Third-Year Checklist

Getting Started

✓ Get acquainted with the McIntire School community! Faculty, staff, and your classmates are a GREAT resource for information on career fields.

✓ Check the Commerce Career Portal (https://career.commerce.virginia.edu/) and your email regularly, as well as the McIntire Master Calendar (https://www.commerce.virginia.edu/events) and the LCD screens found around Rouss & Robertson Halls to ensure you receive current information about services, workshops and programs, employer sessions, and events! Commerce Career Services posts current events as well as employer activities with pertinent workshops and job postings on the Commerce Career Portal.

✓ Become familiar with the Commerce Career Services Web site on the McIntire homepage at www.commerce.virginia.edu/career-services. Here you will find numerous resources for all things related to the career development and search process.

✓ Make time for thoughtful career exploration and attempt to define your interests, skills, and values. Speaking with family and friends can be a great way to get helpful feedback and insights.

✓ Meet with a career counselor to discuss your career development. CCS counselors are happy to discuss your unique career interests and goals and will help you navigate the career development process! To schedule an appointment, please visit the CCS Office in Suite 407 or call 434-924-7986.

Job/Internship Search Resources

✓ Finding Opportunities

  o Register on CAVLink, UVA’s online job database and upload your resume. This system is designed to help you search for and apply to employment opportunities, stay up-to-date on the latest events on Grounds, and provide you with the resources you need to be successful in your job and internship search.

    ▪ One of these vital resources is On-Grounds Interviewing (OGI). OGI is the process in which employers across the country come to Grounds to interview students for a wide variety of positions. However, to participate in the program you must abide by certain policies and procedures. This allows us to maintain positive relationships with our employer partners and continue to develop new opportunities for fellow students. You will be prompted at login to complete the OGI tutorial, which you MUST do in order to see OGI positions (please note that you will have to do this again even if you have completed the tutorial previously).

  o Conduct your search off Grounds as well. To find helpful tools and resources, visit the Commerce Career Services website (www.commerce.virginia.edu/career-services) and go to the Students page to get started.

✓ Preparing Your Professional Toolkit

  o Get started on your resume as soon as possible and start preparing to write cover letters. To help you get started see our Resume and Cover Letter web pages. Come in and meet with a CCS career counselor to have your documents reviewed during walk-in hours or by appointment.

    ▪ Walk-in hours: Mondays, 2 - 4 p.m.; Tuesdays, 11 a.m. - 1 p.m.; Thursdays, 2 - 4 p.m.; Fridays, 1 - 3 p.m.

    ▪ Appointments: Drop by our office on the fourth floor or call 434-924-7986 to make an appointment.

  o You can also have your resume reviewed by an employer through our Employer-In-Residence program. Check your email and the CCS Portal for information on the program and schedule.

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Commerce Career Services
www.commerce.virginia.edu/career-services
(434) 924-7986
Interviewing

- **Check out the numerous interviewing workshops** in the fall. Check your email and the calendar often so you can attend these informative workshops. Interviews can be very different depending on the industry. For more information, see our handouts on the Interviewing page on the CCS Web site.

- **Dress appropriately!** How you dress can make a lasting impression, so make sure you are making the right one! To learn more, visit the Interviewing section on the CCS Web site or ask a CCS counselor.

- To **practice your interviewing skills**, you can schedule a mock interview with a counselor by calling 434-924-7986 or dropping by the office in Suite 407.

- Another great way to practice your interviewing skills is to **sign up for a mock interview with an employer** during our Employer-In-Residence program (check your email to find out more information).

- It is important to remember to **ALWAYS SEND A THANK-YOU NOTE** after both mock and actual interviews. See our Interviewing and Networking sections for best practices.

Networking

- **Networking is absolutely essential as you begin your career development process!** You will find that this will be a very effective way to learn about organizations, industries, and career paths. Conducting informational interviews is also a great way to meet people and build relationships, thus expanding your network, which will help you find a job! See our Networking section on the Career Services webpage and visit a CCS Counselor to help you get started!

- **Network with UVA Alumni** using the Alumni Directory. Conduct informational interviews with alumni to learn more about career industries and paths.

- **Create and utilize a LinkedIn** profile to connect with peers, alumni, and others to develop a professional profile. LinkedIn also has a student portal that has postings for internships and full time positions. [http://www.linkedin.com/studentjobs](http://www.linkedin.com/studentjobs).

Important Events

- **Commerce Career Day (CCD)**, our career fair, will take place Wednesday, Sept. 16, at John Paul Jones Arena. Prepare by attending the workshop “Preparing Your Professional Toolkit” Aug. 26, checking out the employers who will be attending, and researching the companies you are interested in pursuing. In addition, prepare and rehearse your 30-second personal introduction and handshake in preparation for the career fair(s) and other networking opportunities.

- In conjunction with Commerce Career Day, attend the Commerce Career Day Panel Discussions on the evening of Tuesday, Sept. 15, in Rouss & Robertson Halls. These industry-focused panel discussions allow employers and students to converse on multiple industry- and career-related topics.

- **Participate in our various Career Exploration and 101 Series** programs to learn more about the career paths in these fields from faculty and employers.
  - Accounting Careers Day – Aug. 28
  - Careers In Finance Conference – Sept. 10-11
  - Careers in Marketing – Oct. 8-9
  - Careers in Consulting – Oct. 30

- **Attend employer-sponsored information sessions** as your schedule permits. For the most up-to-date information, check the UVA Career Center/CAVlink Calendar.
**Staying Connected/Social Media**

- Ensure that your **online identity is professional**. Use privacy protections for social networking sites and polished content that is appropriate for public viewing.

- **Commerce Career Portal** - [https://career.commerce.virginia.edu/](https://career.commerce.virginia.edu/)

- Join Twitter ([www.twitter.com](http://www.twitter.com)) and follow companies you are interested in. Follow CCS ([https://twitter.com/CommerceUVA](https://twitter.com/CommerceUVA)) to hear about opportunities and job search strategies. Also, **follow Tom Fitch, Associate Dean for Career Services & Employer Relations** ([http://twitter.com/tomfUVA](http://twitter.com/tomfUVA)) for even more job search strategies.

- **Become a fan of Commerce Career Services on Facebook** for information on job postings and job search tips.

- **Check out our online pinboard on Pinterest!** Commerce Career Services has multiple pinboards of graphics and articles for anyone conducting a career search.