

## CAREER CHECKLIST

Reference this document to help you understand how to best prepare for recruitment. Throughout your university journey, if you proactively engage in the onboarding process, explore different career paths, gain practical knowledge, and refine your interests, you'll be able to effectively target companies, fields, and specific positions to land your dream job. Work with Career Management in your first semester and read our weekly Friday Career newsletter to stay up-to-date!

	U0/U1 Onboard & Integrate	U2 Plan and Participate	U3 Hit the Ground Running
<b>Develop a pro-active attitude</b>	Be <b>curious</b> and get to know your classmates and other people, as well as your faculty resources.	Be <b>keen</b> to participate in extracurricular activities, case competitions, clubs and recruitment events.	Be <b>humble</b> and prepare to work hard to identify and pursue relevant opportunities.
<b>Perfect your online brand</b>	Ensure your social media represent you professionally; create a LinkedIn profile. <a href="#">Ask us how!</a>	Create social media content that supports your career aspirations; update your LinkedIn profile. <a href="#">Ask us how!</a>	Build your LinkedIn profile (and other social media) to be able to leverage it as you go through recruitment. <a href="#">Ask us how!</a>
<b>Build your network</b>	<ul style="list-style-type: none"> <li>Get to know your classmates from different countries.</li> <li>Talk to people in a variety of streams within the faculty and through your personal network to identify your interests</li> <li>Join <a href="#">DesautelsConnect</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Get to know the greater McGill and Desautels communities; attend and participate in events.</li> <li>Continue to expand your professional network on <a href="#">DesautelsConnect</a> by going on coffee chats, and attend an Office Hour hosted by a McGill alum.</li> </ul>	<ul style="list-style-type: none"> <li>Talk to professors about their career path and fellow students about their career aspirations - help each other.</li> <li>Continue to expand your professional network on <a href="#">DesautelsConnect</a>.</li> </ul>
<b>Get involved</b>	Volunteer, join on-campus clubs, case competitions (DMLS), sports, other.	Volunteer, take on leadership roles in on-campus clubs, join case competitions, sports, as well as community initiatives.	Volunteer, take on leadership roles in on-campus clubs, join case competitions, sports, other.
<b>Prepare your documents</b>	Build your resume by reading the <a href="#">BCom Career Handbook</a> and using the Desautels resume template. Upload it onto VMock to help you improve it. In MGCR250 you will draft a Cover Letter.	Update your resume and review your cover letter to reflect any updates.	Further refine your resume for industries and roles that are of interest and modify your cover letter to target specific companies and jobs.
<b>Get mentoring</b>	Meet a <a href="#">Peer Advisor</a> to help you navigate the career preparation process.	Apply to get a mentor (Alumni) through the <a href="#">BCom Mentoring Program</a> .	Apply to get a mentor (Alumni) through the <a href="#">BCom Mentoring Program</a> .
<b>Explore our career centre resources</b>	<ul style="list-style-type: none"> <li>Attend a group orientation with our Incoming &amp; International Student Resource Manager.</li> <li>After completing your MGCR250 onboarding, <a href="#">meet a Career Coach</a> start a career conversation.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Meet your Career Coach</a> twice to discuss job search strategies, prepare for interviews.</li> <li>Read The 2-Hour Job Search by Steve Dalton.</li> </ul>	<a href="#">Meet your Career Coach</a> often to further refine your job search strategies and prepare for interviews.
<b>Make the most of available resources</b>  <i>(ask us about the Career Leader self-assessment)</i>	<ul style="list-style-type: none"> <li>Visit the <a href="#">BCom Career Portal</a> to find helpful resources from guides to videos.</li> <li>Go to <a href="#">Desautels myFuture</a> to upload documents, gain insights into jobs, companies, and sign up for events and workshops.</li> </ul>	<ul style="list-style-type: none"> <li>Go to <a href="#">Desautels myFuture</a> to apply to different jobs and companies for internships and sign up for career-related events.</li> <li>Continue to use the <a href="#">BCom Career Portal</a> as required.</li> </ul>	<ul style="list-style-type: none"> <li>Go to <a href="#">Desautels myFuture</a> to apply to full-time jobs and to sign up for career-related events.</li> <li>Continue to use the <a href="#">BCom Career Portal</a> as required.</li> </ul>
<b>Attend career events and be pro-active in your job search</b>	Be proactive: research companies, industries, positions to gain insights.	<a href="#">Go to</a> the <i>Jaelyn Fisher Management Career Event</i> , Employer Info Sessions, participate in <i>Meet McGill</i> , continue your proactive job search.	<a href="#">Go to</a> the <i>Management Career Event</i> , Info Sessions, participate in <i>Meet McGill</i> , continue your proactive job search.
<b>Hone skills</b>	Work in the summer.	Do a career-related internship.	Secure a full-time position.