

CAREER CHECKLIST

This document has been put together to help you understand how to prepare yourself for recruitment and to showcase what resources you have available. If you actively engage in the Onboarding process, you will explore different career paths, gain practical knowledge and refine your interests to effectively target companies, fields and specific positions that you are relevant for and that are of interest to you. Don't wait until your last year at the faculty to work with Career Services.

	<u>U0/U1</u> <u>On-Board & Integrate</u>	<u>U2</u> <u>Plan and Participate</u>	<u>U3</u> <u>Hit the Ground Running</u>
Attitude	<ul style="list-style-type: none">Be curious and get to know your classmates and other people, as well as resources of your faculty	<ul style="list-style-type: none">Be keen to participate in extracurricular activities, case competitions, and recruitment events	<ul style="list-style-type: none">Be humble and prepared to work hard to identify and pursue relevant opportunities
Your online brand	<ul style="list-style-type: none">Ensure your social media (Facebook, etc.) represent you professionally; create a LinkedIn profile	<ul style="list-style-type: none">Create social media content that supports your career aspirations; update your LinkedIn profile	<ul style="list-style-type: none">Build your LinkedIn profile (and other social media) to be able to leverage it as you go through recruitment
Build your network	<ul style="list-style-type: none">Get to know your international classmatesTalk to people in different streams and your family to identify what really interests youJoin DesautelsConnect	<ul style="list-style-type: none">Get to know the greater McGill and Desautels communities; attend and participate in eventsContinue to network on DesautelsConnect	<ul style="list-style-type: none">Talk to Professors about their career path and fellow students about their career aspirations - help each otherContinue to network on DesautelsConnect
Get involved	<ul style="list-style-type: none">Volunteer, join on-campus clubs, case competitions (DMLS), sports, other	<ul style="list-style-type: none">Volunteer, take on leadership roles in on-campus clubs, join case competitions, sports, other	<ul style="list-style-type: none">Volunteer, take on leadership roles in on-campus clubs, join case competitions, sports, other
Documents to prepare	<ul style="list-style-type: none">Build your resume by reading the BCom Career Handbook and using the Desautels resume template	<ul style="list-style-type: none">Update your resume and draft your first cover letter for review by your Career Advisor to apply for internships	<ul style="list-style-type: none">Further refine your resume and cover letter to target specific companies and jobs
Get mentoring	<ul style="list-style-type: none">Meet a Peer Advisor to help you navigate the career preparation process. Also meet with an MUS student mentor	<ul style="list-style-type: none">Apply to get a mentor (Alumni) through the BCom Mentoring Program	<ul style="list-style-type: none">Apply to get a mentor (Alumni) through the BCom Mentoring Program
Advising	<ul style="list-style-type: none">Meet a Career Advisor to initiate a career conversation	<ul style="list-style-type: none">Meet your Career Advisor at least twice to discuss job search strategies, prepare for interviews. Read The 2-Hour Job Search by Steve Dalton	<ul style="list-style-type: none">Meet your Career Advisor often to further refine your job search strategies (based on The 2-Hour Job Search by Steve Dalton) and prepare for interviews
Resources (ask us about the Career Leader self-assessment)	<ul style="list-style-type: none">Go to the BCom Career Portal to find helpful resources from guides to videos, and go to Desautels myFuture to upload your documents, gain insights into different jobs and companies, sign up for events and workshops	<ul style="list-style-type: none">Go to Desautels myFuture to apply to different jobs and companies for internships, and sign up for career-related events. Continue to use the BCom Career Portal as required	<ul style="list-style-type: none">Go to Desautels myFuture to apply to fulltime jobs and to sign up for career-related events. Continue to use the BCom Career Portal as required
Attend career events	<ul style="list-style-type: none">Attend career events, go to the Desautels Career Fair	<ul style="list-style-type: none">Go to the Desautels Career Fair, go on company tours, apply to go to 'Meet McGill Toronto', go to Company Information Sessions, attend conferences	<ul style="list-style-type: none">Go to the Desautels Career Fair, go on company tours, apply to go to 'Meet McGill Toronto', go to Company Information Sessions, attend conferences
Develop skills through work	<ul style="list-style-type: none">Get a summer job	<ul style="list-style-type: none">Obtain a career-related internship	<ul style="list-style-type: none">Secure a full-time position