career skills are needed?
    - iii. What are +/- of different positions?
  - b. Assistance with resumes
    - i. Tailor to position
    - ii. Highlight features
  - c. Interview preparation and mock interviews
  - d. Career and Graduate School Expos
  - e. Register with Career Services
2. Gain Experience (experiential learning is key)
  - a. UCUR, class, other research opportunities
  - b. Co-ops
  - c. Internships (clinical, corporate, industry, government)
  - d. Volunteer
  - e. Shadowing
  - f. Toastmasters
  - g. Seminars
  - h. Student-Instructor, tutoring
  - i. Study abroad
    - i. Second language
3. Learn to communicate effectively – practice (class, student newspaper, meetings)
  - a. Oral
    - i. Be aware of repeat words you use (so, like, um)
  - b. Written
4. Be creative
  - a. Think outside the box
    - i. Outside your discipline
      1. Applications of your discipline
  - b. Use your problem solving skills (and be prepared to discuss these)
  - c. Use your critical thinking skills
5. Network
  - a. Faculty/Mentor links
  - b. Alumni
  - c. Members of professional associations related to field
  - d. Members of campus organizations related to field
  - e. Friends and family
  - f. Meetings

6. Do your homework before an interview
  - a. Learn about the company (remember corporations do business to make money – how do you fit)
    - i. Consider how you can prove your value
    - ii. Consider room for advancement
  - b. Prepare questions
  - c. Professionalism
    - i. Integrity
    - ii. Ethics
    - iii. Responsibility
    - iv. Appearance

REMINDERS:

1. Ask for help (mentors, career services, associates)
2. Your first job does not have to be your only job (think 2-5 yr plan) but try not to jump around too much (you will have to address this in interviews)
3. Be prepared to address gaps in your career
4. Be professional (don't be late, miss meetings, accept responsibility, follow directions)
5. Key areas for jobs in near future: Technology and Health related fields
6. WEBGURU – networking link (<http://www.webguru.neu.edu/mentoring-issues/networking/networking-tools>)