

Career Readiness Checklist

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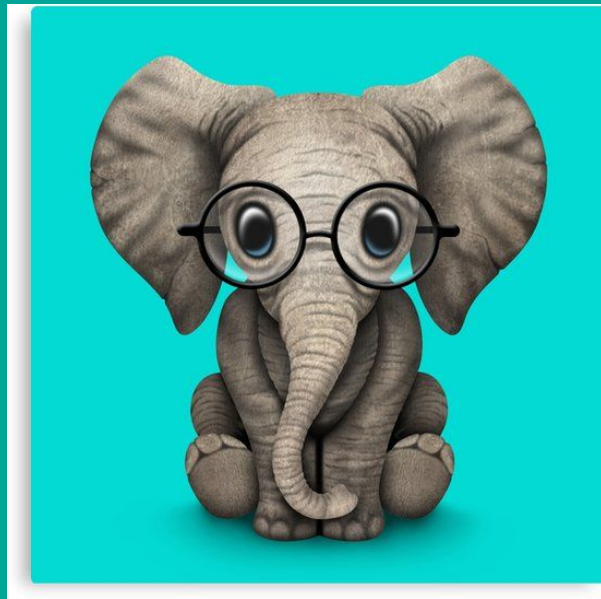


Agenda



- Gain Career Clarity
- Learn Career Competitiveness
- Make Career Connections

Gain Career Clarity



Gain Career Clarity

- ❑ Practice critical thinking/ problem solving skills
- ❑ Establish your Career interests
 - ❑ Vault - <https://career.berkeley.edu/InfoLab/EmpGuides>
- ❑ Explore your career personality
- ❑ Set Career goals

Gain Career Clarity

The Strong Interest Inventory helps explore how personality, values and interests intersect with career path. You are invited to complete one or more online assessments. Please follow these four steps:

1. Click on the following link
<https://Elevate.themyersbriggs.com/Respondent/ReturningUser?tokenId=8be430f3-d7f8-e811-9f2a-000d3a32408a>
2. Complete the brief registration information (or log in if you have have have previously registered for the Elevate platform)
3. Complete the demographic survey (if applicable)
4. Complete the assessment(s)

Learn Career Competitiveness



Learn Career Competitiveness



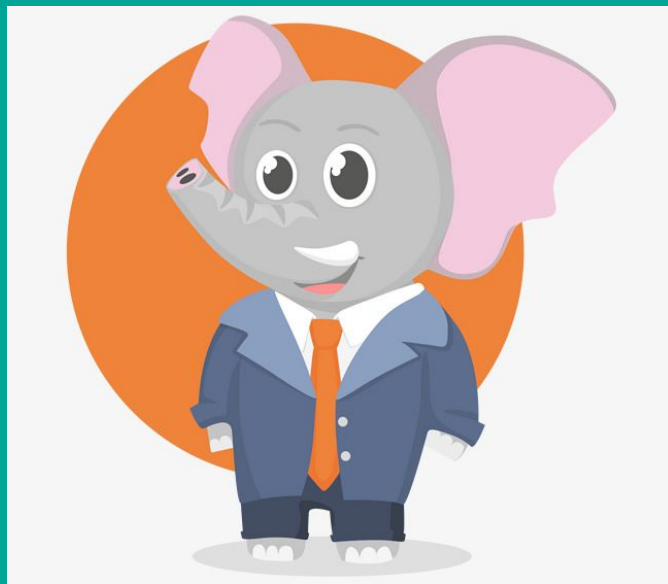
- ❑ Practice oral and written communications
- ❑ Seek and join teamwork/collaboration/leadership experiences
- ❑ Engage with digital technology to Build a professional brand
- ❑ Perfect your resume/cover letters/CV
- ❑ Request recommendation letters
 - ❑ Job/Internship Guide Downloads - <https://career.berkeley.edu/Guide/Guide>
- ❑ Obtain and take professional headshots for professional social media social media profiles

Learn Career Competitiveness



- ❑ Complete your LinkedIn/Handshake profiles
 - ❑ LinkedIn Getting Started
 - ❑ <https://www.linkedin.com/help/linkedin/topics/6227/6228/getting-started?lang=en>
 - ❑ <https://www.linkedin.com/help/linkedin/answer/45>
 - ❑ Handshake Getting Started - <https://berkeley.joinhandshake.com/articles/4870>
- ❑ Attend networking events
- ❑ Gain leadership/volunteer experience
 - ❑ Cal Link - <https://callink.berkeley.edu/>

Make Career Connections





Make Career Connections

- ❑ Focus on developing professionalism
- ❑ Seek career management skills and experience
- ❑ Participate in experiences that allow for global/intercultural fluency
- ❑ Set, up informational or mock job interviews
 - ❑ Big Interview – <https://berkeley.biginterview.com/>
 - ❑ Interviewing Guide – <https://career.berkeley.edu/sites/default/files/pdf/Guide/Interviewing.pdf>
- ❑ Job shadow
 - ❑ Externship Program – <https://career.berkeley.edu/Externships/Externships>



Make Career Connections

- ❑ Connect with alumni
 - ❑ Berkeley Career Network – <https://career.berkeley.edu/carnet/BerkCarNet>
- ❑ Attend career fairs
- ❑ Secure internships/career opportunities
 - ❑ Job Search Resources – <https://career.berkeley.edu/Tools/Tools>
 - ❑ Connecting Majors to Careers – <https://career.berkeley.edu/infolab/Majors2Careers>
- ❑ Research graduate options

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THANK YOU

