

Before You Begin

- Take the time to visit student support services available to you at UFV:
 - Complete a <u>career assessment with a Counsellor</u> for career counselling.
 - Book a Career Coaching appointment to receive feedback on your job applications.
 - Meet an <u>Academic or a Peer Advisor</u> to align your career interest and academic studies.
 - Need accessibility and accommodation support? Visit <u>Centre for Accessibility Services</u>.
- Search for types of positions you may pursue in the future.
- Reflect on your values and identify your strengths and weaknesses.
- Review your course syllabus and draw connections to job descriptions.

Starting your Job Search

Stay up to date with current industry trends – Follow companies, organizations, journals, and websites. Participate in professional associations, attend industry events, and career fairs.

Research organizations in your industry – Learn more about their vision, mission, and values.

Gain volunteer experience – Grow your network! Take part in community activities with local organizations or professional associations.

Create and maintain a LinkedIn profile – Employers often look on LinkedIn for interested candidates. Build your LinkedIn network by connecting with your peers, professors, and staff at UFV!

Observe job postings – Pay attention to important keywords to incorporate into your resume.

Upskill to stand out – Complete relevant certifications and participate in special events. You may be eligible for funding to support your experience with the <u>Student Experience Fund</u>.

Prepare for future interviews – Review common interview questions and apply the STAR method to your responses! The more you practice, the more confident you will be with your responses.

Always apply on companies' websites – If you see a job on a third-party job board like Indeed, check if it is still active on the company's website.

Discover your National Occupation Classification (NOC) code – Visit <u>WorkBC Career Profiles</u> and input a job title. The NOC code provides labour market information, including workplace skills.

Update your resume – Revise your resume throughout your job search process. If you are not hearing back, then it's time to check in with our Career Peer!



Networking can take on many forms!

Job postings account for only a fraction available job that is posted online. Most jobs referred by word of mouth through the "hidden job market". Expand your network by talking to friends, family, acquaintances, faculty, staff, peers, and colleagues. You will never know who could lead you to a new opportunity just by having a career chat.

Be sure to watch out for employment and job scams!

If you are unsure if it is a scam, please contact <u>careercoaching@ufv.ca</u> to receive confirmation. Learn to avoid <u>Job and Employment Scams</u>. For more information see <u>the Little Black Book of Scams</u>.

Suggested online job search websites

UFV CareerLink

General job search sites

Government of Canada Job Bank LinkedIn Indeed Talent Egg Job Postings Workopolis Canada's Top 100 Employers Monster Simply Hired CareerJet Glassdoor Charity Village GoodWork Green Jobs Civic Jobs

www.jobs.gc.ca www.linkedIn.com www.indeed.com www.talentegg.ca www.jobpostings.ca www.workopolis.com www.eluta.ca www.monster.ca www.simplyhired.ca http://www.careerjet.ca http://www.glassdoor.com https://charityvillage.com

ufv-csm.symplicity.com/students/

www.civicjobs.ca

Local job search sites

BCJobs WorkBC BC Government Jobs Fraser Valley Local Government www.bcjobs.ca www.workbc.ca www2.gov.bc.ca/gov/content/careers-myhr/job-seekers www.fvlgjobs.ca