

# REGIS UNIVERSITY NEW GRADUATE SURVIVAL GUIDE

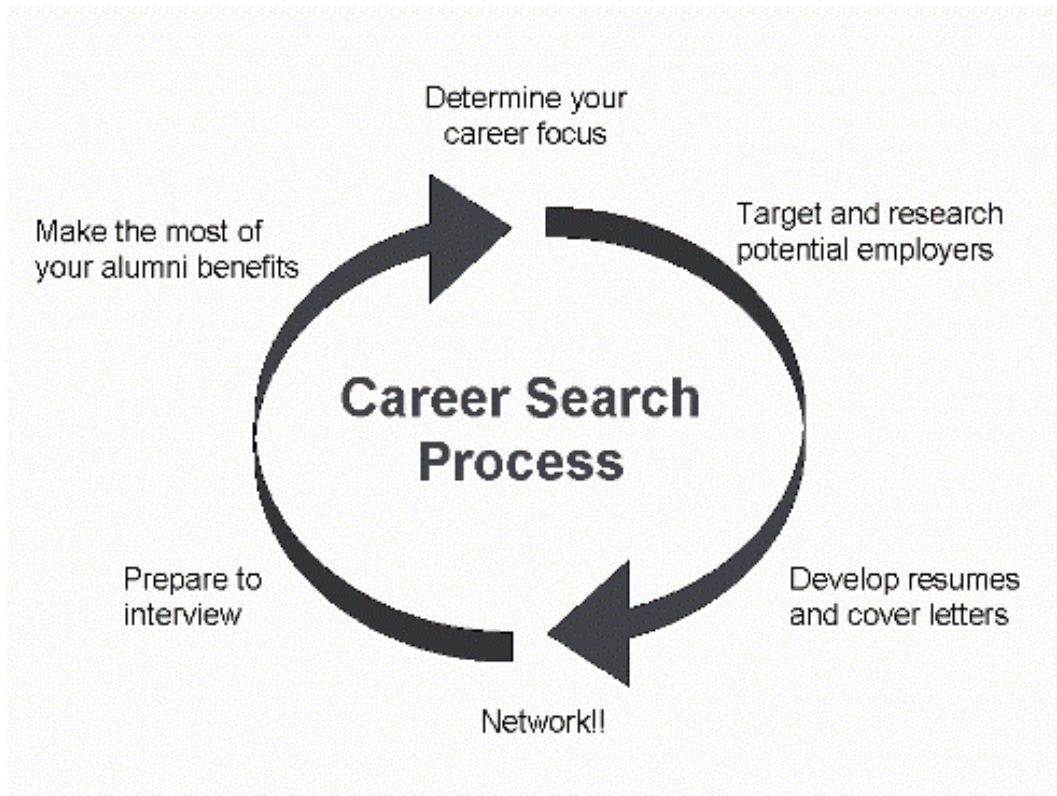


*your connection to the future*

## Career Services: New Graduate's Survival Guide

You have a new degree in hand, current knowledge about your field and are ready to tackle the job market. Right? Perhaps you're unsure where to begin. The transition from school to work takes some planning.

In this guide you will find helpful tips on how to make the transition easier, whether you are looking for a first job, a career change or promotion in your field. Strategic career planning is part of a process.



Each stage of the process serves as a foundation for the next. It's helpful to prepare for each stage of the process to ensure a successful job search.

## Determine Your Focus to Plan Your Next Career Move

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You've worked hard for your degree. Now it's time to put that degree to work. Here are some of the steps you can take with the help of Career Services to find a career that fits your interests and new skills.



### *Career Planning Appointments*

Many Regis graduates are looking for more than a job – you may be looking for your first step toward a satisfying career or career transition. Meeting with a career counselor can help you discover resources and focus on the type of work that best fits you.

Call for an in-person appointment at any Regis campus in Colorado or for a phone appointment via our toll-free number.

Contact Career Services at 1-800-388-2366 x3508 or [careers@regis.edu](mailto:careers@regis.edu) to schedule an appointment.

### *Linking Majors to Careers*

Career Services provides information on some of the careers you might pursue with your major from Regis University.

The Linking Majors to Careers guides are available in the main office on the Lowell Campus and on the Regis Career Services *Career Planning Guide* - <http://www.regis.edu/regis.asp?sctn=sl&p1=cs&p2=ssa&p3=cpg>

## ***Career Assessments***

Career Services provides a variety of assessments that can be used with counseling to help you explore careers that may be more satisfying for you.

- *Strong Interest Inventory (SII)* - assesses your interests as they match with a range of occupations and work environments. \$15 scoring fee.
- *Myers-Briggs Type Indicator (MBTI)* - helps you understand your personality preferences as they relate to career options. Online version comes with a \$25 scoring fee. Paper version is free of charge.
- *World of Work Inventory (WOWI)* - assists you in exploring careers by assessing interests, values and abilities. \$20 scoring fee.
- *SIGI<sup>3</sup>* - helps you explore careers based on your interests, values and skills. Free of charge. Link to this resource via Regis CareerLink.

Please contact Career Services ([careers@regis.edu](mailto:careers@regis.edu), 303-458-3508 or 1-800-388-2366 ext. 3508) before taking the assessments online. You will consult with a counselor to determine which assessments will be most helpful for you, to set up an interpretation session and to arrange for payment of the scoring fee.

For more information and a link to Regis CareerLink, see <http://www.regis.edu/careerservices>

## ***Online Workshops on Career Planning***

On the Career Services page, find links to these and other online workshops to help with career planning.

<http://www.regis.edu/regis.asp?sctn=sl&p1=cs&p2=wrk#online>

- *Career Decision Making*
- *Graduate School Admissions*
- *Making an Informed Decision about Going to Law School*
- *Essential Resources for Managing Career Change*

The only  
"Hot Jobs" are  
the jobs well  
suited for you!

## Targeting and Researching Potential Employers

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The advertised job market is like the tip of an iceberg. Only a small percentage of jobs are ever advertised in newspapers or on Internet job sites, both of which charge fees for the posting. Companies will post jobs on their own web sites or fill positions through referrals at no cost, if they can. These unadvertised openings comprise much of what we call the "Hidden Job Market."

Posting your resume on the Internet is usually cost-free, but the results are limited. You will get better results from approaching targeted organizations, finding the information you need about them and making yourself known as an interested potential employee. So where do you begin your search?

### *Career Services Resources*

**Regis CareerLink** - <http://www.myinterfase.com/regis/student>

This site is available to all Regis students and alumni. After you update your profile, upload your resume and look through the jobs online. Don't forget to browse the Employer Directory. Many provide contact information for recruiters.

The Career Services Resource Center has printed resources to explore career paths and potential employers. Working with a career counselor can help you use these resources to the best advantage.


An excellent way to impress an organization is to show you've done **research on the company** through their website and business information resources using the online guide on the Career Services website, <http://www.regis.edu/regis.asp?sctn=sl&p1=cs&p2=jst&p3=fj&p4=rs>

## ***Business Databases***

A list of sites to make research simple can be found at <http://www.regis.edu/regis.asp?sctn=sl&p1=cs&p2=ssa&p3=ir> to help you find employers and information about them.

Information to look for:

- Location, website and contact information
- Revenue, expenditures, number of employees
- Subsidiaries, parent company, departments and divisions
- Names of top executives and hiring managers
- Background, major accounts, contracts, products, services, goals
- Human resource policies
- Comparisons with competitors
- Company culture: how people working there communicate, dress and make decisions
- Job listings and position descriptions



The most successful  
job seekers  
research employers  
and industries

## ***Professional and Industry Organizations***

Since many organizations list their jobs primarily on their own web pages, developing a list of employer web sites will keep you in touch with recent announcements and new opportunities. For a free resource on Internet resources, see the Career Services web page link to Internet Resources.

Professional associations can be a great place to make contacts and get inside information on industries and employers. Joining and participating in a professional organization is one of the best things you can do to further your career both before and after landing your next job.

- Internet Public Library Associations on the Net, <http://www.ipl.div/aon>
- ASEA Gateway to Association Directory, <http://asaecenter.org/Directories/AssociationsSearch/cfm>

Your research will pay off when you are networking and interviewing with potential employers. It will be apparent that you are interested enough to find out more about the organization and its goals.

## Getting Started on Your Resume

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**Resume Development** is the process of constructing your resume until you are confident it best represents you and the focus of your job search.

*The role of resumes in your job search is to get you selected for interviews.*

**Career Services can assist in this process.**

**Successful resumes** demonstrate:

- A focus on your goals based on direct and transferable skills you've developed through experience and education.
- An emphasis on accomplishments more than simply job duties.
- A well-written 1-2 page presentation that is composed and formatted as an MS Word document that can be saved as .doc, .rtf or .txt will help the reader easily view your resume.

**Sample resumes** and a resume handout are available on the Career Services website. <http://www.regis.edu/regis.asp?sctn=sl&p1=cs&p2=jst&p3=wrl&p4=rex>

Career professionals from Regis Career Services can help you construct and review your resume. This can be done in person (**call 1-800-388-2366, x 3508** for an appointment at any Colorado campus or a phone appointment) or via email: [careers@regis.edu](mailto:careers@regis.edu) (send as an MS Word or rich-text attachment).

**Before submitting your resume:**

- Eliminate "I", "me", "my" or other pronouns.
- Describe your accomplishments and experience in brief, bulleted phrases beginning with verbs.
- Include no more than 10, possibly 15 years of work experience.
- Check for consistency of formatting as well as readability (use of bold, bullets, present or past tense verbs) and font size-no smaller than 11 pt.
- Have it reviewed by a career counselor and someone in your field (professor, manager, coworker, etc.).

Once it's ready, your resume can be posted on Regis CareerLink, <http://www.myinterfase.com/regis/student>.

After you have created your personal profile, you can upload your resume.

Your resume can be used to apply directly for many posted positions in the system.

## Cover Letter Basics

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**Cover Letters** to accompany your resume are more important than ever. They give you the opportunity for focused communication with a hiring manager and to target companies or organizations more specifically. Such correspondence also allows the reader to assess your written communication and organizational abilities. Cover letters are used with resumes whether they are sent by post or via email. In a highly competitive job market, a tailored cover letter can make the difference between getting an interview or not.

**Effective cover letters** demonstrate:

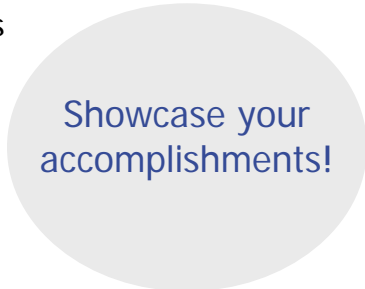
- A solid match between your experience and/or skill sets and the needs of the employer.
- Both a thorough understanding of the position and the company.
- A focus on solid accomplishments more than “soft skills” (For example: “At company X, I increased productivity 20% by implementing team goals and incentives.” vs. “I am good at working with people.”)
- A clear expression of interest in the company and position stating your intention to follow up.

**Sample cover letters** and a cover letter handout can be found at <http://www.regis.edu/regis.asp?sctn=sl&p1=cs&p2=jst&p3=wrl&p4=cl>

Career professionals from Regis Career Services can help you create or review your cover letter in person or via [careers@regis.edu](mailto:careers@regis.edu).

Before submitting your cover letter:

- Try to find the name of a person in the company who is the possible hiring agent (avoid Dear Sir or Madam).
- Review it to see if you have used the name of the company or the hiring agent in the body of the letter; this personalizes the letter.
- Proofread and have another set of eyes review it (career professional, someone whose writing you trust, a coworker, etc.) for both content and spelling/grammar.



Showcase your  
accomplishments!

Since each cover letter you write for a given position is unique, you won't want to send a one-size-fits-all cover letter!

## Networking

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**Networking** is an essential tool for a successful job search. The networking process **yields more and better job leads** than traditional methods of finding job opportunities.

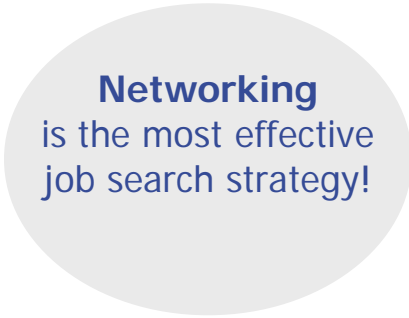
To network effectively, you need to be able to:

- Articulate your strengths that benefit an organization or company.
- Describe tasks you like to do and problems you like to solve
- Delineate a general career direction.
- Create a way to track and maintain networking contacts, results of those activities, and follow up as needed.

If you are unsure how to begin, talk with a career counselor who can help you identify strengths, clarify direction and polish your networking skills. Contact our office at [careers@regis.edu](mailto:careers@regis.edu).

The Career Services website has many links to information about professional networking and network development. And, there are additional methods for finding good networking resources.

- Go to <http://www.regis.edu/careerservices> to check out the links and information under “Job Search”, including resources to identify organizations by major.
- Work with the links to organizations in the career field(s) you’re interested in.
- Ask faculty and other professionals in your field for names of professional organizations in your field.
- Monthly meetings, members-only job postings, continuing education to upgrade skills and knowledge, and built-in network contacts are just a few of the advantages of joining a professional organization in your career field.



**Networking**  
is the most effective  
job search strategy!

**Attending career events** sponsored by Career Services is another way to meet people in your career field, gather information about opportunities, and acquire professional contacts. Check out our “Upcoming Events” page <http://www.regis.edu/regis.asp?sctn=sl&p1=cs&p2=events> and the calendar in Regis CareerLink <https://www.myinterfase.com/regis/student>



Our website also includes online workshops on networking.

<http://www.regis.edu/regis.asp?sctn=sl&p1=cs&p2=wrk>

- *Networking Relationships: The Key to the Hidden Job Market*
- *E-Networking*

Additional guides can be found on the Regis Career Services website

<http://www.regis.edu/regis.asp?sctn=sl&p1=cs&p2=jst&p3=fj>

Here are a few pointers about professional networking:

- Be clear about who you are and what you bring to an organization.
- Utilize a variety of resources to create a professional network, in particular:
  - Join the *Regis Alumni Association Linked-In Group!* Connect with other Regis alumni and current students who share your professional interests. Registration is free and the benefits are great. Contact Career Services if you have questions on utilizing this resource.
- Join one or more professional organizations in your career field.
- Be visible and involved in the professional organizations of your choice. Refer to the database of [Associations on the Web](#) at Internet Public Library to find a professional organization that matches your professional interests and has a local chapter.
- Check with a career counselor to learn more about making the most of professional networking
- Cultivate professional relationships by reciprocating with information, acknowledgement, or assistance.
- Be prepared when you are meeting with a network connection.
- Ask for advice and be sure to thank each network contact after each meeting.

## Interviewing

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Now that your resume and networking skills have paid off, it's time to focus on interviewing.

An **interview** is a time for you to **showcase the knowledge, experience and personal strengths** you would add to an organization. It's a time for you to **show your competitive advantage** compared to other candidates. It is also a time for you to **check out the organization** to determine whether it's a good fit for you.

**Behavioral interviewing** is still the most popular type used by companies to select candidates. Prepare for this kind of interview with examples from work, academic projects, and life experience that support what you say you can do. Companies may conduct behavioral interviews by using one person or a team, but you need to be prepared to give specific examples of your accomplishments relevant to the position you're interviewing for.

### The Cardinal Rules of Interviewing:

1. Know what you have to offer an organization; review your strengths from your resume.
2. Research the organization before interviewing.
3. Prepare experience based examples to support and expand on information in your resume.
4. Keep answers brief, targeted and succinct
5. Show energy, enthusiasm, and interest in the position.
6. Review success stories about your experience.
7. Practice, practice, practice.

The preparation steps in this guide and appointments with Career Services are all geared to prepare you for successful interviewing.

Schedule an appointment with a career counselor to **practice interviewing** skills. Prepare by making a list of questions you'd like to ask in an interview and thinking about answers to commonly asked questions found in the online *Job Search Guide*

<http://www.regis.edu/regis.asp?sctn=sl&p1=cs&p2=jst>



## How you present yourself in the interview is paramount

- Dress professionally.
- Arrive early. Take a trial trip to the interview site, if necessary.
- Relax! The confidence you portray in the first minute of the interview can make a big difference.
- Bring a copy of your resume for your own reference and enough for all members of the interviewing team.
- Bring questions to ask in the interview.
- Ask about the steps of the interview process – how long will the company be interviewing, when will second interviews be conducted, when will selection be made?
- At the end, be sure to thank the interviewer for the opportunity to meet with them and indicate your desire for the job.
- If possible get business cards from the interviewing team.

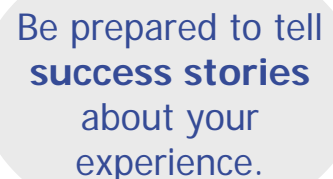
### Follow up:

- Immediately after the interview, write a thank you note to the chair of the search committee. For examples, see the online *Job Search Guide*, <http://www.regis.edu/regis.asp?sctn=sl&p1=cs&p2=jst>
- If you don't hear from the company, follow up in a reasonable time frame based on the information you know about the company's selection process.
- If you don't get the job, continue to network with people from the company with whom you have a positive relationship.

### Special Interviewing Topics:

The online *Job Search Guide* contains information on:

- Telephone interviews
- Second interviews



Be prepared to tell  
**success stories**  
about your  
experience.

[Online workshops](#) on the web page

<http://www.regis.edu/regis.asp?sctn=sl&p1=cs&p2=wrk#online> provide added information on:

- Team or panel interviews (see the Team Interview section of the workshop, *Interviewing Skills for CPS Students*.)
- *Compensation negotiation*

## MAKE THE MOST OF YOUR ALUMNI BENEFITS

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Your benefits with Regis Career Services continue after graduation indefinitely.

### Services to all Regis University Alumni:

- Career Counseling and Planning
- Career Assessments
- Job Search Assistance
- Join the Alumni Career Network
- Online job and resume posting in CareerLink

Contact Regis Career Services if you have questions or want to schedule an in-person or telephone appointment with a career counselor.

Website: <http://www.regis.edu/careerservices>

Email: [careers@regis.edu](mailto:careers@regis.edu),

CareerLink: <https://www.myinterfase.com/regis/student>

303-458-3508 or 1-800-388-2366, x. 3508.

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## CAREER SERVICES MISSION STATEMENT

Career Services educates and empowers Regis men and women of all ages to make informed career choices. Career Services believes that career planning is a developmental process that needs to be fostered throughout the lifespan. Integral to this process, we serve as the link to career resources in the university, community, and business sectors.

Goals:

- Assist and guide Regis men and women of all ages in positive and realistic self-assessment.
- Help the men and women of Regis to make appropriate and meaningful personal and career choices.
- Facilitate the development of job search strategies in a changing world.



## POST YOUR RESUME AND LOOK FOR JOB ANNOUNCEMENTS ON CAREERLINK

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### LOG ON

- Go to [www.regis.edu/careerservices](http://www.regis.edu/careerservices)
- From this site, click on **Regis CareerLink** - <https://www.myinterfase.com/regis/student>
- If your login doesn't work, contact Career Services at the email or phone numbers below

### IF YOU DON'T HAVE AN ACCOUNT

- If you have never logged on to **Regis CareerLink**, you can request an account by clicking on "**Click here to register!**" located at the bottom of the page
- Career Services will notify you by email when your account is activated. Current students can get a RegisNet email account at <https://insite.regis.edu>

### POST YOUR RESUME

- Cursor over **My Profile, Documents & Activities** and select **My Documents**
- Click on **Upload File** and follow the directions to upload your resume from an original MS Word document.
- You can also upload a cover letter, and portfolio documents

### LOOK FOR JOBS

- Click on **Job Search** and search by job type and location
- Some job applications can be done in the system
- You can save your search criteria to repeat at another time
- Your saved search can be set to automatically email new job announcements that meet your search criteria

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**CAREER SERVICES**  
303-458-3508 or 800-388-2366 ext. 3508  
[www.regis.edu/careerservices](http://www.regis.edu/careerservices)  
[careers@regis.edu](mailto:careers@regis.edu)

