

Graduating Student Handbook



Career Development
Student Life

Graduating Student Handbook

Did you know the Career Development office offers programs and supports for graduating students and alumni to help them with career planning and reaching employment goals?

As you prepare to graduate, consider utilizing the following offerings and resources to enhance your transition to the world of work.

The offerings highlighted in this handbook are available remotely through various virtual platforms, including appointments, resume/cover letter critiques, workshops, and events.

Career Advising Appointments

- Career and employment advising will help you explore your interests and strengths to help you identify an action plan for next steps in your career exploration, planning and job search process.
- Examples of appointment types include: career exploration; interview skills; resume and cover letter critique; LinkedIn; job search strategies; breaking barriers to employment.
- Current students can book a career advising appointment through the [Navigate App](#). Alumni can contact careerdevelopment@mun.ca to set up a meeting with a Career Advisor.

Resume/Cover Letter Critiques

- As you prepare your job applications, use Career Development's [Resume and Cover Letter Guide](#) to perfect your resume and cover letter and get your application noticed.
- Submit your resume and cover letter (and job ad if applicable) to careerdevelopment@mun.ca for feedback from our Career Advisors on how to best highlight your qualifications and experiences so you stand out as a top candidate.

Interview Preparation

- Nervous about job interviews? Need advice on interview etiquette? Preparation is key to overcoming interview jitters. Career Development has [resources](#) available to help you prepare for a job interview and answer common behavioural and situational-based questions.
- Practice your interview skills in a simulated mock interview with a Career Advisor and receive feedback you can use improve your interview performance and make a great impression.
- Current students can book a mock interview through the [Navigate App](#). Alumni can contact careerdevelopment@mun.ca to set up a mock interview with a Career Advisor.

Career Assessments

Learn more about yourself and your interests through career assessment tools that help facilitate self-exploration and career planning. Contact [Career Development](#) to learn more about career assessment tools such as:

- [Career Cruising](#)
- [Strong Interest Inventory](#)
- [Clifton Strengths Assessment](#)

Career Workshop Series

- Attend a career workshop facilitated by a Career Advisor to help you advance your career! Sessions are offered weekly on a rotational basis and are posted on the Student Life [events calendar](#).
- Topics include: Career Exploration, Developing a Successful Resume and Cover Letter, Job Search Strategies, Interview Skills, Tips for Remote Working, Intro to Virtual Career Networking, Creating Your LinkedIn Profile, Exploring Career Assessment Tools, Breaking Employment Barriers, etc.
- Always look out for available opportunities for professional development. For example, LinkedIn is currently offering access to LinkedIn Learning courses free of charge:
 - LinkedIn Learning courses for students, staff and faculty: [Remote Working: Setting Yourself and Your Team Up for Success](#)
 - LinkedIn Learning courses great for recent graduates: [Finding a Job During Challenging Economic Times](#)

Campus to Career

- [Campus to Career](#) is a one-day event aimed to help upcoming graduates transition from the classroom to their career.
- Students participate in a series of interactive sessions focusing on career planning, job search, and employability skills.
- As part of the workshop students will complete the [Clifton Strengths Assessment](#), hear from a current hiring manager, and be able to put into practice what they have learned.

Ten Thousand Coffees

- Sign up for the [Ten Thousand Coffees](#) platform to build your network and develop your networking and communications skills.
- The platform matches users with other Memorial students and alumni based on their industry and current interests.
- Connect with your monthly match for to get and share advice, discuss your experience, and gain a better understanding of what careers are available with your degree.

Job Fairs

[Virtual Job Fair](#)

The Virtual Job Fair takes place annually each May and provides all students, new graduates and alumni with the opportunity to connect with employers on a virtual platform. Students can sign into their [my.mun.ca](#) account and view the Virtual Job Fair opportunities for 2 weeks. Learn about different organizations, and view and apply on opportunities across Canada.

[Career & Graduate School Fair](#)

Taking place annually each September, the Career and Graduate School Fair provides new graduates and alumni an opportunity to connect with 100+ exhibitors from a range of industries and sectors. Whether you are seeking employment, changing career paths, or exploring options for graduate schools, the Career and Graduate School Fair offers something for everyone (including an opportunity to get your professional headshot taken for your LinkedIn profile!).

Employer Information Sessions

Meeting employers and learning about career opportunities in a variety of fields is a key part of career development.

Attend an [employer information session](#) to:

- Gain valuable information about an organization and its career options
- Build your network
- Ask questions and conduct a mini informational interview with the recruiter
- Learn about current employment opportunities available

Information sessions are posted on the Student Life [events calendar](#).

Graduate School

Attending grad school can be an important part of career development. Memorial University offers more than 100 [graduate programs](#) including graduate diplomas, master's degrees and doctoral degree programs in humanities and social sciences, sciences, interdisciplinary, and professional disciplines. Contact the [School of Graduate Studies](#) to discuss whether grad school is right for you!

Barriers to Employment

Are you an upcoming or new graduate with a disability who is experiencing [barriers to the workforce](#) or finding/maintaining employment? Connect with a Career Advisor to explore possible ways to reach your full potential and achieve your career goals. Current students can book an appointment through the [Navigate App](#). Alumni can contact careerdevelopment@mun.ca to set up a meeting with a Career Advisor.

Labour Market Information (LMI)

Arm yourself with labour market information to stay informed on current job trends and occupations. Use LMI to help you prepare for job interviews (salary ranges) and review and research current data/information on careers options, educational opportunities and employment outlooks. Below are some LMI websites to get you started:

- [Government of NL: Advanced Education, Skills and Labour](#)
- [Newfoundland and Labrador Labour Market: OUTLOOK 2020](#)
- [Government of Canada: Service Canada](#)
- [Government of Canada: Employment and Social Development Canada](#)
- [Government of Canada: Job Market Trends and News](#)
- [Labour Market Bulletins: NL](#)

Graduate Transition to Employment Program (GTEP)

- Administered by Career Development, [GTEP](#) is an incentive for employers in Newfoundland and Labrador to hire Memorial University graduates, providing \$6,250 of the starting salary of an approved position for a period of 26 weeks. Graduates can use GTEP when approaching employers of interest as an incentive and sales tool to garner full-time career related employment.
- Memorial University graduates who have successfully completed a post-secondary program within the past two years (minimum duration of one academic year) and are currently unemployed or underemployed (i.e. working less than 20 hrs./week or not in an area related to their field of study) are eligible to apply.

Job Boards*

Career Development hosts an off-campus [job board](#) accessible to students and recent alumni.

Additionally, new graduates can also take advantage of a number of other employment websites that will help connect you to current opportunities:

- [Job Bank](#)
- [Government of Canada Jobs](#)
- [Government of Newfoundland and Labrador Career Centre](#)
- [CareerBeacon](#)
- [Indeed: Job Search Canada](#)
- [SimplyHired](#)

* Always be mindful of employment scams when applying for jobs. Click [here](#) for tips to recognize fraudulent jobs and protect yourself from scam employers.

Suggested Readings

Take advantage of articles with advice and tips for new graduates, including the following:

- [Graduating into a Covid-19 job market: How college grads can still find a job](#)
- [What advice do you wish you'd gotten when you graduated from college?](#)
- [Dear Graduates, It's Not Going To Feel OK, But It Will Be](#)

If you have any questions about the information outlined in this handbook, please contact careerdevelopment@mun.ca.