

Transfer Student Career Action Plan

Expert Career Management

SEMESTER A: DISCOVER AND EXPLORE YOUR OPTIONS

- Activate your UBworks account (accessible through the MyUB portal) to view job postings, learn about career events, and schedule coaching appointments
- Meet with your assigned Career Specialist in the Career Center by scheduling your first coaching session in UBworks
- Confirm your intended major and complete StrengthsQuest. Additional Career Exploration tools include: Strong Interest Inventory, iStartStrong, and CareerFinder
- Learn about BeMore, academic clubs and leadership opportunities

SEMESTER B: EXPLORE THE WORLD OF

- Review the UB Career Cycle: Develop your professional goal
- Research and explore your career path to learn more about median salary, position titles, and entry level requirements. Conduct an informational interview. Resources: SavorUB, UB Alumni LinkedIn Group, and UB LinkedIn widget
- Start developing your professional brand by creating or updating your resume and cover letter. Use the UBworks Resume Builder or the Resume Samples by major on the Career Center website
- Attend career fairs and other career related events
- Expand your network by setting up a LinkedIn profile using the site to connect with professionals in your industry
- Take Action (Career Cycle): Create your professional pitch

SEMESTER C: COMMUNICATE YOUR BRAND

- Schedule your follow-up coaching session with your Career Specialist
- Determine a job target for your internship or job search
- Grow your network by actively networking with professionals and recruiters in your industry. Attend professional networking events, career fairs, and participate in the On-campus Recruitment program
- Finalize your career portfolio including a resume, cover letter, professional pitch, and LinkedIn profile
- Consider taking on a leadership role with a student organization, professional association, or local non-profit
- Take Action (UB Career Cycle): Create an Action Plan

SEMESTER D: CREATE YOUR OPPORTUNITIES

- Join a professional association in your industry
- Get ready for the interviewing process by participating in a practice interview and garnering professional interview attire
- Determine who will be your most effective job references and send them a copy of your resume and job target
- Register with Alumni Relations
- Take Action (UB Career Cycle): Develop your career management plan