

# Post-Graduation Career Planning

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**CENTRE FOR CAREER ACTION**

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(she/her)  
Career Advisor



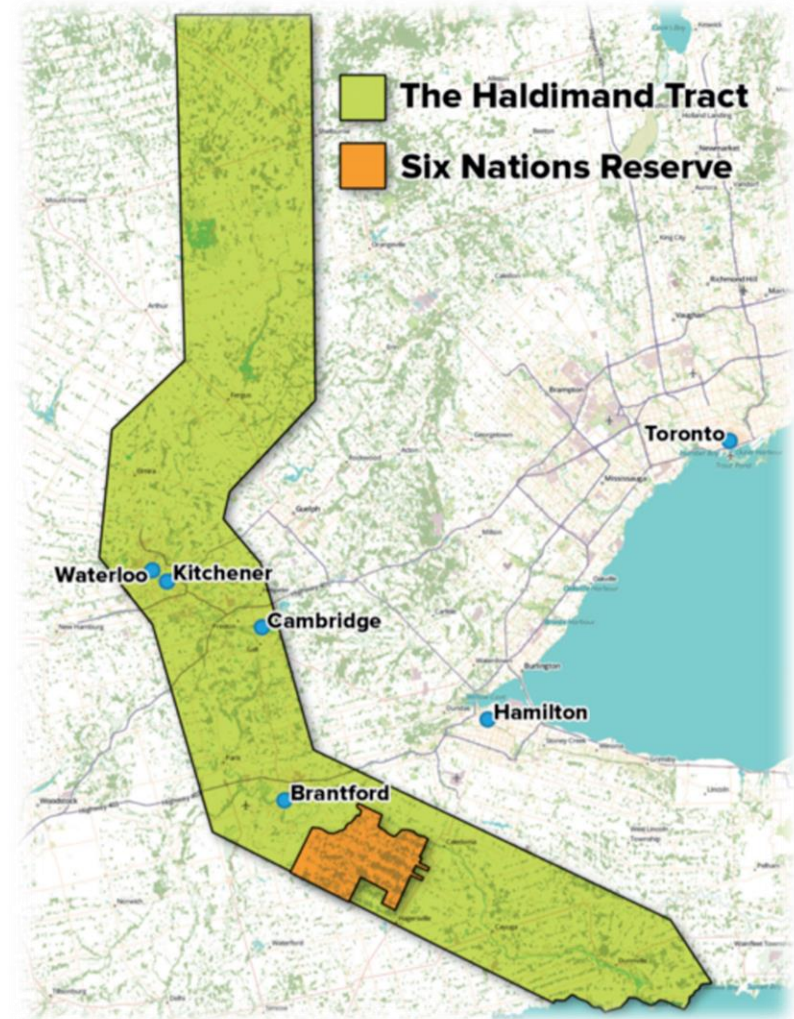
**Stephanie Bailey**  
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Career Advisor



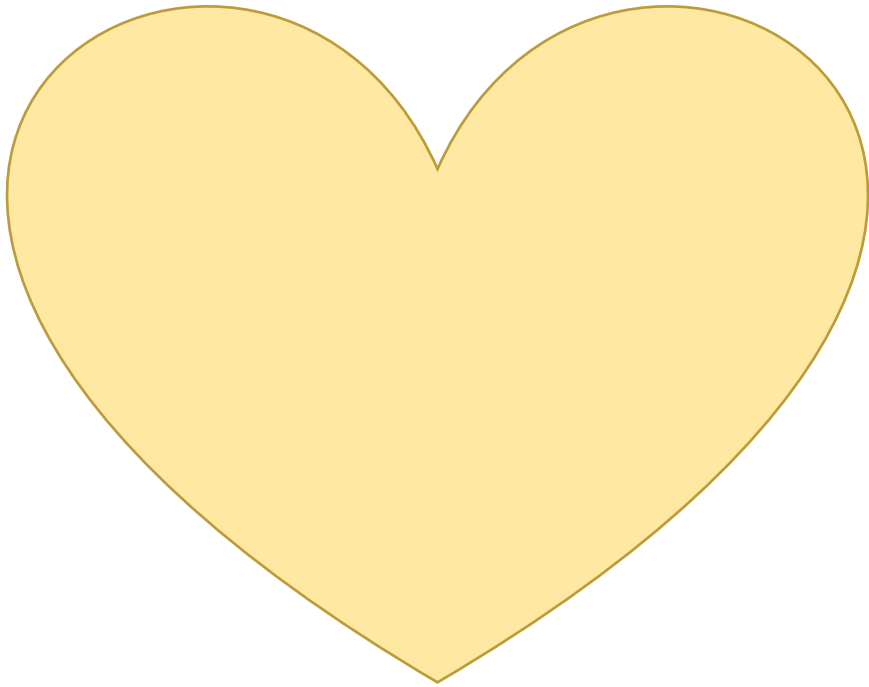
# WHOSE LAND ARE WE ON?

The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. Our active work toward reconciliation takes place across our campuses through research, learning, teaching, and community building, and is centralized within the Office of Indigenous Relations.

Curious about the land that *you* are on? Visit <https://native-land.ca/>



# SAFE(R) SPACE



- We are entering this space with the intention of creating as safe a space as possible for you.
- Take things at your own pace and participate in a way that works for you: everything is optional
- We will share slides with you
- Take what works for you, leave what doesn't.
- Listen to each other
- At any time, please ask a question in the chat or privately to Steph or Paulina
  - If you have tech issues, please message Maha
- Participation for this workshop is mainly on mentimeter and your handout

# TODAY'S AGENDA

- We want to hear from you
- Develop your career strategy action plan
- Bio break
- Overcoming roadblocks
- Wrap up + Q&A

## **Some of you will:**

- Work at a dream job
- Work at a job you want to quit
- Focus on networking
- Stumble upon a field you never considered before
- Have periods of unemployment and underemployment
- Travel
- Embark on further studies
- Volunteer
- Combination of any of the above

**IT WILL BE OK!**

# CAREER STRATEGY ACTION PLAN



# WHAT IS A CAREER STRATEGY ACTION PLAN?

- A personalized action plan used to map your career
- Like a road map, it consists of:
  - A starting point (where are you now?)
  - A destination (where do you want to go?)
  - A planned route (how will you get there?)
- Several options may exist for reaching the goal, so you must decide which options are most reasonable given your resources



# CONSIDERATIONS WHEN DECIDING NEXT STEPS/GOAL SETTING

- How much time do you have?
- How much energy are you willing to expend?
- Will it cost money? (training, certifications, etc.)
- How much support do you have?
- What are some potential road blocks?
- Will you need to make compromises?
- What will you do if your initial goal does not play out as you had hoped?

- Borgen & Maglio (2015)

# THE 6 STEPS TO CREATING YOUR ACTION PLAN

**Step 1: Write your long-term goal**

**Step 2: Identify short-term goals**

**Step 3: Plan for the inevitable roadblocks**

**Step 4: Determine how you will monitor your progress**

Step 5: Reflect and refine your plan

Step 6: Begin

**What we are  
working on  
today!**

# SMART GOALS

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**Specific:** What do you want to accomplish?

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**Measurable:** How can you measure progress to know if you've met your goal?

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**Attainable:** Do you have the skills/tools required to achieve the goal? If not, what would it take to attain them?

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**Relevant:** Do you have the ability to make the goal happen? Is it aligned with your overall objectives?

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**Time-bound:** What's the deadline and is it realistic?

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# WHEN TO CRAFT SMART GOALS

- SMART goals will work better at some points in your life than others
- When SMART goals are helpful:
  - Transitions
  - Help with motivation when you're feeling a bit stuck
  - If you have a specific goal in mind (for example, you're working towards a promotion)

# SETTING GOALS AFTER GRADUATION

## Goal:

*To get a job immediately after graduation.*

**Does this meet the SMART criteria?**

**Goal:** *To get a job immediately after graduation.*

<b>Specific</b>	<b>Measurable</b>	<b>Attainable</b>	<b>Relevant</b>	<b>Time-bound</b>
<p>Are you being specific? What do you want to accomplish?</p>	<p>How can you measure progress toward realizing your goal?</p>	<p>Do you have the skills/tools required to achieve the goal? If not, can you obtain them?</p>	<p>Is it aligned with overall objectives?</p>	<p>What's the deadline and can you stick to it?</p>
<p><i>Secure a full-time marketing or sales position</i></p>	<p><i>I will know that it has been completed because I will be employed</i></p>	<p><i>This is attainable because I have the required skills for marketing and sales roles, and I am prepared to job search</i></p>	<p><i>This goal is relevant because I want to work in marketing/sales when I graduate</i></p>	<p><i>6 months after graduation</i></p>

## **Goal:**

*To get a job immediately after graduation.*

## **Becomes:**

### **SMART long-term goal:**

*Secure a full-time marketing or sales position 6 months after graduation*

**How are you going to get there?**

**What are some short-term goals that can help you meet this goal?**



# SHORT-TERM GOALS

## **SMART long-term goal:**

*Secure a full-time marketing or sales position 6 months after graduation.*

1. Research 10 companies of interest through the use of networking and online search/business directories by April 30. Identify possible hiring managers and conduct a personal skills assessment to understand the ways that I can contribute to the team.
2. Create two new résumés for my two chosen career paths by May 30, while utilizing research skills to identify résumé samples and career path role models on LinkedIn.
3. Improve my interview skills by attending three mock interviews with three different individuals by June 20, and gather precise feedback for continuous improvement.

# CRAFT YOUR OWN SMART GOALS

1. Identify **one** SMART long-term goal using the SMART goals template in the worksheet
2. Establish **at least one** short-term goal using the SMART goals chart – these are goals/steps needed to move towards your long-term goal
3. If you're struggling, we got you! We will work through one or two of the group's examples. You will be able to submit anonymously through Mentimeter.

10 Minutes

# OVERCOMING ROADBLOCKS

# VUCA World

Our world is defined by....



... so we need to be:

- Adaptable
- Flexible
- Collaborative
- Proactive

# ROADBLOCKS

- **External roadblocks**

- Road blocks outside of your control
- Examples: scarcity of jobs in your ideal location, family disapproval, competitive industry, discrimination (racism, sexism, xenophobia, ableism), etc.

- **Internal roadblocks**

- Thoughts that may impede your progress towards your goal
- Examples: lack of/low self confidence, fear of the unknown/leaving your comfort zone, feeling overwhelmed, etc.



# OVERCOMING ROADBLOCKS

## External roadblocks

- You apply to 50 jobs and don't receive a call back
- You don't get accepted into the graduate program you applied for
- You don't have the experience you need to land your dream job

## Internal roadblocks

- You don't apply for a job you're well-suited for because you think you're underqualified
- You stay in a job that you hate because it's a safe bet
- You don't start your own business because you're afraid of failure

# EXAMPLES OF SUPPORTS

- Expand your network
- Access career services (e.g. job search strategies, mock interviews)
- Volunteer
- Pursue further education
- Take care of your mental and physical health
- Set long-term and short-term goals
- Engage in career planning
- Reach out to family and friends

# SCENARIO TIME

What to do if...



# SCENARIO 1

*You find out that you were not accepted into professional school X for program Y. You were really banking on getting in and now aren't sure what to do with your next year.*

- What ideas do you have for adapting to this unexpected fork in the road?

# SCENARIO 2

*You've completed 10 interviews in the last two months and unfortunately have not received a single job offer.*

- What strategies can you implement to help secure the next opportunity that comes along?

# OVERCOMING EXTERNAL ROADBLOCKS

STEP 3a: Identify 2 external roadblocks to meeting your long-term goal and two supports you could use to overcome each

3 minutes

# OVERCOMING INTERNAL ROADBLOCKS

STEP 3b: Identify 2 internal roadblocks to meeting your long-term goal and two supports you could use to overcome each

3 minutes

# MONITOR YOUR PROGRESS

- Like agendas or personal planners, career actions plans are only helpful if you **USE** them
- Create a plan to check in with your goals regularly to monitor your progress
- There are many tracking and evaluation strategies we could use:
  - Creating to-do lists
  - Journaling regularly
  - Putting reminders in our Google Calendar
- Remember to celebrate your progress!

# MONITORING PROGRESS

STEP 4: What strategy will you use to track and evaluate your progress?

2 minutes

# CAREER PLANNING TAKEAWAYS

- STEP 1: Set long-term goals
  - For whatever you do after graduation – goal setting can be helpful
- STEP 2: Set short-term goals
  - A roadmap to help you realize your long-term goal
- STEP 3: Plan for roadblocks
  - Roadblocks are inevitable, but you can plan for them
- STEP 4: Monitor your progress
  - Create a plan to revisit your goals and track your progress

# NEXT STEPS

- STEP 5: Reflect and refine your plan.
  - Take the time you need to fine tune your career action plan
- STEP 6: Begin.



# RESOURCES

# SUPPORTS AND RESOURCES

## Appointments and Workshops

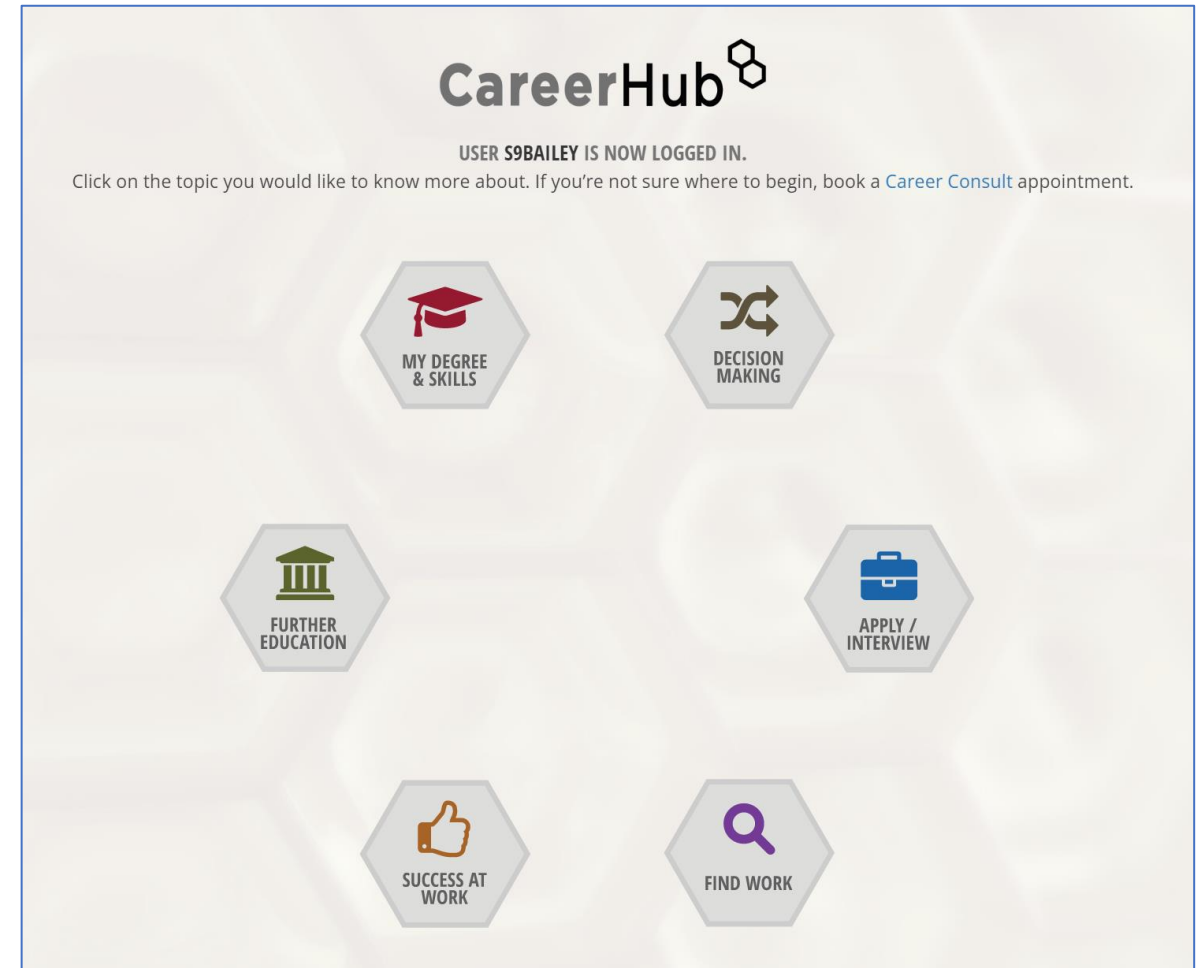
Resume Support	LinkedIn
Cover Letter Support	Further Education
Job Search Strategies	Interview Prep
Career Planning	... Ask Me Anything!

*[www.uwaterloo.ca/career-action/appointment-procedure](http://www.uwaterloo.ca/career-action/appointment-procedure)*

# SUPPORTS AND RESOURCES: CareerHub Online

- Your go-to source for career resources
  - Identify & articulate your skills
  - Write strong resume & cover letters with our templates
  - Learn about job search strategies
  - Plan for grad school
  - ...and more!

[www.careerhub.uwaterloo.ca](http://www.careerhub.uwaterloo.ca)



**THANK YOU!!!!**



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WATERLOO**