

# 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 feedback, workshops, and events.

### 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 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](mailto: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 Writing 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](mailto: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 to 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](mailto:careerdevelopment@mun.ca) to set up a mock interview with a Career Advisor.

## Creating Your LinkedIn Profile

- It is important for graduate students to have a very active LinkedIn profile before graduating that will help them connect, network and build their online presence.
- Current students can book a career advising appointment through the [Navigate App](#). Alumni can contact [careerdevelopment@mun.ca](mailto:careerdevelopment@mun.ca) to set up a meeting with a Career Advisor.

## 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, and more!
- Always look out for available opportunities for professional development, especially those that are of low to no cost. For example, [LinkedIn Learning](#) offers access to over 16,000 video tutorials and courses on a diverse range of topics that are relevant to new grads as they prepare to start their careers. You can currently avail a one-month free trial to LinkedIn Learning.
- Check out the [Student Success Competencies](#) as a guide for understanding individual skill development.

## Campus to Career

- [Campus to Career](#) is a 3-part virtual series aimed to help upcoming and new graduates transition from the classroom to their career.
- The sessions will focus on career planning, job search, and employability skills.
- New graduates can access Campus to Career through the [Brightspace](#) system.

## Job Fairs

### [Career & Graduate School Fair](#)

Taking place annually each fall, the Career and Graduate School Fair provides new graduates and alumni an opportunity to connect with 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.

The 2022 Career and Graduate School Fair is taking place both remotely and in-person on Wednesday, September 21, 2022.

For information about the fair, including how to register for access, visit: <https://www.mun.ca/student/career/meet/careerfair.php> (there is no cost to attend!).

Additionally, graduates can also take advantage of a number of industry and company specific job fairs in the community that will help connect them to current opportunities.

## 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 to receive and share advice, discuss your experience, and gain a better understanding of what careers are available with your degree.

## 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](#).

## 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](mailto:careerdevelopment@mun.ca) to set up a meeting with a Career Advisor.

## 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.

## 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 Labour Market Information](#)
- [Newfoundland and Labrador Labour Market: OUTLOOK 2025](#)
- [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](#)

## Job Boards\*

Career Development hosts a [job board](#) accessible to students and recent alumni advertising current opportunities in a variety of sectors.

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.

## 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!

## Suggested Readings

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

- [What the Class of 2021 should know as they enter the job market](#)
- [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](mailto:careerdevelopment@mun.ca)