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/](http://www.uis.edu/career/onlinetoolbox/)
- Log into CareerConnect at [uis.edu/career](https://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/](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](mailto: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/](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](mailto:careerservices@uis.edu) or call (217) 206-6508