

Transfer Student Career Checklist

Checklist for What Should be Done

1st Semester:

- _____ You can begin to use our services after you register for classes (if Summer, after July 1st)
- _____ Use our toolbox to see online resources:
<http://www.uis.edu/career/onlinetoolbox/>
- _____ Log into CareerConnect at [uis.edu/career](http://www.uis.edu/career)
 - Locate login at lower right corner of screen
 - Click on 'Students: Get Password' if needed
 - Complete Username, use you netID (without @uis.edu)
 - Go to UIS email for message about password
- _____ Complete CareerConnect Profile
- _____ Explore CareerConnect & the CDC's A-Z index
- _____ Make the best grades possible. Your GPA will be noticed by employers and graduate schools
- _____ Join a club to expand your experience
- _____ Use FOCUS, a free web-based career assessment. (Found under Online Toolbox in CareerConnect)
- _____ Review the 'Gain Self Awareness' and the 'Options to Explore' stages of the GOALS Program. Make an appointment to learn how to move into the next stage: <http://www.uis.edu/career/goals/>
- _____ Make a Career Counseling appointment. How?
 - Log into CareerConnect
 - Locate Shortcuts on right side
 - Click on 'Schedule an Appointment with MY Career Counselor'
- _____ Confused, unsure, or just need help? Contact us:
 - Email careerservices@uis.edu
 - Call (217) 206-6508

Checklist for What Should be Done

2nd Semester:

- _____ Keep making the best grades possible. What you are doing now will affect your future chances.
- _____ Join another club or organization to further expand your opportunities & skillsets.
- _____ Participate in CDC events by going to the Events & Fast Pass tab in CareerConnect.
- _____ Search through **CareerConnect** for part time jobs, internship opportunities, and more.
- _____ Create a resume with your new relevant experiences, activities, and skills using our online resume builder called **OptimalResume**:
[uis.edu/career/onlinetoolbox/optimalresume/](http://www.uis.edu/career/onlinetoolbox/optimalresume/)
- _____ View Career Pathfinder to see which skills are relevant to your major:
[uis.edu/career/goals/options/whatcanido/](http://www.uis.edu/career/goals/options/whatcanido/)
- _____ Need help with writing a resume? No Problem! Make a **Fast Pass** appointment; go to Events & Fast Pass tab in CareerConnect & select a time.
- _____ Use the 'Active Decision Making' module of the GOALS Program to see how to make informed decisions & how to get hands-on experience:
<http://www.uis.edu/career/goals/active/>
- _____ Make a Career Counseling appointment to see if you are on track in getting prepared for your career! Directions for how on left side.
- _____ Go to the Career Fair! Find out what's in demand and land a summer internship. One in September and one in February!

Questions? Email us at careerservices@uis.edu or call (217) 206-6508